

No. 24

EXHIBITS

1. A printed Exhibit Book has been supplied to certain Stations, and where such book is available full particulars of property used by Police as exhibits should be recorded therein. At those stations where the printed Exhibit Book is not in use, the existing practice of entering particulars of exhibits in the Prisoners' and Miscellaneous Property Book should continue.

Record of exhibits held at Police Stations.

(3/3/49.)

2. Each page of the Exhibit Book contains space for four exhibit entries, and each spacing is numbered in order to facilitate control of the entries in a manner similar to that prevailing with regard to Receipt Books and License Books. The entries in regard to each exhibit should show at a glance the whole of the movements of the exhibit from the time of receipt until its ultimate disposal.

Entries in Exhibit Book.

No action should be taken for the disposal of, or the compliance with a Court Order respecting exhibits until the Officer-in-charge of the case has made inquiries and established that all possible Court action has been finalised and that no appeal has been or can be lodged. That Officer will insert in the column of the Exhibit Book headed "Final Disposal of Exhibit" the date of final Court hearing and the date the property can be disposed of.

Where no order is made by the Court for the disposal of exhibits, the Officer-in-Charge of the case may, after action has been taken in accordance with the directions contained in the preceding subparagraph, and if he is satisfied as to the ownership of the exhibit, hand it to the owner and obtain his receipt for filing. Where there are rival claimants for any exhibit, or an exhibit is the subject of a hire-purchase agreement, or in any other circumstances where there is doubt that the claimant is the legal owner of the exhibit, the matter should be submitted through the usual channels for directions. In such cases where the direction given is to hand over the exhibit to a claimant, instructions will be given as to whether or not an indemnity in the form contained in the Reference Book should be obtained. (Such indemnity requires a duty stamp for 1s. 6d. to be affixed by the person signing the indemnity.)

Where property that may be perishable, or seasonal goods, fashion garments, tools of trade, television sets and similar articles which may deteriorate or depreciate if kept for a lengthy period, is held as an exhibit and representations are made for its return to the owner, the position respecting the property and the need, if one exists, for it to be retained in Police custody should be promptly reported for direction as to the action to be taken.

The owner of property of this nature should be advised by the member of the Service in charge of the case that he may make any representations he desires for the return of the property.

2A. (a) At Police Stations where permanent Station Sergeants or Constables performing Station Sergeant's duties are employed, the safe custody of exhibits received at the Station will be the responsibility of such Station Sergeant or Constable performing Station Sergeant's duties.

Responsibility for custody of exhibits at Police Stations.

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(b) At all other Stations, the responsibility will devolve upon the Officer-in-Charge of the Station.

Keys of safe and/or Exhibit Room.

2B. (a) At Police Stations where permanent Station Sergeants or Constables performing Station Sergeant's duties are employed, the keys of the safe and/or Exhibit Room are to be kept in the personal custody of such Station Sergeant or Constable performing Station Sergeant's duties and at the change-over or relief the keys will be handed to the oncoming Station Sergeant or Constable performing Station Sergeant's duties. Under no circumstances should the keys be handed over by the Station Sergeant or Constable performing Station Sergeant's duty to the member of the Service relieving him during meal periods.

(b) At two-shift Stations in the Metropolitan District, the keys of the safe and/or Exhibits Room should be conveyed to the Divisional Head Station at the conclusion of the second relief and held there until returned to the Sub-station with the mail on the following morning. A record of the movements of the keys will be maintained in a small note book accompany them, showing—

- (i) time, date and to whom handed;
- (ii) time, date and by whom received at Head Station;
- (iii) time, date and to whom handed by Head Station; and
- (iv) time, date and by whom received at Sub-station.

(c) At all other Stations the Officer-in-Charge of the Station will be responsible for ensuring the safe custody of the keys.

Receipt of exhibits at Police Stations.

2C. (a) When an exhibit is received at a Police Station, the member of the Service performing duty in the Station at the time will check such exhibit and immediately record a full and complete description of each item in the book kept for that purpose. The entry in such book should, where possible, show the owner or owners of the article or articles comprising the exhibit and the signature of the Senior Arresting Officer will be endorsed on the next line immediately under the description of the exhibit.

(b) The member responsible for the custody of exhibits will place all exhibits, after receipt, in a locked place of safety.

Valuable exhibits.

2D. Bulky exhibits or exhibits to the value of less than £100 will normally be retained at the Police Station of receipt, but where the value exceeds £100 the following procedure will be adopted:—

Metropolitan District, other than Nos. 18, 22 and 23 Divisions and Brooklyn.

(a) (i) If of greater value than £100 but less than £500, exhibits will be transferred to the Divisional Head Station where they will be checked, recorded in the Exhibit Book maintained there, and a Miscellaneous Property Receipt issued to the Station concerned.

(ii) Where the value of the exhibit exceeds £500 it should be transferred to the Exhibit Room at the Criminal Investigation Branch to be dealt with there in similar manner to exhibits transferred to Divisional Head Stations.

Country stations, Nos. 18, 22 and 23 Divisions and Brooklyn.

(b) All exhibits, irrespective of value, will be retained normally at the Station of receipt, but where the Officer-in-Charge has any doubt as to the desirability of such a course in any particular instance, he should immediately seek advice from his Divisional or Sub-district Officer.

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- (c) Notwithstanding the monetary value of any exhibit, whether received at a metropolitan or a country Station, the Officer-in-Charge of the Station should consult his superior Officer in any case where the nature of the exhibit is such that the advisability of retaining it at the Station is in any way doubtful.

2E. When an exhibit is required for production at Court or for any other purpose, the article must be checked with the recorded particulars in the Exhibit Book by the member of the Service responsible for exhibits and by the member of the Service receiving it, the latter to sign for the exhibit in the space provided in the book. A similar check will be made on each occasion that an exhibit is returned to a Police Station, the signature of the Officer receiving it at the Station to be endorsed in the Exhibit Book in the space provided.

Issue of exhibits for production at Courts, etc.

3. A summary, signed by the Officer-in-Charge of the Station, showing all uncleared items (in the case of the printed Exhibit Book the receipt numbers only need be given) should be inserted in the book used for the recording of exhibits, at the 30th June and 31st December of each year. Reference to any exhibit later disposed of should be made opposite the particulars of such exhibit in the summary.

Summary of uncleared entries.

4. Officers-in-Charge of Stations will see that the Exhibit Book or other book used for the recording of Exhibits is included in the List of Authorized Books kept at Police Stations.

List of Authorized Books.

5. Particulars of the printed Exhibit Book are required to be entered in the "Record of all Receipt Books containing receipt forms for money, &c.", and also included in the monthly returns of movements of Receipt Books and Licence Books submitted by Superintendents for the information of the Auditor-General.

Recording Particulars of Exhibit Books issued.

6. (a) At Stations where permanent Station Sergeants or Constables performing Station Sergeant's duties are employed the Senior Station Sergeant will be responsible for the checking, at the end of each month, of the entries in the book used for the recording of exhibits.

Inspection of exhibits.

(b) At all other Stations, the Senior Non-Commissioned Officer or Constable-in-Charge of the Station will be responsible for conducting a similar monthly check.

(c) Any outstanding matters brought to light during the monthly check of exhibits will be reported to the Divisional or Sub-District Officer, who will himself inspect the book at the end of each quarter.

(d) The monthly inspection of exhibits by Senior Station Sergeants and periodical inspections by Officers and Non-Commissioned Officers will include a physical check of the outstanding exhibits against the entries appearing in the book used for the recording of exhibits.

7. Exhibit Books for use at Stations to which their issue has been approved may be obtained by Superintendents from the Government Printer by requisition upon the prescribed form of "Requisition for stock receipt books, &c."

Method of requisitioning for Exhibit Books.

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7A. When battery-operated equipment is an exhibit, action should be taken, with a view to preventing corrosion and damage, for the batteries to be removed from the equipment and stored with, but not in, it, unless there are special reasons to the contrary. If the batteries must remain in the equipment for the immediate future, the necessity to remove the batteries at the earliest possible moment should not be overlooked. Special care must be taken for the identical batteries removed from the exhibit to be preserved and properly marked for identification. Entries in the Exhibit Book must clearly indicate the number of batteries in the exhibit at the time of receipt or that it contained no batteries at that time.

ANALYSIS OR MICROSCOPICAL EXAMINATIONS

Particulars to be furnished before exhibit is forwarded for examination.

8. When an analysis or microscopical examination is required of any matter which may be the subject of evidence in a criminal prosecution, Coroner's inquest, or other proceedings, such analysis or examination will be made at the Department of Public Health, Sydney, and Police will follow the procedure in regard to submission of reports and conveyance of exhibits set out hereafter in this Instruction.

Inflammable liquid—samples.

Samples of alleged inflammable liquid taken in connection with proposed prosecutions under the Inflammable Liquid Act should not, however, be forwarded to the Government Analyst, but are required to be tested at the Explosives Department, and a certificate of the Chief Inspector under the Act will be accepted in the Courts as *prima facie* evidence of the facts set out in the certificate.

Personal custody of exhibits.

9. Exhibits for scientific examination must be retained in the personal custody of the escorting Constable until they reach the Analyst or Director of the Pathological Laboratory or other authority. They must not be forwarded by post. It must be borne in mind that the member of the Service conveying the exhibits should be well acquainted with the whole of the circumstances surrounding the particular investigation.

Report to accompany exhibits to C.I. Branch.

10. In all cases where exhibits are required to be sent for scientific examination, reports containing particulars of the case are to be submitted in triplicate and together with the exhibits forwarded to the Superintendent of Detectives, C.I. Branch, for examination in the first instance by the Scientific Investigation Bureau, and decision as to whether or not any or all of the exhibits should be submitted for scientific examination and the laboratory to which the exhibits should be taken; one copy of the report to be retained at the Scientific Investigation Bureau, the remaining copies, after being suitably minuted by the Superintendent of Detectives, to be conveyed with the exhibits to the Commissioner's Office for transmission to the appropriate authority.

Action to be taken by Police bringing Exhibits to Sydney for analysis.

11. Except in cases where it is absolutely necessary that exhibits should be examined at the earliest possible moment, it is desirable that escorts with exhibits should arrive in Sydney on any day other than a Saturday or Sunday.

Police with exhibits for analysis arriving at the Criminal Investigation Branch during week-ends or after ordinary office hours will contact



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the member of the Force on duty at the Inquiry Office for the purpose of carrying out the following procedure:—

- (a) Where the exhibits consist of parts of the human body for chemical analysis, arrangements will be made for the escorting Constable to lock the exhibits in the refrigerator at the Scientific Investigation Bureau in order that they may be kept fresh.
- (b) Other exhibits which are not required to be kept cold will be placed by the escorting Constable in a locked compartment located at the Criminal Investigation Branch Inquiry Office.
- (c) The escorting Constable will be handed a key to the refrigerator or locked compartment, as the case may be, and such key will be retained by him until 8.30 a.m. the following day, or Monday in the case of week-ends, when he should take the exhibits and relevant papers to the Scientific Investigation Bureau, thence to the Criminal Correspondence Branch of the Commissioner's Office and subsequently to the Analyst or Microbiologist or other appropriate authority as directed.

12. Where any person is suspected of having administered poison, as large a sample as is obtainable of the urine of the person poisoned

Samples of
urine, etc.,
for examina-
tion.

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should, if possible, be taken for analysis. Vomit should be similarly treated, and a careful search made for any glasses, bottles, or other receptacles likely to have contained poison.

The Public Health Department has instructed hospital authorities that in all cases of suspected poisoning it is essential that such authorities should carefully retain stomach washings, vomit, urine, and similar specimens for toxicological examination later, should circumstances require it.

Cases of suspected poisoning.

Further, in all such cases, the Police should be notified as soon as possible after death, and before the post-mortem is undertaken.

12A. A copy of a Circular issued by the Director-General of Public Health setting out the procedure to be followed by medical officers conducting post-mortem examinations in connection with Police and Coroners' investigations is contained in the Police Reference Book under "Post-Mortem Examinations". Police in charge of cases requiring a post-mortem examination to be held will tactfully bring the Circular under the notice of the Medical Officer conducting the examination. (7/9/38.)

12AA. When a post-mortem examination is to be undertaken in the country in a case in which some person is charged or is likely to be charged with murder, the Health Department desires that the Medical Officer conducting the examination should call into consultation another medical man, if possible, to assist him and to ensure the availability of evidence of one or both Medical Officers.

Post-mortem examination where murder charge likely.

The assistant's fee for the post-mortem examination, £2 2s., plus any fees for evidence or travelling, will be paid by the Health Department on receipt of claim submitted in the usual manner.

12B. In all cases of post-mortem examinations where treatment has been recently given to the deceased by mixtures or where proprietary medicines have been taken, particulars should be included in the report mentioned in paragraph 10 of this instruction. Any prescriptions available should be forwarded with the report. If bottles containing the remains of such medicines are available, these also should be forwarded with the report, but care must be taken to ensure that they are packed separately from any other exhibits requiring chemical analysis or microscopical examination.

Mixtures and proprietary medicines.

13. All specimens for analysis should be put up in sealed packages, properly tied, labelled and marked, and be forwarded with the utmost despatch, and the following directions carefully observed. (For information as to the most effective method of packing bottled exhibits, see Police Reference Book.) (25/3/41.)

Method of sealing and despatch of specimens.

- (a) Parts of the body to be analysed for poisons should be placed in clean glass jars with glass stoppers—what is known as the "Lighting" preserving jar best answers this purpose. The stomach and contents and the small intestines should normally be placed in a jar by themselves, the other organs (kidneys, spleen and portion of liver) to be placed together in another jar; however, there may be circumstances in which the Medical Officer conducting the autopsy considers it necessary to place each organ in a separate jar. In cases of suspected poisoning by arsenic or other metallic poison a jar of muscle should also be forwarded. Each jar should be carefully and thoroughly sealed and properly labelled. Zinc

Parts of body to be analysed for poisons.

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plaster should not be used and the sealing wax must not come in contact with the contents. *No alcohol or other preservative, or any other substance whatever, should be added to specimens to be analysed for poisons.* In a case of death likely to be murder, some at least of the organs of the body, as mentioned herein, especially the liver, the *whole* of which should then be sent, should be put in separate jars. Where possible, stomach washings, vomit, urine and similar specimens should also be forwarded for analysis.

Glass jars.

Glass jars required to hold the specimens should be obtained by the Police on requisitions from local storekeepers, and the cost paid from Police Funds.

Diseased specimens.

- (b) Specimens to be examined *for disease*, unless they can be delivered in a practically fresh condition, should be placed in a jar containing a good quantity of methylated spirits of wine and water (3 parts spirit to 1 of water). Formalin (1 part in 16 of water) or carbolic acid (1 part in 20 of water) can be used, but the methylated spirit is best. In the case of milk or other fluids from diseased animals, add 1 part carbolic acid to 20 parts—two tablespoonfuls to a pint—of milk or fluid.

Criminal cases.
Bodily fluids.

- (c) Specimens in criminal cases.—The bodily fluids, such as blood, semen, etc., which form stains on garments and articles are subject to putrefactive changes like other organic matter. These changes may in time be such as to prevent the recognition of the material; consequently the specimens should be forwarded as soon as possible. Further they should not be handled more than is absolutely necessary beforehand, and especially the stained parts should not be crumpled or crushed. Whenever practicable such specimens should be forwarded to the Government Microbiologist for examination in order that the result of the analysis may be available as evidence in the proceedings at the Lower Court.

Samples of blood.

In cases of murder or serious assault, when an examination of bloodstains is required, the material suspected of bearing the blood should be submitted for examination, accompanied where possible by a specimen of the blood of the victim. This will permit a comparison being made between the blood group of the stains on the exhibit and that of the victim.

Procedure re samples of blood.

- (d) To facilitate the grouping phase of the examination of bloodstains, it is extremely desirable that the specimens submitted for comparison with the exhibits be ample in quantity and in a fresh condition. In cases of murder the Government Medical Officer conducting the post-mortem examination, other than at the City Morgue, should be requested to take from the body of the victim a sample of liquid blood of not less than five cubic centimetres. The sample should be taken from a large artery or vein and placed in a clean container, which should be properly sealed or stoppered and labelled and forwarded immediately to the Government Microbiologist for examination.

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- (e) Where the post-mortem examination is being conducted at the City Morgue, it will be necessary only to inform the Government Medical Officer that an examination of blood-stained exhibits may be desired. He will then take a sample of the blood of the victim for submission to the Government Microbiologist.
- (f) Where a person has been arrested in connection with a case of murder or serious assault, and it is considered a comparison of his blood group with that of bloodstained exhibits may prove of value, he should be asked whether he is prepared to submit a specimen of blood for examination. It is essential that the consent of the person be freely and voluntarily given and he should be informed that he is not obliged to allow a specimen of his blood to be taken for testing unless he wishes to do so. In the event of consent being obtained, the following procedure is to be adopted; the consent of the person will be in writing and as near as the circumstances permit, in the following form:—

Consent of accused.

“I of arrested on a charge of do hereby authorise Dr. to take sufficient blood from my body for the purpose of testing same or causing same to be tested or grouped.

I give this authority freely and voluntarily, no inducement, threat, or promise having been held out to me.

Signed

Witness:—

.....”

In the Metropolitan District where contact can be made with the Government Medical Officer, Sydney, he should be communicated with immediately. Advice will then be given as to the action to be taken with regard to the taking of a sample of blood from the person consenting. Elsewhere, the local Government Medical Officer, or if absent, some qualified medical practitioner, should be requested to take a sample of liquid blood of not less than five cubic centimetres. The doctor taking the blood should be requested to place it in a suitable container which should be sealed by him or in his presence and handed to a Constable who will immediately take it to the Government Microbiologist for examination. (In no circumstances should an officer conducting the investigation handle the sample.)

Specimens of liquid blood taken for the purpose of blood grouping should be delivered as soon as possible to the Microbiologist, otherwise decomposition may render the specimen useless for this purpose. In cases where the specimen of blood is brought to Sydney at a time when the Microbiologist's laboratory is not open, the specimen should be placed in the refrigerator at the Scientific Investigation Bureau,

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Criminal Investigation Branch. The specimen should be placed in the bottom of the refrigerator, where it will be chilled only, and not near the freezing chamber, because an extremely low temperature will spoil the specimen of blood.

Pelvic contents
of deceased
females.

- (g) In cases necessitating inquests on the bodies of females thought to have died from the effects of haemorrhage, injury, or septicæmia following on a miscarriage, the pelvic contents should be removed and placed in a solution (5 to 10 per cent.) of formalin, and so retained.

Police will see that this requirement is brought under the notice of the Medical Officer making the post-mortem examination, and will take possession of the vessel containing the pelvic contents until the case is finally dealt with.

Exhibits to
be analysed
for poisons.

- (h) If exhibits intended to be analysed for poisons are not such as can be placed in clean glass jars they should be placed in new wooden boxes, which should be lined, not pasted, with ordinary grease-proof paper obtainable at shops of grocers, provision merchants, etc. This particular paper is free from toxic matter, and should it not be obtainable, ordinary brown paper should be used. If glass jars or bottles are used they must be perfectly clean; before using them they should be rinsed out with warm soapy water, and, if possible, finally rinsed out with distilled water obtainable from most garages. The water used for rinsing should be returned to its original container, sealed, and labelled "Water used for washing exhibit jars", and sent along with the exhibit. Tins, if used, should be similarly treated.

Persons
believed
to have
been drowned.

- (i) To ascertain by chemical analysis if a person has been drowned, it is necessary to submit for examination two samples of blood taken, one from the left chamber of the heart and the other from the right chamber of the heart. Each sample should be placed in a small bottle with a well-fitting glass stopper, and carefully labelled. The samples should, of course, be taken, by an experienced medical officer.

Liquids by
packet post.

14. When found necessary to forward by packet post bottles containing fluid they must be securely corked, so that their contents cannot escape, and packed in boxes sufficiently strong to prevent breakage and damage to the mails.

Parcels containing liquids and semi-liquids will only be accepted by postal authorities on the condition that they are securely packed and marked or labelled "fragile", and the nature of the vessel and contents endorsed on the cover.

Exhibits,
handwriting.

15. No written exhibit should in any way be interfered with by the Police or others, except with the special sanction of the Crown Law Department.

When such sanction is given, the exhibit should be photographed, in order that the Jury may see the original state of the writing on the document before it was dealt with for analytical purposes. Police are not to permit the use of exhibits in criminal cases by any person without first reporting full particulars and asking for instructions.

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15A. Counterfeit coins no longer required as exhibits should be forwarded to the Criminal Investigation Branch for disposal. At the finalisation of cases where coining instruments have been used as exhibits, a report should be submitted through the Criminal Investigation Branch, giving a full description of the articles and their possible commercial value, for directions as to their disposal.

Disposal of exhibits.
(18/11/40.)

16. The Attorney-General has approved of exhibits, such as portions of the human frame, fabrics stained or marked by blood or fluids, etc., bullets and lethal weapons being handed over by the Police, after trials have been concluded, and when such cannot possibly be required for further evidence, to the University authorities for the use of medical students. Such exhibits should only be handed over, if not required for the Police Museum, on the authority of the Superintendent, and after reference to the Justice Department.

17. When cargo subject to Customs control is used by Police as an exhibit, or for any other purpose, it should be handed over to the Collector of Customs and a receipt obtained.

Cargo exhibits.

18. Exhibits intended for the Police Museum should be forwarded to the Commissioner with a report of all available particulars.

Exhibits for Police Museum

19. For action to be taken in connection with examination of exhibits on which finger prints appear—*see* "Finger Prints".

Finger prints.

20. For action to be taken in connection with exhibits under the Police Offences Amendment (Drugs) Act—*see* "Opium and Dangerous Drugs".

Dangerous drugs.

21. For explanation of the manner of packing and forwarding bullets from weapons found at the scene of a crime—*see* Police Instruction "Forensic Ballistics".

Exhibits—bullets, etc.

DOCUMENTS

22. Any document coming into the possession of Police as a possible exhibit in a criminal trial should be handled and cared for in a manner that will not impair, in the slightest degree, its value as evidence. The exact physical condition of a document when received should be observed and carefully noted, and thereafter the document should be preserved in the exact condition in which it was received. Tears, pen, pencil or other markings should not be interfered with, and adequate precautions should be taken to ensure that no further marks or mutilations occur whilst it is in the possession of the Police.

Care of documents.

As soon as practicable after receipt of any such documents they should be placed in a clean protective covering such as a folded sheet of paper or an envelope large enough to hold them unfolded. Folded documents should be unfolded and retained in that condition and care should be taken that no fresh creases are made.

23. Any document which may become an exhibit should be submitted for examination to the Scientific Investigation Bureau, Criminal Investigation Branch, as soon as possible. In the case of handwritten documents advice may be given by the Bureau staff as to—

- (a) whether there is evidence of disguise in the writing;
- (b) the type of pen and ink or pencil used;

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- (c) the type of paper used;
- (d) the outstanding features of the handwriting; and
- (e) whether the writing on the document is identical with any specimen of criminals' handwritings filed at the Bureau.

Where typewritten matter forms the exhibit, it might be possible for the Bureau staff to give advice as to—

- (a) make, type, model and mechanical condition of the typewriter used;
- (b) type of paper used;
- (c) condition of typewriter ribbon; and
- (d) probable skill as a typist of the offender.

Information on these points may assist in the search of suspects' premises, and in the taking of specimens intended as standards of comparison.

Unidentified documents.

23A. Where Police inquiries fail to identify the author of a document, the exhibit should be returned to the Scientific Investigation Bureau on the completion of the Police inquiries, for filing with other unidentified exhibits for future reference.

Taking of specimens.

24. When taking specimens of handwriting from a suspect the following rules should be adhered to as closely as possible:—

Handwriting.

- (a) Duplicate the actual conditions, if known, under which the exhibit was written. If the exhibit document is known to have been written while the offender was standing at a counter, that procedure should be followed in obtaining specimens. Where the circumstances surrounding the writing of the exhibit are unknown, allow the suspect to sit in a comfortable position.
- (b) Duplicate the writing materials used in the exhibit. If, for example, ruled note-paper were used for the exhibit writing, obtain similar paper for the specimens; if the exhibit is a telegram, telegram forms should be used. If the exhibit writing was written with a firm steel pen, cause a pen of that type to be used for the specimens; if the exhibit be in pencil, a pencil should be used.
- (c) Read the exhibit to the suspect and inform him of its nature, but when the specimens are being written the exhibit should not be within his view.
- (d) Having been informed of the nature of the document the suspect should be permitted to arrange the words and place punctuation marks as he wishes.
- (e) All specimens of handwriting obtained by dictation should be prefixed by four or five lines of matter dissociated from the text of the exhibit document. This may follow similar lines to the following example: "My name is John Brown and I reside at 18 Fletcher-street, Coogee. I have been interviewed by Detective-Constable Watson today, the 14th February, 1947, in connection with an offensive letter alleged

Exhibits—Documents

to have been received through the post by a Mrs. Elizabeth Jackson of 85 Garden-street, Burwood, on 18th December, 1946. I am informed that the letter reads as follows:” The contents of the exhibit should then be dictated in groups of three or four words to the phrase.

The use of a preamble different from the text of the exhibit allows the suspect to settle down before coming to the words which will be most closely examined, and also serves to prevent a successful attempt at disguise in writing those words.

- (f) Where the handwriting of the exhibit document is confined to a few words and figures, such as the endorsement on a cheque or the contents of a receipt, the text of the exhibit should be embodied in a statement and not written separately. In these cases the specimen should commence on the lines indicated in clause (e) and be so arranged that the words on the exhibit are embodied a number of times in the statement. Such a statement might read: “My name is John Brown and I reside at 18 Fletcher-street, Coogee. I have been interviewed by Detective-Constable Watson today, the 14th February, 1947, in connection with a cheque that was sent from the Department of Social Services to Mrs. Elizabeth Jackson of 85 Garden-street, Burwood, on 18th December, 1946. I have been told that the cheque was lost or stolen and later cashed, when it bore the endorsement E. Jackson and the date 21st December, 1946. I have not signed the name and date E. Jackson, 21st December, 1946, on this cheque, nor do I know anything about the signature E. Jackson and date 21st December, 1946, on any other cheque” By using the suspect’s professed knowledge or lack of knowledge of the affair a statement taken in this way can be extended to a page of foolscap and include the questioned writing seven or eight times.

Any specimen of handwriting obtained by dictation from a suspect should be worded so that it extends to the major part of a foolscap size sheet of paper. In no case should the practice be followed of asking the suspect to write a signature alone on a piece of paper, or a number of times one under the other on the same sheet, because this provides the greatest opportunity for the suspect to disguise his handwriting intentionally and so defeat the identification. If the member of the Service taking the specimen considers that the suspect is trying to disguise his handwriting two copies of the specimen should be taken. The first copy should be removed from the suspect’s view as soon as it is finished.

- (g) Obtain a sample of the suspect’s writing of approximately the date in question and done in normal circumstances in order that disguise in the specimens given to the Police may more readily be detected.
- (h) Obtain permission to remove any writing materials of the type used in the exhibit which may be found in the suspect’s home; the top sheets of writing pads and blotting papers in particular should be obtained.

*Exhibits—Documents***Typewriting.**

25. Where it becomes necessary to obtain a specimen of typewriting from a suspected machine, the text of the exhibit should be copied at least twice on paper similar to that of the exhibit. Wherever possible the suspect should be requested to type out a copy of the exhibit. Having been informed of the nature of the document he should be permitted to follow his own idea of arrangement and punctuation.

Care of specimens.

26. Specimens of handwriting or typewriting taken for use as standards of comparison should be handled with care. Unnecessary folding of the documents should be avoided; and where it is necessary for the overall size of specimens to be reduced adopt the practice of rolling instead of folding the paper. This will minimise the risk of damage to specimens by creasing until they can be placed in a suitable folder or envelope.

Submit for comparison.

27. Specimens of handwriting or typewriting, any writing materials obtained, and the exhibit should be submitted for comparison purposes to the Scientific Investigation Bureau, Criminal Investigation Branch, as early as possible. Where an officer connected with the investigation does not personally convey the articles to that Bureau they should be accompanied by a report setting out the facts of the inquiry.

Valueless cheques and other documents used in crime.

28. For procedure to be followed where documents, such as valueless cheque, anonymous letters, etc., are used in connection with a crime, see paragraph 8A of Police Instruction No. 41.