



## OFFICIAL: Sensitive

### Forensic Evidence and Technical Services Command CRIME SCENE SECTION ADMIN SOPS

#### APPENDIX 1 – SUBMITTING EXHIBITS TO CRIME SCENE SECTIONS BY NON-FETS COMMAND STAFF

Transportation of all exhibits to FETS Command Crime Scene Sections is the responsibility of the **Officer in Charge (OIC)** of the case. The following information is provided to assist the OIC in exhibit receipt and handling procedures at these Crime Scene Sections.

All exhibits will generally be accepted between the hours of **Monday to Friday 7.00am to 5.00pm**. Contact must be made with the crime scene section to ensure staff will be available to accept exhibits. All exhibits must be entered into EFIMS (either by PAC/PD staff or FETS Command staff) before the exhibit is accepted into the section. A transfer must also be completed on EFIMS to ensure that the location of the exhibit has been correctly logged.

All exhibits must be appropriately sealed (evidence tape) and labelled (see procedure on *How to Package Exhibits of Forensic Significance*) this includes an EFIMS barcode label. Exhibits requiring more than one length of sealing tape to seal access points require a signature on each length of sealing tape. The description of the item on the exhibit bag must be the same as the description recorded in EFIMS. Sharps must be packaged in an appropriate sharps container and clearly marked with hazardous contents.

Firearms will not be accepted unless rendered and tagged 'SAFE' with the name of Officer, registered number and signature rendering the firearm safe. Firearms and live ammunition are to be held in the appropriate firearm storage area at the Police Station Exhibit Room with the exception of those crime scene sections that have a designated firearm safe.

The exhibit and the correct paperwork must be provided to the PAC/PD Exhibit Officer who will forward the exhibits to the crime scene sections. (Firearms, ammunition and dangerous goods are not to be transported under any circumstances by [REDACTED]).

The following steps **MUST** be completed on EFIMS:

1. A Forensic Analysis Job created for the appropriate type of analysis assigned to the relevant crime scene section.
2. Details required within the Analysis Job Request: Exhibit Number, Event Number, Offence, Offence date, Victim/Business Details, Location of Incident, OIC/Reg'd No/Station/Phone Number, Suspect and/or Elimination Particulars Surname/Given Name/Date of Birth/CNI/Reg'd No etc.

**Return** of certain types of exhibits to Police Station from the Crime Scene Sections will be the responsibility of the OIC:

The OIC is to collect the finalised exhibit **as soon as notified** where the exhibit is a firearm/ firearm part/ ammunition/ prohibited weapon/ drug sample, as these items are unable to be returned via the [REDACTED] system. There is limited storage space at the Pemulwuy facility and exhibits cannot be stored for long periods of time. Other exhibit types will be returned to receiving stations via the [REDACTED] at the expense of the receiving station.

**General Information** with regards to fingerprint examinations:

The majority of items conveyed to Crime Scene Sections for fingerprinting are chemically treated. Exhibit items that have been chemically treated are not suitable for return to the owner. It is advisable that chemically treated exhibit items be destroyed after their evidentiary value is exhausted.

Where an excessive number of exhibits (in one job) are conveyed to the relevant crime scene section for fingerprinting, a scientific sample will only be examined (10%). This will mainly apply to ammunition, resealable plastic bags and cardboard boxes. Please contact the relevant crime scene section before bringing excessive amounts of exhibit items or large exhibit items.

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