



DEPARTMENTAL
GENERAL
ORDER

Rev.
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H-6

Index as:

Ref: CALEA
Standard 83.2.1

Property Seals
Police Seals

POLICE SEALS

The purpose of this order is to set forth the function and use of Police Seals.

I. FUNCTION

The function of gummed paper Police Seals (536-204) is to secure evidence and property and reveal tampering by tearing if the objects or vehicles to which they are affixed are disturbed.

II. DISTRIBUTION

- A. The Property and Evidence Unit shall stock and issue Police Seals.
- B. Members in the Bureau of Field Operations shall have Police Seals when operating police vehicles. Other members and employees may draw seals for use when appropriate.
- C. Personnel requesting seals shall complete an Equipment Control Card (536-804) at the Property and Evidence Unit.

III. USE

- A. Police Seals shall be used only for official police purposes.
- B. Before affixing a seal, the member or employee shall, in ink, print the date, time, and his/her serial number on the seal and sign his/her name.
- C. To prevent tearing during the tow, slack should be left in seals applied to secure vehicle doors.

- D. In the narrative portion of the appropriate report for the incident involved, the member or employee shall record the number of seals used, the date and time they were affixed, and the location of the seals (e.g., glove compartment, bedroom door). If a traffic citation is the only report made, this information shall be included in the narrative section of the citation.

By order of

Richard L. Word
Chief of Police