

Forensic Evidence & Technical Services Command

Exhibit Procedures Manual

**Version 5.0
August 2022**



NSW Police Force

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Title: Exhibit Procedures Manual
Subject: General exhibit procedures
Command responsible: Forensic Evidence and Technical Services Command
Available to: Restricted
Publication number (TRIM):
Publication date: September 2013
ISBN:
Version no: 5.0
Review date: August 2022

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MODIFICATION HISTORY

Version approval date	Summary of changes
Version 1.0 – 17 December 2012	Initial release
Version 1.1 – 17 September 2013	Presumptive testing and name change of DAL to FASS
Version 1.2 – 26 November 2014	Destruction of firearms and dangerous weapons at Weapons & Ordnance Disposal Unit
Version 1.3 – 11 February 2015	Added section – ‘Vessels in Police Custody’
Version 1.4 – 21 April 2015	Added section – ‘Seizure of large vessels’
Version 2.0 – 18 June 2018	Name changes of LAC to PAC. Contact details for Chief Quarantine Officer (animals). Contact details for Chief Plant Protection Officer. Contact details for Secretary, Grain Corporation. Procedures updated to for checking EFIMS to shelf auditing annually. Plastic bags changed to polyethylene bags.
Version 2.1 – 19 November 2018	Searching of vehicles and wreckages received as exhibits for valuable, personal items and human remains.
Version 2.2 – 19 March 2019	Storage of forensic samples after collection and temperature control.
Version 2.3 – 1 May 2020	Corporate ownership of exhibits by FETS Command Opening and searching sealed containers seized as exhibits or miscellaneous property Checking in ‘in transit’ exhibits on EFIMS

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Version approval date	Summary of changes
	Further information on vessels. Acquitting 'in transit' exhibits lodged at court with notes. Miscellaneous property
Version 3.0 – 3 July 2020	Linking of information to specialist command Intranet pages and Police Handbook Updating of Child Abuse and/or Child Exploitation information Updating vessels as exhibits information Removal of DNA Review Panel and Double Jeopardy Chapter Chapter numbering updated Formatting improvements
Version 4.0 – 17 January 2022	Information added to Page 32 Paragraph 3.7 relating to FASS A & B Sampling/analysis
Version 5.0 August 2022	Information added re: 'Exhibits in Transit' Enquiries – Section 7.3 – 7.5 Information added re: 'Checking In and Checking Out Exhibits' – Section 7.1

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Purpose and context

The responsibility of handling property for police is an onerous task. Good and consistent property handling systems and processes can have a number of significant advantages, including:

- Protection from adverse court rulings in relation to exhibits;
- Protection of individual's rights to property;
- Protection of police from civil litigation in relation to property claims; and
- Improved storage and access implications.

Exhibit handling is a complex topic because of the variety of scenarios an officer can face, each having their unique set of considerations. Exhibits have also been subject to several significant legislative, procedural and structural changes such as the introduction of the Exhibit, Forensic Information and Miscellaneous Property System (EFIMS) and DNA relevant legislation.

As exhibit practitioners and investigators identify information and situations that require publishing and updating, they are encouraged to submit their suggestions to the Corporate Spokesperson for Exhibits through the Manager, Metropolitan Exhibit & Property Centre, [REDACTED] (e/n [REDACTED])

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OFFICIAL: Sensitive**Compliance Requirements and Internal Controls**

Source	Compliance requirement	Internal controls	Frequency	Responsibility
<i>Exhibit Procedures Manual</i>	See – Checking Exhibits section – General Exhibits. a) 100% check once per annum b) Dip sample once per month	<i>CMF & EFIMS Audit SOPs</i>	<i>Risk Based, Monthly and Annual</i>	Duty Officer or equivalent for a) and b)
<i>Exhibit Procedures Manual</i>	See – Checking Exhibits section – Drug Exhibits. a) 100% check once per month b) 100% check by Commander once per annum	<i>CMF & EFIMS Audit SOPs</i>	<i>Risk Based, Monthly and Annual</i>	Duty Officer or equivalent for a) and Commander for b)
<i>LEPRA 2002 – Part 17</i>	Retention & disposal of exhibits – a) DNA material b) other	<i>a) DNA Review Panel and Double Jeopardy Guidelines b) Quality control</i>	<i>Risk Based</i>	a) Commander b) OIC and portfolio holder
<i>Forensic Procedure SOPs</i>	Obtaining Packaging Testing	<i>Quality Control</i>	<i>Risk based</i>	OIC and portfolio holder
<i>Drug Misuse & Trafficking Act 1985 – s39</i>	Destruction of Exhibits	<i>CMF and quality control</i>	<i>Monthly and risk based</i>	Commander
<i>NSW Police Handbook – Exhibits Chapter</i>	Retention & disposal of exhibits – Responsibilities section	<i>Quality control</i>	<i>Risk based</i>	Officer in Charge of matter and Portfolio holder
<i>NSW Police Handbook – EFIMS Chapter</i>	Specific requirements under this Chapter and relevant SOPs/Policy Documents	<i>EFIMS SOPs Quality control</i>	<i>Risk based and monthly</i>	<i>OIC, portfolio holder and Duty Officer</i>

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Source	Compliance requirement	Internal controls	Frequency	Responsibility
<i>NSW Police Handbook – Drugs – Prohibited Drugs and Plants Chapter</i>	a) Drug bags b) Handling and recording c) Security of drug exhibits d) Testing e) Destruction of Drug Exhibits f) Clandestine Laboratories	a) <i>CMF</i> b) <i>EFIMS SOPs and Quality control</i> c) <i>Supervision /Quality control/record movement of keys</i> d) <i>CMF/Quality control</i> e) <i>Supervision /Quality control</i> f) <i>Supervision /Quality control</i>	a) b) d) and e) <i>Monthly</i> c) and f) <i>Risk Based</i>	a) b) d) and e) <i>Duty Officer or equivalent</i> c) and f) <i>Commands and Business Units</i>
<i>EFIMS SOPs</i>	Recording and updating of exhibit description, movement and activity	<i>Quality control</i>	<i>Risk based</i>	<i>OIC and Commands and Business Units</i>
<i>Workplace Health & Safety Act 2011</i>	a) <i>Manual handling/heavy lifting</i> b) <i>Packaging of dangerous items</i> c) <i>Destruction of dangerous items</i>	a) <i>Supervision /Quality control</i> b) <i>Quality control</i> c) <i>EPA directive and Drug Misuse and Trafficking Act 1985, s39PA</i>	<i>Risk based</i>	a) and b) <i>Commands and Business Units</i> c) <i>Commander</i>

Note: If you detect an error or area of confusion, please contact the metropolitan Exhibits & Property Centre for clarification or to make recommendations.

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Introduction

In 2012, a major review of general exhibit handling within the NSW Police Force was undertaken and with it, a review of the overarching governance documents giving direction to it.

The major drivers for the review were a series of changes in procedures and focus within legislation, particularly the:

Crimes (Appeal and Review) Act 2001

- Law Enforcement (Powers and Responsibilities) Act 2002
- Work Health and Safety Act 2011
- Criminal Procedure Act 1986

As a consequence of the review, the major changes are:

- The chapter on 'Exhibits' within the NSW Police Handbook has been rewritten;
- This general exhibit procedures manual has been established; and
- Corporate ownership of exhibit policy and procedure has been located within the Forensic Evidence & Technical Services Command.

This procedures manual should be read in conjunction with the following documents:

- The NSW Police Handbook, particularly the chapters –
 - ['Exhibits'](#),
 - [EFIMS](#)
 - ['Drugs- Prohibited Drugs and Plants'](#), and
 - specific entries within other chapters.
- [Exhibits, Forensic Information and Miscellaneous Property System \(EFIMS\) Policy and Procedures and eGuides.](#)

For further enquiries, please contact the Metropolitan Exhibit & Property Centre at [REDACTED] on Eaglenet: 73560

[Metropolitan Property and Exhibit Centre FAQs](#)

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1.0 General Exhibit Guidelines

1.1 What is an Exhibit?

An exhibit is a document or object intended to be produced at court, or similar jurisdiction, for the purposes of proving or helping to prove an element of the matter before the court. They require a witness to refer to or identify them by giving evidence.

In considering what an exhibit is, it is important to be aware of the limitations and powers given to police in taking property into custody, (see LEPR, especially Parts 4, 5, 6, 7 and 17).

Police should consider a number of aspects of an object's use as a potential exhibit before taking it into possession. These include:

- Its veracity in proving an element of a matter brought before a court;
- The likelihood of it being presented at court;
- The seriousness of the offence; and
- Its future potential, relevant to legislated powers, (e.g. DNA matching).

A secondary consideration is whether it is permissible and preferable to photograph the exhibit and dispose of it? If in doubt, consult the Police Prosecutions & Licensing Enforcement Command, Operational Legal Advice (E/N 26747)

1.2 General principles

Do not keep exhibits longer than necessary. Photograph, fingerprint or analyse as needed, and return to the owner or dispose.

You can satisfy the onus of presenting evidence to the court by tendering photos of an exhibit (attested by the photographer) and sworn testimony which corroborates its existence.

You do not need to tender the actual property seized unless there is some feature which makes its production imperative eg: murder weapons, implements used in armed hold ups or serious assaults, documents, defective vehicle parts, money or other articles with unique or distinctive characteristics.

At times, something seized as an exhibit might prove not to have any evidentiary value. In such circumstances, there is no need to tender it in court. Return it to the lawful owner.

1.3 Property seized as an exhibit

When you take property (intended as an exhibit) from someone, check or count it in their presence at the first available opportunity. Record it in your notebook.

Exhibits remain in the custody of the senior arresting officer or, in large operations, the officer assigned to handle them, until entered in the Exhibits, Forensic Information and Miscellaneous Property System (EFIMS).

Ensure exhibits are recorded in EFIMS as soon as possible.

If you seize property while away from your station, enter sufficient particulars in your notebook to clearly identify it. If you take it from someone, have them sign the entry to verify its

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correctness and to record any dispute. On your return to the station record the items as exhibits in EFIMS.

1.4 Issuing receipts

Issue an official receipt from EFIMS when you take property from someone who is not:

- a suspect, or likely to be charged with an offence connected with the exhibit, and who is likely to claim ownership eg: property bought legally and later found to be stolen
- immediately charged with a criminal offence eg: when property is to be scientifically examined or pending the outcome of further inquiries, and/or when they are not the actual offender

when a receipt is requested.

NB: When seizing under a search warrant comply with the requirements of LEPR to issue a receipt.

1.5 Receipt of exhibits at stations

1.5.1 Station exhibit officer

When an exhibit is brought to the station:

- check it in front of the person charged, where possible
- this includes opening exhibits and inspecting and recording of contents
- package or tag the item and stick an EFIMS barcode label on the package/tag in a visible position
- immediately record a comprehensive description of each item and the identity of the owner/s, if known, in EFIMS
- have the station/exhibit officer record the exhibit movement (check in) and validate the movement with your login password.
- secure the item in the exhibit room, (or interim room depending upon local arrangements).

All exhibits recorded in EFIMS have a transaction log of all movements and handovers. The log commences from the time of receipt to ultimate disposal, how disposed of, the officer in charge (OIC) and authorising officers. All movements must be recorded in EFIMS.

If the exhibit is destroyed, the manner, by whose authorise, and the authorising officer must be recorded in EFIMS.

1.5.2 Searching of Exhibits on receipt at PAC or in the field.

A thorough search of all exhibits and the exhibits contents must be conducted every time an exhibit is received.

It is particularly important that exhibit officers receiving motor vehicles or vessels that have been involved in fatal accidents, conduct a thorough search of all areas within the vehicles to make sure all human remains have been removed by forensic experts prior to receipt and police holding yards. If during this search, human remains are located, contact the Duty Officer and

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police investigator immediately. Forensic investigators should then be contacted ** during business hours or through the State Rescue Coordination Unit (e/n 58044)

Officers should always make attempts to open sealed items seized as exhibits to determine the contents, mitigate the risk of WH&S incidents and the prevent the commission of further offences. It is of importance for officers to open and inspect the contents of exhibits that have been re-sealed aftermarket or sealed by a party other than the manufacturer, this includes items received in the mail and are of relevance to an investigation.

The Rescue & Bomb Disposal Unit (E/N 73900) may be of assistance to open locked or unusual containers.

NB: Seal cash and small valuables in a PAB18 (Polyethylene Exhibit Bag). Ensure both you and the officer in charge double count the cash in each other's presence. On the first seal on the bag write the date, time, offender's name and your names and each of you sign in the remaining boxes. Place it in the station safe and record in the safe register including the seal number and exhibit barcode number.

Determine whether the exhibit is kept for presentation at court or whether photos will suffice.

If the EFIMS exhibit record is inadequate or incorrect, update the record or request the OIC to update the record in EFIMS accordingly.

NB: Avoid opening exhibits in a sealed evidence bag. If a bag is opened, either at the relevant laboratory, by an auditor, or at court, follow the resealing instructions in the Drug Exhibit chapter of the Handbook and EFIMS manuals. An entry should be made on EFIMS to reflect the opening and resealing. Where appropriate, the person opening the bag should make a note on EFIMS confirming the description and quantity of the exhibit/s in the bag against the description on the bag and in the EFIMS entry.

1.5.3 Investigators

If you require access to the sealed forensic exhibit before analysis (which will only be where access is crucial) contact the relevant crime scene investigator or the 'on call' crime scene operations coordinator through the DOI (e/n 54088).

1.6 Exhibit not needed

Direct the property be returned to the owner and acquitted when:

- it is not needed, and the owner is known
- there are no rival claimants
- the property has been photographed
- return of the property will not prejudice court proceedings
- it is safe to do so, and
- the exhibit once returned will not be used in the commission of further offences

Record the disposal details in EFIMS.

When approval is given for an exhibit to be kept, at the end of court proceedings and, in the absence of a court order regarding disposal, either:

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- direct the return of the property to the owner
- dispose of it as unclaimed property by auction or other appropriate means
- destroy if of no value.

Record the disposal details in EFIMS.

Do not delay return merely because there is provision for an appeal. If any doubt exists, refer the matter to your Commander for a decision.

If the court makes an order for disposal, obey it immediately. Record the disposal details in EFIMS.

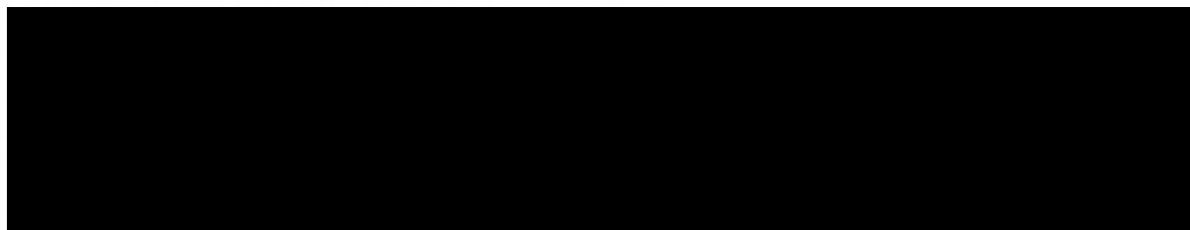
Before giving property to a third person, get the written and signed authorisation of the owner. Ensure the authority identifies to whom the property is to be given. Update EFIMS and have the third person sign a receipt to acquit the property transfer. Refer to '[Miscellaneous property – Disposal of property](#)' if the exhibit has not been collected within 28 days after the owner has been notified to collect it.

1.7 Securing exhibits

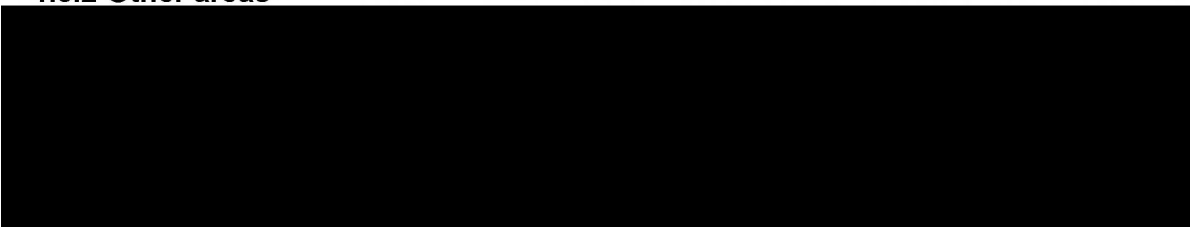
If an exhibit needs to be kept and you are concerned about its continued security for any reason, consult your commander.

If necessary, arrange with the Commander, [REDACTED] to transfer exhibits to the [REDACTED] [REDACTED] where special security is provided. Ensure EFIMS is updated with the exhibit movement.

1.8 Lodging money/drugs after hours



1.8.2 Other areas



1.9 Exhibit needed for court

When an exhibit is needed for production at court or any other purpose, the exhibit officer and the officer receiving it check it against the exhibit record in EFIMS. If satisfied, the exhibit officer records the exhibit movement (check out) in EFIMS and the receiving officer validates the movement with their domain (windows) password.

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At the end of the hearing the officer returns the exhibit. The exhibit officer checks it, in front of the returning officer, against the exhibit record in EFIMS. If satisfied, the exhibit officer records the exhibit movement (check in) in EFIMS and the returning officer validates the movement with their domain (windows) password.

When opening drug exhibits at court, follow the practice in the section '[Prohibited drugs and plants – Auditable drug exhibit bags](#)'.

1.10 Exhibits received from court

When an exhibit which has been in the custody of the court is returned to you, sign, print your name and record the time and date on the record of exhibits form held by the court officer. Return the exhibit to the station and have the station/exhibit officer record the exhibit movement (check in) in EFIMS. Validate the movement with your domain (windows) password.

1.11 Exhibits kept at court

Get a receipt from the judge, magistrate or clerk when an exhibit is to be kept at court. The receipt must be scanned and upload into EFIMS by the officer in charge against the relevant exhibit to acquit the 'in transit' status on EFIMS for audit purposes.

When an exhibit is kept for production at court by a DPP officer, get a receipt. The receipt must be scanned and uploaded into EFIMS against the relevant exhibit to acquit the 'in transit' status on EFIMS for audit purposes by the officer in charge. On its return, issue the DPP officer with a receipt.

1.12 Court details to be recorded

Record remands and finalisation date in EFIMS.

1.12.1 OIC

Immediately record in the exhibit record on EFIMS any change in the remand date or if the matter is finalised.'

If the exhibit is held at another station, refer the report to the Commander there. Ensure the exhibit movement is recorded in EFIMS. The report at the completion of proceedings includes any direction given by the court about disposal of the property. Record disposal details in EFIMS.

1.13 Warrant in first instance

When a warrant in the first instance is issued for an offence connected with an exhibit, record the warrant number in the exhibit record on EFIMS.

1.14 Arresting officer resigning or absent

1.14.1 Commander

If the officer responsible for the exhibit resigns or is absent for any reason, ensure the matter receives proper attention. Ensure the OIC for the exhibit is updated in EFIMS.

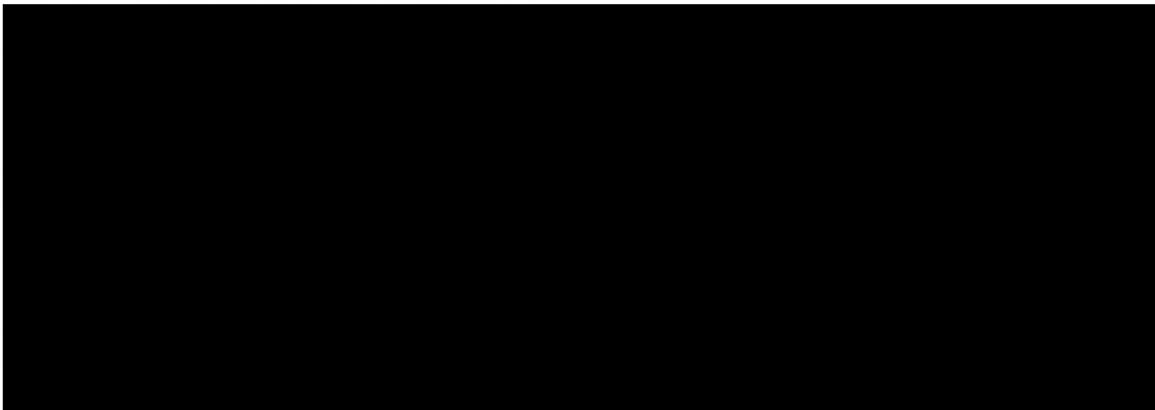
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1.15 Exhibits at non charging stations

Exhibits may be kept at non charging stations at the Commander's discretion, bearing in mind security and convenience.

If your station does not keep exhibits, record the exhibit in EFIMS then take the exhibit to the nearest appropriate station for safekeeping. Have the station/exhibit officer at that station record the exhibit movement (check in) in EFIMS and validate the exhibit movement with your domain (windows) password.



1.17 Checking Exhibits

The regular checking of exhibits serves a number of important objectives. Firstly, it helps to ensure the appropriate safe storage and continuity of items on hand. Secondly, it provides an opportunity to review the ongoing status of the exhibit and need for its retention. Lastly, it provides an opportunity for the general work health and safety considerations of keeping exhibits, particularly those with a potential for deterioration.

1.17.1 Procedures

(See the [EFIMS Audit SOPs](#), EFIMS Grid Control User Guide and EFIMS Advanced user manual. See also CMF test area descriptions).

Computer entry to shelf inspections should be carried out annually, where the item description and quantity should be compared between the actual exhibit and the exhibit record.

For instructions on auditing procedures refer the [Police Handbook, Exhibits](#), the [Governance, Risk & Compliance intranet page](#) on the NSWPF intranet, the [Command Management Framework Intranet page](#) or contact Governance, Risk & Compliance Team on e/n 34578. The [Metropolitan Exhibit & Property Centre](#) can also assist officers. Contact e/n 73563.

1.18 Photographing exhibits

Exhibits are photographed for departmental purposes only, unless the Commissioner gives prior approval.

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1.18.1 Procedures

Have a local officer take photos, except where exhibits originate from a scene attended by a crime scene investigator. The photograph should then be uploaded in EFIMS against the relevant exhibit.

If the exhibit is hard to photograph, seek advice from your local Crime Scene Section. Refer to the [Crime Scene Services Branch intranet](#) page for contact information.

1.18.2 Photographing and returning property stolen from a store

When photographing the property:

- take two identical photos of each item and, if necessary, place a ruler next to the article to show size
- ensure the photos are accurate
- record the time and date in your notebook
- where particulars such as price, brand, store name, garment size etc are not clearly defined in the photo, record those in your notebook.

Record the particulars in EFIMS with reference to the photograph.

1.19 Money exhibits

When recording money as an exhibit in EFIMS record the number and denomination of all notes and identify any peculiarities. Remember, place cash in a PAB18 and stick an EFIMS barcode label on the front of the bag in a visible position – refer to '*Receipt of exhibits at station*' for guidelines.

If there is no specific evidentiary feature, the exhibit may be photographed in bulk ie: bundles.

Forward it to the Shared Services - Internal Customer Service for lodgement to the Crown Trust (Exhibit Moneys) account or returned to the owner. The money is to be internally moved on EFIMS to location "Station" – Banked.

When money has specific evidentiary value e.g. serial numbers, dye, etc, photograph or photocopy and update the exhibit record in EFIMS with the details.

The Commander of the PAC, PD or Squad will evaluate the need for its retention for evidence.

If you believe another Government department (e.g. the Tax Office), might have some interest in the money, notify it when the exhibit first comes into police custody, not after court proceedings.

If exhibit money has been paid into the Crown Trust (Exhibit Moneys) account, immediately report the result of court proceedings and include any order of the court or reason for dismissal.

Refer the report to the Commander for a decision on disposal.

They will forward the report to the Manager, Shared Services - Internal Customer Service, Parramatta and direct disposal by return to the owner or transfer to Consolidated Revenue. If the money is to be returned, include the full address for mailing or the station from where it will be collected.

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The finalised report is to be uploaded to EFIMS and exhibit disposed of on EFIMS with one of the following disposal methods:

- External – Returned to Owner (For Owner/Next of Kin)
- External – Returned to Finder (Misc. Property Only)
- External – Returned to Organisation (For Businesses)
- Internal Other (Exhibit or unclaimed misc. property monies, forfeited to the Crown)

If there is doubt about the legal entitlement to money in the special account, refer the matter to your region commander.

When an offender fails to appear at court, you may defer sending papers to the Shared Services – Internal Customer Service, pending inquiries. Do not defer more than 12 months as money is not to stay indefinitely in the special account.

1.19.1 Recovered Assets Pool (ReAP)

Refer to the Recovered Assets Pool (ReAP) [Guidelines](#) for specific guidance as to the handling and recording of ReAP monies.

http://intranet.police.nsw.gov.au/organisational_units/operations_command/reap

1.19.2 Photographing or photocopying money

When photographing and photocopying money:

- ensure the reproductions are at least one third larger or smaller than the genuine note
- partially cover the legal tender clause and signatures (use a ruler)
- display serial numbers if they have evidentiary value
- ensure the images are filed at the station where the photos were taken.

There are no restrictions on photographing coins.

1.20 Transferred exhibits

1.20.1 Forwarding station

Ensure the exhibit outgoing movement (check out) is recorded in EFIMS.

1.20.2 Receiving station

The commander at the receiving station is responsible for ultimate disposal and any papers are filed there.

1.21 Carrying exhibits by aircraft

Before consigning exhibits needing special handling, advise the airline or the pilot in command of the nature of the exhibit.

Declare dangerous exhibits so they can be carried in accordance with air navigation requirements.

Ensure the exhibit movements are recorded in EFIMS.

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When the matter is finalised, file any relevant documentation at the station where the exhibit was last held. Where possible, scan and upload a copy of the documentation into EFIMS against the relevant exhibit.

1.22 Returning exhibit to distant centre/interstate

Send the exhibit to the station nearest the owner's home or make other mutually acceptable arrangements. Ensure the exhibit movements are recorded in EFIMS.

Follow the practice in '[Miscellaneous property, Return to the owner or finder at a distant centre](#)'. Whoever returns the exhibit gets a receipt from the owner. The receipt should be scanned and uploaded into EFIMS against the relevant exhibit.

1.23 Inspecting exhibits

Inspection of drug exhibits is dealt with in the section on '[Prohibited drugs and plants](#)'.

Print the relevant EFIMS report for your location from EFIMS. Use this report to check exhibits consistent with CMF requirements.

Report any incomplete matters to the local commander.

1.23.1 Commander

Inspect all exhibits and exhibit records annually.

Print the relevant EFIMS report for your location from EFIMS to inform this process.

When conducting these inspections:

- identify outstanding alerts in EFIMS at your location and ensure these are being actioned
- check that exhibits are being recorded correctly in EFIMS
- required reports have been submitted
- exhibits are not being kept unnecessarily.

1.24 Exhibits missing or interfered with

If you find an exhibit missing or interfered with, immediately notify your Commander and confirm the details in writing. Update the exhibit record in EFIMS and record a note with the appropriate details.

Police Area Commander; have the matter placed before your Complaint Management Team to determine if it is a local management issue or one which is to be notified to the Ombudsman. In any event, record the matter on IAPro.

1.25 Exhibit procedures at [REDACTED]

Separate inspection procedures are included in the position descriptions and statements of duties and accountabilities for the Commanders, Central Metropolitan Region (or their delegate) and [REDACTED] and its Exhibits Controller. For further instructions contact the [REDACTED] Controller on e/n [REDACTED].

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If you intend to release property to the claimant considered to have the greatest entitlement, tell others in writing. Tell them, unless they take action for recovery of the property within six weeks, it will be released. Obtain an indemnity when the property is handed over.

Notify rival claimants in the following terms:

"Notice of intention to deliver property retained in police custody to: ... of: ... Note the, Commander, ..., proposes to deliver ... (description of property) to ... (name/address of rival claimant). Should you wish to oppose such action you have 42 days, from service of this notice, to begin legal proceedings.

If, at the end of this period, the local area commander has not been served with written notice you have begun proceedings then the subject ... (property description) will be delivered to ... (rival claimant's name).

Signed ...
Commander

The address at which all notices and documents may be served on the local area commander is... notice served the ... day of ... 20 ... at ... in NSW.

Signed: ...
Name: ...
Rank: ...
Station: ..."

1.26.1 Indemnity two or more owners

Get the following form of Indemnity when handing over exhibits to two or more people as joint owners:

"Exhibit no ... In consideration of the Commissioner of NSW at our request handing over to us ... which were taken possession of by NSW police in connection with the case against ... (or as the case may be e.g. which were found by police in the possession of ... on or about the ... day of ... 19...) (the receipt whereof is hereby acknowledged by us), we ... of ...in NSW and ... of ... in the said State hereby jointly and severally undertake to indemnify and at all times keep indemnified the said Commissioner and each and every police officer of NSW, Her Majesty the Queen, Her Heirs and Successors from and against all claims and demands whatsoever which might at any time be made in respect thereof and from and against all actions, suits, proceedings, costs, charges and expenses whatsoever which might at any time arise in connection therewith or be brought or incurred by reason of the said Commissioner so handing over to us the said money/property.

Dated at ... this ... day of ... 20...

Signed by the above named ...in the presence of ... (insert witness' address)

Signed by the above named ...in the presence of ... (insert witness' address)"

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The signed indemnity should be scanned and uploaded into EFIMS against the relevant exhibit.

1.26.2 Indemnity – individual claimant

Obtain the following Indemnity when handing over exhibits to individual claimants:

"Exhibit no ... In consideration of the Commissioner of Police of NSW at my request handing over to me (which were taken possession of by NSW Police in connection with the case against (or as the case may be e.g. which were found by NSW police in the possession of ... on or about the ... day of ..., 20...) (the receipt whereof is hereby acknowledged by me), I, ... of ... in the State of New South Wales hereby undertake to indemnify and at all times keep indemnified the said Commissioner of Police and each and every NSW police officer and Her Majesty the Queen, Her Heirs and Successors from and against all claims and demands whatsoever that may at any time be made in respect thereof and from and against all actions, suits, proceedings, costs, charges and expenses whatsoever that may at any time arise in connection therewith or be brought or incurred by reason of the said Commissioner so handing over to me the said money/property.

Dated at ... this ... day of ..., 20... Signed by the above named ... in the presence of: ... (insert witness' address)"

The signed indemnity should be scanned and uploaded into EFIMS against the relevant exhibit.

1.27 Auction procedures

1.27.1 Country Commanders (outside of the MEPC catchment area)

When exhibits are to be disposed of by auction, consult your Region Commander on whether it should be conducted locally or through the contracted auctioneer at the MEPC.

The frequency, as well as the date, time and location of sales, is at your discretion.

Record the disposal details in EFIMS.

1.27.2 Metropolitan Commanders (within the MPEC catchment area)

Notify the Metropolitan Property and Exhibit Centre (MPEC) staff who hold all property for auction and dispose of it. They issue a receipt to the station concerned. The receipt should be scanned and uploaded into EFIMS against the relevant exhibit.

Record the disposal details in EFIMS.

1.27.3 Proceeds from auction sales

After each sale, submit to Accounts an itemised list of property sold, the amount obtained for each and a bank cheque for the net proceeds.

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2.0 Specific Exhibit Guidelines

2.1 Vehicle/Vessel exhibits

2.1.1 Searching of vehicles and wreckages.

Wreckages or vehicles and vessels received as exhibits must be thoroughly searched by exhibit officers in the presence of the OIC of the investigation or the conveying officer upon receipt at police stations and holding yards.

When vehicles/vessels have been involved in serious or fatal motor vehicle or vessel accident, police must search the wreckage for valuable or personal items within the vehicle/vessel and any human remains that may have been missed by crash investigators at the scene.

Valuable items located during the search should be properly recorded on EFIMS and retained by police until returned to the owner or NOK.

If human remains are located the station Duty Officer and the OIC of the investigation must be contacted and attend immediately and arrangements made to recover the remains.

2.1.2 Care and storage

Consider the value and condition of vehicles & vessels.

Ensure their security and prevent deterioration and damage while in police possession. The MEPC can provide secure vehicle and vessel storage, however there is no covered area available in the holding yard.

Consider the appropriateness of the vehicle/vessel being stored in a private or a police holding yard, taking into account:

- value of the vehicle/vessel (whether it should be garaged)
- evidentiary value of the vehicle/vessel
- preservation of the exhibit's integrity.

2.1.3 Vehicles/Vessels at police holding yards

Enter particulars of vehicles/vessels seized, together with tools, accessories and contents in EFIMS as either exhibits or, if applicable, miscellaneous property. Tag the vehicle/vessel and other articles with an EFIMS barcode number. Where a *Holding Yard Book* is used, record the vehicle/vessel in it. Cross reference the entries to the exhibit or miscellaneous property barcode number.

2.1.4 Vehicles at private holding yards

If you cannot store the vehicle in a police holding yard and take it to a private holding yard, make a notebook entry detailing:

- a description of it (including any damage);
- the exhibit or miscellaneous property barcode number;
- where it is stored;
- description of tools, accessories or other articles found inside;

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- why it has been seized;
- who is in charge of the investigation.

Have the entry countersigned by the person accepting the vehicle.

Record the vehicle seized, together with tools, accessories and contents in EFIMS as either an exhibit or miscellaneous property. Cross-reference the EFIMS record to your notebook entry.

2.1.5 Vessels at private holding yards

Due to a vessel size where it cannot be placed on a trailer and stored at a NSWPF holding yard contact the Marine Area Command (e/n 57499) to seek advice on appropriate storage solutions.

The Marine Area Command will contact the Manager of Maritime Investigations, Industry & Environment, NSW Maritime and request assistance for suitable storage of the seized vessel.

The safe storage and protection of the exhibit whilst in the custody of NSW Maritime remains with NSWPF.

2.1.6 Transferring vehicles/vessels to the holding yard

If you transfer a vehicle/vessel and contents to a police holding yard, get a receipt. The receipt should be scanned and uploaded into EFIMS against the relevant exhibit.

2.1.7 Disposal of vehicles and parts

Deal with vehicles/vessels (whole, damaged or wrecked) or parts as follows:

- immediately have them examined and photographed
- make inquiries to identify the owner
- unless exceptional circumstances exist (e.g. vehicle/vessel directly related to an unsolved murder) do not keep as an exhibit but dispose of as soon as possible.

Arrange disposal of exhibits no longer needed as follows:

- contact the registered owner, advise position and find out the insurer
- notify the registered owner by certified mail or personal delivery that unless the vehicle is collected within 28 days, it will be disposed of
- at the same time, send a copy to the insurer
- if the insurer is unknown, include in the letter a reminder to notify any insurer of police intentions
- contact the Register of Encumbered Vehicles (REVS) to determine if there is a registered interest in the vehicle and if so advise that interest of the proposed disposal.

Before returning the vehicle/vessel, ensure the owner, authorised agent or company representative completes a form indemnifying the NSWPF. Record the disposal details in EFIMS.

2.1.8 Prior to returning vehicles/vessels to owners

Where a vehicle/vessel has been seized by police for exhibit purposes and is no longer required, contact must be made with the Roads and Maritime Services (RMS) and confirmation sought that the vehicle/vessel is not required by this organisation for the purpose of further mechanical examination.

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2.1.9 Vehicle/vessel not claimed

If the vehicle is not claimed within 28 days, arrange for disposal by auction. Record the disposal details in EFIMS.

Vehicles; ensure:

- number plates are removed and returned to motor registry
- vehicles are sold unregistered
- people submitting tenders are told the vehicle might be unregistered and unroadworthy.

In the metropolitan area use the authorised auctioneer. Refer to the [Metropolitan Exhibit & Property Centre](#) intranet page on the NSWPF intranet for contact details of call e/n 73563.

In the country Commanders select the auctioneer.

Send a report, an itemised account and proceeds to Shared Services – Accounts Enquiries or contact on e/n 28400.

Any claims for a vehicle/vessel, after its disposal, should be made in writing to the Commander.

2.1.10 Commanders

After considering the application, send your recommendation and documents to the Region Commander. If supported, the papers are sent to Accounts Enquiries, Shared Services with a direction. For further information refer to the Shared Services, Accounts Enquiries intranet page on the NSWPF intranet or contact e/n 28400.

2.1.11 Composite vehicles

If the owners of parts used to make a composite vehicle are known, advise them by certified mail the NSWPF intends to sell the vehicle. When sold, the owners can apply for costs of the relevant parts.

Send your recommendation with the relevant documents to your Region Commander. If approved, the papers are forwarded to Accounts Enquiries, Shared Services with a direction.

If there are disputes, advise the claimants, in writing, that before the vehicle is disposed of, application can be made to the local court under the *Criminal Procedure Act*.

Arrange disposal if you are not notified of the lodgement of claims within 42 days. If the claimants come to an agreement (e.g. one agrees to pay the others for their share), the agreement is formalised, and signed by all claimants. Keep a copy and release the vehicle. Record the disposal details in EFIMS.

2.1.12 Rival claimants – Vehicles/Vessels and parts

If the legitimate owner is not established, and pending determination by a court, seek agreement of claimants agree to the NSWPF auctioning the vehicle/vessel.

If the auction is agreed to, send report and proceeds of auction, less expenses, to Accounts Enquiries for payment into the special account. After court proceedings, the money is disbursed as directed.

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If agreement is not reached, advise the claimants the NSWPF intends disposing of the vehicle/vessel to the person considered to have greatest claim.

Ordinarily, the greatest claim to a vehicle/vessel is:

- a person or company having obtained an order from a court or commercial tribunal for possession of the vehicle/vessel
- in all other cases, the registered owner.

If, however, this cannot be determined, keep the vehicle/vessel/vessels and seek a decision under the *Criminal Procedure Act*. You do not have to wait until criminal proceedings have been finalised before making the application.

2.1.13 Rival claimants – no court order

When there are rival claimants to property or complex legal issues exist, refer the matter to your Commander or the Commander, Police Prosecutions Command for advice. Update EFIMS with the rival claimant's details.

Remember, do not release vehicles or parts until all claimants are served with a notice of intention to release.

2.1.14 Fees and indemnities

Do not release a vehicle/vessel, subject to a hire purchase agreement, unless:

- all outstanding fees are paid
- the person receiving the vehicle/vessel supplies a suitable form of release or indemnity
- an order from a court or commercial tribunal is provided

2.2 Animal Exhibits

When an animal is held as an exhibit and it is likely police will be responsible for its care, get a written undertaking from the owner or representative to pay any costs.

Record details of the animal as an exhibit in EFIMS.

See also the section on '[Prevention of cruelty to animals – Animals used as exhibits](#)'.

2.2.1 Protected birds and animals

2.2.2 OIC

Dispose of any protected animal or bird exhibit immediately after the matter has been finalised at court. If the animal or bird has been kept in a place such as a zoo, do not return it without:

- the approval of the Director, National Parks and Wildlife Service (NPWS) on [REDACTED] or [REDACTED];
- a court order.

If you receive a complaint or an application for possession of protected animals or birds and you have not seized them, send a report through the normal channels to the Director, NPWS, who determines the matter.

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Taronga Zoo is a quarantine area. Get written approval from the Chief Quarantine Officer (Animals), Department of Primary Industries if you wish to take any animal there.

In the metropolitan area make arrangements through the State Coordination Unit (e/n: 54408) to contact the Chief Quarantine Officer, Primary Industries.

In the country advise the Chief Quarantine Officer in writing at the time you send the animal or bird. That officer will arrange for inspection and issue of the required permit before delivery to the zoo.

2.2.3 Livestock

'Livestock' means animals (including birds and fish).

When livestock comes into police possession as an exhibit, adopt the following procedures.

2.2.4 No dispute as to ownership

Record livestock as exhibits in EFIMS and include a valuation by a competent valuer.

Return stock to the owner as soon as possible. Record the disposal details in EFIMS.

If the owner is not known, apply to the court for an order to auction the stock.

2.2.5 Disputed ownership

If neither party to the dispute undertakes to pay the expenses of keeping the stock or fails to comply with such undertaking, apply to the court for an order to auction the stock.

Notify interested parties of their rights to recover proceeds from the sale of stock in custody.

When there is no dispute, expenses for keeping stock in police custody for the first 28 days are to be borne by the Commissioner.

2.2.6 EFIMS Barcodes

Attach the EFIMS barcode label on a card and photograph the animal with the card and barcode label visible.

2.3 Battery operated equipment

When battery operated equipment comes into your possession, remove the batteries to prevent corrosion unless there is good reason not to.

Some electronic equipment (e.g. radio scanners) might contain vital information stored in memory which might be lost if the batteries are taken out.

When equipment is examined by a departmental radio communications expert for criminal proceedings, they decide whether batteries should be removed.

Record the equipment in EFIMS. Record any removed batteries as a sub exhibit in EFIMS and secure them with the exhibit.

Ensure the exhibit record shows:

- whether the item contained batteries

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- whether they were removed or left in to preserve data etc.

2.4 Exhibits seized under Radiocommunications Act

When you seize articles under the *Radiocommunications Act, 1992* inform the Deputy Manager, Commonwealth Department of Broadband, Communications and the Digital Economy of the date, place and circumstances of the offence. Submit a confirmatory report.

If court proceedings are not instituted within 60 days of seizure, or if the article is not to be used as evidence, return it to the owner unconditionally. Record the disposal details in EFIMS.

If a court orders forfeiture of the seized article it becomes the property of the Commonwealth. Give it to the Department of Transport and Communications for disposal and get a receipt. The receipt should be scanned and uploaded into EFIMS against the relevant exhibit. Record the disposal details in EFIMS.

2.5 Industrial gas cylinders

Most industrial gas cylinders remain the property of the supply company.

When a cylinder is seized as an exhibit and you need information about ownership or identification, contact the security officer of the company concerned.

2.6 Grain exhibits

When grain is to be seized as an exhibit, contact the Investigations and Security Officer or the Assurance Manager of the Grain Corporation on [REDACTED].

After hours contact can be arranged through the State Coordination Unit on e/n58804. After hours calls to [REDACTED] will divert to the Assurance Managers mobile.

2.7 Illegal plants (not drug related).

When police seize plants as exhibits, that are not native and suspected of being illegally imported into Australia, investigators should contact the Australian Chief Plant Protection Officer at the Australian Department of Agriculture and Water Resources on [REDACTED].

2.8 Medical records

If you have problems getting medical records which are needed as an exhibit, contact the Medical Secretary, AMA on [REDACTED].

A panel of medical practitioners can advise you in any action involving professional records and/or the professional relationship between the panel, practitioner and patient.

Observe strict confidentiality of these records.

2.9 Child Abuse Material & Child Exploitation Material.

Exhibits containing images of child abuse material and child exploitation material, due to the sensitivity of the material should be handled with due care.

Photographs, Hard Copies, Magazines, Books, Computer Hard Drives, Compact Discs, Floppy Discs, Memory Sticks, DVDs, Video Tapes, Memory Cards, Digital Cameras, Mobile Telephones

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that may contain child abuse material and/or child exploitation material should be seized for further forensic examination.

Exhibits in any of these forms should be stored in a sealed envelope or container and marked clearly 'Contains images of child abuse material and/or child exploitation material'.

2.9.1 Computers and Laptops

Exhibits in these forms, once forensically examined, should be sealed in a large plastic bag or wrapped in clear plastic. A label with the words, 'Contains images of child abuse material and/or child exploitation material' should be securely attached to the packaging.

2.9.2 Storage

Once secured in the above-mentioned manner, exhibits should be stored as per the existing exhibit storage requirements.

2.9.3 Viewing of exhibits containing Child Abuse Material and/or Child Exploitation Material.

The viewing of child abuse material and/or child exploitation material should be minimised. Before viewing such material, an officer must have genuine child protection or essential investigative reason for viewing such material. If these reasons do not exist; then the material should not be viewed. The number of persons required to view child abuse material and/or child exploitation material should be limited to only those with a direct need and the length of time-spent viewing along with the number of images should be minimised.

2.9.4 Procedure for viewing

If it is essential to view child abuse material and/or child exploitation material, it must be viewed in appropriate conditions. It must be viewed in a private viewing room that can be locked to avoid persons other than the viewer being exposed to the material. A notice should be placed on the outside of the door displaying the words, 'Do Not Enter – Sensitive material being examined'.

2.9.5 Welfare Considerations

If you have any concerns in relation to any of the material that you have reviewed then please consider utilising the Employee Assistance Program or contacting Police Welfare Section, Police Chaplains, Peer Support Officer, Human Resource Manager or your Supervisor.

2.9.6 Disposal of Exhibits

No exhibits containing child abuse material and/or child exploitation material are to be returned to the owners or persons they were seized from. Upon finalisation at court of the matter to which the exhibit relates, an order for destruction should be obtained. In the case of computers and laptops, the Officer in Charge of the case should seek an order for forfeiture to the Crown.

- Photographs, Magazines, hard copies or images:

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- These should be shredded, and the shredded material placed in a security bin used for confidential material
- Computer hard drives, laptops computers, USB storage devices, memory cards:
 - Contact is to be made with Digital Technology & Innovation (DTI) in order to arrange for the erasure of all data contained on them.
- Compact Discs, Floppy discs, DVDs:
 - These should be broken up and cut into a least four sections and each section disposed of in separate containers
- Video tapes:
 - The tape should be taken out of the casing and then shredded
- Mobile Phones:
 - Destruction of the device should be arranged by the Officer in Charge of the matter. Due to embedded data management routines, it is not possible to effectively destroy all data on mobile devices. These devices can store images in databases and a multitude of privacy applications that may not be apparent. The only effective way to destroy all data on such devices is physical destruction of the device.
 - The MEPC can facilitate the shredding of this Child Abuse and/or Child Exploitation Material and associated material. Appointments for access to the industrial shredder must be made through the MEPC on e/n 73563.

2.9.7 Distribution of Exhibit Material

Exhibits containing child abuse material and/or child exploitation material or part thereof should not be distributed by any means unless there are circumstances whereby such distribution is necessary to prevent risk to a child or is in the investigation of a child that is at risk. Before any such distribution occurs, permission should be obtained from the Commander, Sex Crimes Squad or team Leader, Child Exploitation Internet Unit. There are Standard Operating Procedures for such distribution on the NSWPF Intranet site under [Child Exploitation Internet Unit](#).

2.9.8 Further Information

Further information concerning the handling of exhibits containing child abuse material and/or child exploitation material can be located via the [Intranet – State Crime Command, Sex Crimes, Child Exploitation Internet Unit](#). All enquires can be directed to e/n 28533.

2.10 *Fireworks and Pyrotechnics*

Refer to the Police Handbook, Chapter E – Exhibits – Fireworks Exhibits.

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3.0 Forensic Analysis Jobs

For up to date information on forensic analysis jobs and SOPS refer to the Crime Scene Services Branch intranet page on the NSWPF Intranet.

3.1 Exhibits, Forensic Information and Miscellaneous Property System (EFIMS)

You can request forensic service providers to complete a forensic examination/analysis for an Event and/or exhibit. All requests for forensic analysis jobs are created in EFIMS. Record in the job the date the specimen/analysis is needed for court. If the date is not available when the exhibit is delivered, advise the lab staff by phone as soon as possible.

Pack and correctly label all specimens and exhibits, so they coincide with the information on EFIMS. The job status, including the results, can be viewed in EFIMS.

Exhibits being submitted to FASS labs, other than the DNA Biology Lab, must be accompanied with the EFIMS Forensic Analysis Request form. This form is printed from EFIMS. When the exhibits are delivered to the lab concerned, the person receiving them signs a copy of the form which is returned to the escort. A copy of the signed form should be scanned and uploaded into EFIMS against the relevant job request.

For further information contact the Metropolitan Exhibit & Property Centre on e/n 73563 or the EFIMS Team, Technology Unit FETS Command on 54276.

3.2 Specimen exhibits

Contact your crime scene section for advice on handling procedures for exhibits needing forensic examination.

[Contact details](#) for the CSSB Crime Scene Sections and Zones can be found on the NSWPF Intranet Page, Forensic Evidence & Technical Services Command, Crime Scene Services Branch. In the field and after-hours police should contact the Crime Scene Allocator on [REDACTED] or [REDACTED] who will arrange for Forensic Investigators to attend.

3.3 Coronial exhibits

In all cases, whether criminal proceedings are pending or not, when an exhibit relates materially to the cause of death, or a fire, keep it pending a discussion with the coroner. Record the exhibit in EFIMS and store.

Do not dispose of the exhibit until the coroner directs.

If the exhibit is a vehicle, have it examined to see if a defect might have contributed to the death. Record the vehicle as an exhibit in EFIMS and create a forensic analysis job for the examination.

Have firearms expertly tested at the Ballistics Unit and get a certificate as evidence. Record the firearm as an exhibit in EFIMS and create a forensic analysis job for the testing.

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These practices do not apply when an indictable offence, relating to the cause of the death, has been laid. Deal with these exhibits as per the section on 'Exhibits'.

3.4 Biological Specimens

During post-mortem examination the pathologist may take several biological specimens to assist in determining cause of death and identity. In the case of biological specimens taken from the body of the deceased by the pathologist, there are number of examinations possible, these include:

- Toxicology
- Histopathological
- Bacteriological
- Virological
- DNA (Identification)

In all circumstances except DNA for identification, the samples will be submitted for analysis by the pathologist.

In the case of DNA for identification police may be requested to convey these samples to the Forensic and Analytical Science Service (FASS) - Biology at Lidcombe. All samples are to be recorded in EFIMS as an exhibit and the appropriate forensic analysis job is created.

In any circumstances where identification has not been established, police are to ensure samples for DNA analysis are collected at post-mortem and conveyed to FASS as soon as possible. (Police should also consider fingerprint and dental identification)

NB: If requested by the pathologist to assist in having other types of specimens examined, police should seek the advice of the pathologist as to where samples are to be taken and what forensic analysis job is required on the items.

3.5 Exhibits collected at Post-Mortem

During a post-mortem examination a number of physical exhibits may be collected, these can include:

- Clothing
- Trace evidence (Hair, Fibre, Paint Flakes, glass)
- Items of property (jewellery etc)
- Projectiles

These items are to be packaged appropriately by the Forensic Investigator/Crime Scene Officer or the pathologist and managed as any other exhibit collected in connection with an investigation. Analysis of these types of exhibits should be arranged in consultation with the Forensic Investigator/Crime Scene Officer.

3.6 Non coronial matters

Record specimens as exhibits in EFIMS and check if WH&S warnings apply. Create the required forensic analysis job in EFIMS.

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Refer to the Crime Scene Services Branch intranet page on the NSWPF Intranet for further instructions.

3.7 Taking exhibits/specimens to laboratory

Refer to the Crime Scene Services Branch intranet page on the NSWPF Intranet for further instructions.

Delivery outside normal hours

Contact the State Coordination Unit (e/n 58804) who will contact the Metropolitan Operations Coordinator, Crime Scene Services Branch, FETS Command on [REDACTED] who will assist with the arrangements for delivery.

Collecting exhibits from laboratories

After receiving the lab certificate, arrange for exhibits, other than blood or organs, to be returned to the originating station. Record the exhibit movement in EFIMS.

In the case of drug exhibits taken to FASS for A and B sampling/analysis the remainder of the whole drug exhibit must also be collected from FASS and returned to PAC's once the certificate has been received or once FASS have decided that no further analysis of the drug exhibit will be required. The responsibility for collection of these drug exhibits from FASS rests with the Officer in Charge of the Investigation.

FASS drug exhibit storage area is not to be used for the long-term storage of drug exhibits due to limited space and should not be used as an alternative to police exhibit holding facilities.

All police are minded when handling drug exhibits, they must always follow the instructions in the Police Handbook and the Exhibit Procedures Manual.

The Director of FASS is responsible for the destruction of A & B Samples once analysis is complete.

3.8 Poisoning – samples for analysis

When someone appears to have been poisoned, a 24-hour urine specimen is taken for analysis as well as all vomit. An analysis job should be created in EFIMS to track the forensic process.

Before sending samples for analysis, consult the Senior Forensic Toxicologist, Forensic and Analytical Science Service.

Refer to the Crime Scene Services Branch intranet page on the NSWPF Intranet for further instructions.

3.9 Collecting and handling medicines

When someone was on medication at the time of death and there is suspicion about the

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medicine, contact the Senior Forensic Toxicologist, FASS for guidance.

3.10 Homicides/suspected homicides (including all deaths in custody)

Contact the Crime Scene Section for your area, immediately. Access the CSSB intranet page for the [contact details](#) of Crime Scene officers in your area. A scene attendance job should be created in EFIMS to track the forensic process. The Crime Scene Investigator will coordinate all other expert services.

Country area – Crime Scene Investigator will arrange a forensic pathologist to attend the scene as required and coordinate post-mortem arrangements.

3.11 DNA (Deoxyribonucleic Acid Analysis)

The submission of samples for DNA analysis is done by the Crime Scene Investigator associated with the investigation.

Refer to the NSWPF Intranet, FETS Command, Crime Scene Services Branch for SOPS.

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3.11.1 Involuntary samples and Voluntary Samples

Refer to the [NSWPF Intranet, FETS Command, Identification Services Branch, DNA Management Team](#) for SOPS or call the Manager, DNA Management Team on e/n 29034. After hours the on-call Manager can be contacted through State Coordination Unit on e/n 58804.

3.12 Physical evidence

Record physical evidence taken from crime scenes (e.g. soil, arson debris, vegetable matter etc) as exhibits in EFIMS.

Take any specimen needing detailed examination to the local crime scene section. Create the appropriate forensic analysis job in EFIMS to track the forensic process.

3.12.1 Local Crime Scene Examiner

Refer to the NSWPF Intranet, FETS Command, Crime Scene Services Branch for SOPS and call out procedures.

Outside of business hours contact the State Coordination Unit (e/n 58804) who will contact the Metropolitan Operations Coordinator, Crime Scene Services Branch, FETS Command on [REDACTED].

3.12.2 Storage of forensic samples after collection and temperature control.

Refer to the [Metropolitan Exhibit & Property Centre intranet page](#) on the NSWPF Intranet for further information of contact e/n 73563.

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4.0 Disposal of forfeited exhibits

4.1 Commanders

Dispose of exhibits forfeited by a court in accordance with any direction. Record the disposal details in EFIMS.

Authorise disposal (preferably by auction), in the absence of an order and when it is not intended to return property to the offender. When approval is given for destruction, supervise this or arrange another officer to do so. Record the disposal details in EFIMS.

4.2 Firearms, dangerous weapons and ammunition

For instructions on firearms, dangerous weapons and ammunition as exhibits refer to the Police Handbook and the Weapons Ordinance & Disposal Unit's intranet page on the NSWPF Intranet or call e/n 74699 during business hours

4.3 Liquor Exhibits

Destroy any liquor which is unfit for human consumption.

Liquor seized in afterhours trading offences is the property of those from whom it was taken. Record seized liquor as an exhibit in EFIMS and photograph. After court proceedings, return the liquor to the owner. Record the disposal details in EFIMS.

Metropolitan area

For liquor forfeited to the Crown and unclaimed liquor, contact the Metropolitan Exhibit and Property Centre for collection on e/n 73563.

Country area

Obtain tenders from licensed retailers or arrange for the liquor to be sold by auction. Send proceeds to Accounts Enquiries, refer to the Accounts Enquiries intranet page under Shared Services on the NSWPF intranet. Record the disposal details in EFIMS.

4.4 Money exhibits

Send forfeited money, with a covering report, to Accounts Enquiries for payment to Treasury. Refer to the Accounts Enquiries intranet page on the NSWPF intranet for further instructions.

When an offender is convicted of 'offer bribe' and no court order is made for the return of the money, deal with it in the same manner.

4.5 Instruments of gaming

Destroy gaming instruments, forfeited or ordered to be destroyed, in front of an inspector of police or above. Destroy them on police premises, if possible, and in the most effective way. Record the disposal details in EFIMS.

Also destroy prohibited amusement, poker machines and other mechanical devices in the most effective way. Record the disposal details in EFIMS.

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If a large number of devices is involved, arrange destruction at a council tip. Destroy the circuits/logic boards in the process. Record the disposal details in EFIMS.

4.6 Audio/video recordings

Send audio/video recordings, except items which are to be destroyed, to the Metropolitan Exhibit and Property Centre, [REDACTED] Record the exhibit movement in EFIMS.

4.7 Exhibits subject to customs control

When cargo, subject to Customs' control, is no longer needed as an exhibit, deliver it to the Collector of Customs or authorised agent and get a receipt. The receipt should be scanned and uploaded into EFIMS against the relevant exhibit. Record the disposal details in EFIMS.

4.8 Credit cards

Return them when no longer needed to the issuing authority (e.g. bank, credit union) and get a receipt. The receipt should be scanned and uploaded into EFIMS against the relevant exhibit. Record the disposal details in EFIMS.

4.9 Counterfeit currency

Refer to the [Police Handbook, Chapter Money – Australian bank notes](#) for instructions.

4.10 Disposal of exhibits by tender

Dispose of property by tender when it is inappropriate or uneconomical for public auction (e.g. damaged vehicles, boats etc).

If you consider disposal by tender unacceptable, you may advertise it for sale in the local press.

Record the disposal details in EFIMS and retain the papers (scan or file).

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5.0 Drug Exhibits

(Refer to the [NSW Police Handbook chapter, "Drugs – Prohibited Drugs and Plants"](#) for policy and procedure on the handling of drug exhibits).

5.1 Auditing drug exhibits

Inspecting exhibits

Inspect drug exhibits based on risk according to the CMF. As this is a high risk area it is recommended inspection frequencies be no greater than one month apart.

Once a year a thorough audit should be conducted which includes assessment of all aspects of the exhibit system and record keeping, as well as the accounting for each exhibit.

The [REDACTED] have authority for altered audit procedures, (refer to [Central Metropolitan Region Intranet page](#) for details).

5.2 Safe handling of drug exhibits

(See Work Health and Safety chapter of this manual)

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6.0 Workplace Health and Safety

(Refer to the Human Resources – Safety Command Intranet site for guidance on policy and procedure for manual handling and dealing with hazardous materials).

6.1 Introduction

Exhibits and other property potentially pose a number of workplace health and safety risks to employees and others coming into contact with them. These include injuries can be caused by, amongst other things:

- manual lifting
- exposure to hazardous chemicals
- sharps
- explosive and flammable materials
- biologically degradable material

The local workplace health and safety committee should undertake assessments of exhibit storage and management at their workplace and where appropriate, have expert guidance gathered for them in relation to specific dangers.

Consultation with the Workforce Safety Command and supporting material upon the Intranet site is important in assessing and understanding the risks involved.

(See the [Safety Management System site on the Workforce Safety Intranet site](#) before undertaking any of the following activities. Seek advice from Workforce Safety on e/n 53899 when uncertain as to any of the following activities)

6.2 Drugs and Prohibited Plants

Precautions for handling Cannabis plants/leaf

Observe the following precautions:

- wear gloves and other reasonable protective clothing as common sense dictates e.g. overalls;
- use tools where possible;
- keep quantities and storage time to a minimum;
- stay upwind when plants are being burnt.

The State Crime Command, Drug Unit recommends the following as minimum personal protective equipment when handling bulk quantities of Cannabis plants:

- A Tyvex suit/long sleeve overalls;
- A P2 Standard Mask – organic filter;
- Gloves – Ansell “Touch N Tuff” disposable Nitrile gloves. These protect against any liquid such as from chemical spills. These can be worn under gardening gloves or a leather type glove. There is also a high-grade blue and yellow glove which is both hard-wearing (benefits of leather) and good for chemical spills (liquid-proof).
- Uvex goggles or similar;

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- Footwear with a minimum standard of the Police issue general purpose waterproof boots to protect against liquid spills.

Wherever possible, use drug security exhibit bags, except for moist substances, including green Cannabis plants and leaf (the bags are airtight and cause exhibits to deteriorate). If condensation or mould is detected in the bag, take the exhibit to the FASS as soon as possible. Ensure a forensic analysis job is created in EFIMS to track the forensic process.

Where Cannabis plant and leaf material is deteriorating and has been analysed, contain any spores by repackaging the exhibit in an airtight container and arrange for destruction as soon as possible using the procedures described in the 'Destruction and Disposal of Dangerous Exhibits' section in the Drug chapter of this manual.

Contaminated Waste Disposal Service

'Hazardous Exhibit / Waste' generally means any hazardous materials, hazardous substances, waste chemicals, waste containing controlled substances, contaminated debris, equipment, apparatus, etc seized at the site of a Clandestine Drug Laboratory.

To meet with the requirements of the Work Health and Safety Act, Dangerous Goods Act and other legislation relating to the removal, packaging, transportation and storage of hazardous waste the service will be provided by a qualified contaminated waste disposal service, contracted to the NSW Police Force.

Dangerous exhibits – special requirements

Handling needles and syringes

Be careful to avoid injury when handling uncapped, used hypodermic needles and syringes.

Required for examination

Where syringes require examination for forensic evidence, the item must be submitted via Forensic Evidence and Technical Services Command. All syringes submitted must be packaged in a suitable, labelled protective container. Generally, syringes will only be examined where they have been involved in serious matters. For further advice on the submission or handling of syringes, contact the local crime scene section.

Not required for examination

To minimise risk, use the sharps containers provided.

Use single needle/syringe containers to store them for evidence, further inquiries or examinations.

Use multiple containers when not needed for evidence or other purposes.

Ensure these containers have warning labels about their contents.

Supervisors

Before sending syringes to the FASS for examination, refer to the instructions on the Crime Scene Services Branch intranet page.

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Disposal

Destroy only by incineration. Record destruction details in EFIMS.

Safety precautions

Ensure you update the Work Health and Safety (WHS) warning symbols in EFIMS that are relevant.

Wear disposable rubber gloves and observe normal hygiene. For further guidance on safety issues refer to the [NSW Police Force Infection Control Procedures and Standard Precautions](#).

Purchase of containers

Syringe disposal containers can be ordered from the FETS Command Forensic Stores (e/n 73521).

Large and heavy exhibits

Consideration should also be given to the use of lifting equipment for manual handling tasks such as lifting transformers and air filters. The Police Rescue Squad may be of assistance in the provision of ladders, trolleys, cutting equipment and tools for the dismantling of large pieces of equipment.

6.3 Heavy lifting

Follow the links below for more information:

<https://www.safeworkaustralia.gov.au/manual-handling>

http://intranet.police.nsw.gov.au/organisational_units/investigations_and_counter_terrorism/fetsc/fsg_oh_and_s/codes_of_practice (Hazardous Manual Tasks)

Assessing the lift

The first step in any lifting operation is to assess the lift. Look at the load, and the environment through which it must be moved.

Clear the area of hazards. These could include such things as hoses, leads (power cords), tools and other obstructions on the floor, and ensure the surface is not slippery or greasy.

Check the load for potential hazards, such as sharp edges and protruding staples, make sure there are no leaks or spills and wear appropriate shoes, as well as any additional protective clothing - such as gloves, if necessary. Gauge the weight of the load before you lift.

This can be done by a combination of reading any information that may be printed on the item to be lifted that may indicate the contents and weight of the load and by simply moving the load sideways, or backwards and forwards.

This is a very important step as it allows the person to ascertain whether or not the load to be lifted is within their own lifting capacity.

Do not attempt a lift if you are not convinced you can handle the load safely.

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Preparing to lift

Now that you have judged the path is clear, and the object is safe to lift, you can prepare to lift it.

Stand close to the load, preferably in the direction you wish to move. Use a wide stance to ensure you are stable and balanced.

As a general rule the front foot should be beside the object and if possible, pointing in the direction of travel. The back foot should be slightly behind and be comfortably apart from the front foot. This achieves a stable base and allows for an even distribution of weight.

Now that you are properly positioned, bend your knees. Bending your knees enables you to get down to the load and to use your legs to lift. This way, instead of straining the back, the thigh and leg muscles are used, and these are the strongest part of the body.

Now you can obtain a proper hold on the object. Ideally with the proper hold the arms should be straight, with the hands diagonally opposite, for security and comfort.

Try to use the full length of your fingers and where possible, the palms of the hands to avoid fatigue. Make sure the back is kept as straight as possible and as close to upright as possible, with your head level.

This will help keep the spine straight and enable you to see where you are going.

Lifting

Now you are fully in position, and ready to lift.

With your back as upright as possible, your head level, and your arms straight, tighten your abdominal muscles and begin to lift with your legs.

Avoid jerking and use smooth, even motions. Do not twist your body as you lift. If you need to change direction, wait until you are fully upright and turn using your feet.

Carrying

When carrying a load, remember to keep your movements smooth, and to avoid any fast or jerky motion. Do not change your grip while carrying and do not twist your body.

Keep the load close to your waist, and all loads should be carried between your waist and your shoulders – as this will allow you the most stability and control.

When setting down a load, the reverse procedure to lifting should be applied, using your legs – not your back – to handle the load.

Do not twist as you are putting down the load. If the load requires adjustment, lower it first, then push or pull it into place.

Regardless of the shape and appearance of the object, the principles of safe lifting remain the same.

So, in summary, the basic steps for safe lifting are:

- clear and assess the area

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- Check and size up the load
- take proper foot position
- bend your knees
- keep back upright
- take proper hold
- lift with your legs
- keep load close to your waist

By following these simple steps, you will significantly reduce the risk of injury when lifting but remember you're the key.

The Golden Rule when lifting must be to always lift within your own lifting capacity and if in doubt get help or use a mechanical lifting device. Never lift an object or a weight that is beyond your own lifting capacity.

If a team lift is required, the same principles still apply. Ideally the people involved in a team lift should be of a similar height and physique. The load should be evenly shared but most importantly, one person should take responsibility for the operation and act as coordinator.

Many objects simply because of their shape invite the use of incorrect lifting techniques. Regardless of the object, following the correct procedure is vital to minimize the risk of injury.

When using a hand trolley or barrow, the principles of safe lifting still apply. Yours arms should be extended and by your sides with your back straight.

And finally, having examined all the steps necessary for safe lifting, the other obvious factor to consider when carrying or when using a mechanical lifting device is to ensure you have adequate vision.

Obscured vision can easily lead to injury not only to the person carrying or moving the load but also to other people as well as to the goods themselves.

Factors governing manual handling

As well as understanding the steps necessary to ensure safe lifting, the following three factors should be taken into account to minimize the risk of accidents and injuries.

- The nature of the load
- The working conditions, and
- The personal limitations of the individuals performing the task.

The nature of the load. A load may be difficult to handle safely if it's too awkward, if it's too soft to control, is unbalanced, unstable or has contents which are liable to shift, contains moving parts, is difficult to grip or is poorly positioned.

In addition, there may be physical hazards such as whether the object has sharp edges, or is hot or cold to touch.

Loads can also be chemically hazardous and can be potentially dangerous if they leak or are spilled or even in some circumstances if they come into direct contact with the skin.

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Chemical loads also present the possibility of the inhalation of dangerous vapours or hazardous particles.

Working conditions. The layout of the work area should take into account the distance over which typical loads have to be moved and the height of shelves and tables. Gangways and work areas should be significantly spacious to allow easy moveability.

Floors and other walking surfaces should be level and firm. Slippery, greasy or wet surfaces are obviously particularly dangerous.

Adequate illumination of the work area is important, and care should be taken where uncomfortable temperatures exist. High temperatures can result in fatigue and loss of handling efficiency and low temperatures can lead to numbness of the hands and loss of manual dexterity.

Personal limitations. Lifting, carrying and moving loads consumes muscular energy. People vary enormously in their capacity to produce such energy and full account should be taken of an individual's limitations.

The individual's capacity is largely determined by:

- age
- strength and degree of body development
- general state of health
- degree of skill and experience, and
- susceptibility to fatigue.

Stretching, either before a lift or at the start of the day can be most helpful, and you should always try to give yourself time to recover from strenuous tasks by alternating them with fewer tasks that are less physically demanding. Regardless of where you are or what the objects may be, the steps towards safe lifting are always the same, even for familiar objects, such as a box of paper, a stack of books, or even for a chair.

The essential lifting message is the more you bend your knees, the less you'll use your back.

6.4 Other exhibit related considerations

Conduct risk assessments prior to commencing new projects, new equipment acquisition or use, work practices, premises, introducing new shift working arrangements, hazardous or biological substances, hazardous manual tasks, environment and situations where there is potential for harm.

If the situation is covered by SOPs or authorised industry reference material, these should be followed. If in doubt, consult a supervisor or Duty Officer, or the Workforce Safety.

Do not attempt to handle a situation requiring expertise outside your qualifications and experience. In emergency situations, all care should be taken. Containment and isolation of dangerous items such as chemicals, ferocious animals, explosives, etc is the recommended response until such times as expert advice and guidance can be obtained.

The local command management should ensure that an appropriate level of first aid resources are available to staff

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7.0 Exhibit, Forensic Information and Miscellaneous Property System (EFIMS)

Refer to the [Exhibit, Forensic Information and Miscellaneous Property System \(EFIMS\) chapter](#) within the NSW Police Handbook

Refer to the [EFIMS intranet page on the NSW Police Intranet](#) or contact e/n 73535.

7.1 Checking out and checking in exhibits

The officer that creates the exhibit record in the EFIMS system should not perform a checkout of that item unless that item has been previously checked in; and the record has been quality assured by an independent officer, preferably a supervisor or exhibits officer. This requirement may not be appropriate for forensic service providers; or in remote locations.

Each time an exhibit is outside of its current location, it must be checked out and then checked back in to its new location using the EFIMS system. The responsibility to check an exhibit back into a location rests with the officer who the exhibit has been checked out and is taking custody of the 'in transit' item. If the exhibit is checked into a location that is an external police location, the officer is to create notes in the EFIMS entry stating the exhibits location.

Detailed further instructions are available on the [FETS Command, Technology Unit intranet page](#) on the NSWPF intranet site or by contacting the FETS Command Technology Unit on e/n 73535.

7.2 Auditing of Exhibits and Miscellaneous Property recorded on EFIMS

Refer to the '[Auditing of Exhibits and Miscellaneous Property recorded on EFIMS](#)' document on the Policies and Procedures page of the EFIMS NSW Police Intranet site.

7.3 Investigating Exhibits In Transit

[Exhibits In Transit](#) is now required to be reported on as part of the Command Management Framework [CMF]. Investigating items that have been in transit for more than 3 business days can be either a simple; or a complex process. Below are some of the steps that can be taken in order to acquit these items.

7.4 In Transit Report

Open the PowerBi in transit report is accessible from the link above. The first page allows you to enter any filters relevant to your location or enquiry. Once you have selected your filters, (marked by red box in screen shot) click on the "To Detailed List" button. This will take you to a page with an exportable grid with the details.

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If you want to export the grid into an excel spreadsheet, you will need to find the (...) which should appear on the bottom right when you move your mouse around the grid. Once you find it, click and then select export data, a final box will come up, leave selection as is and click on export. It will depend on your browser settings where the exported spread sheet comes up. If in doubt look in your 'Downloads' folder.

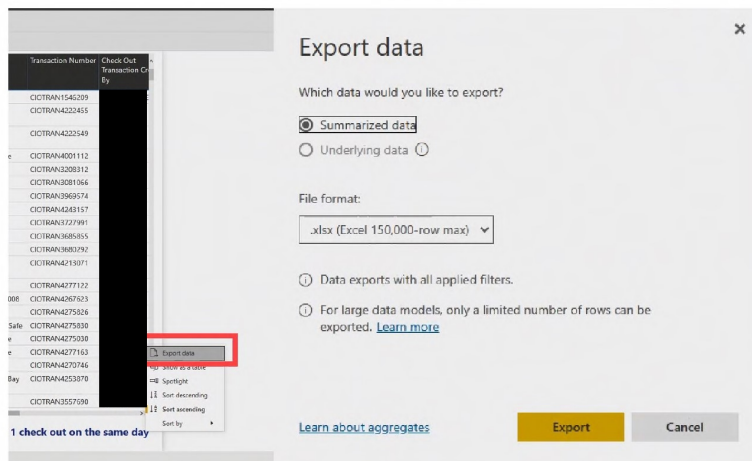
Home > Organisation Unit Reports > Specialist Support > Forensic Evidence Technical Services Command > Technology Unit > EFIMS in transit 2022 review

Event or Case	Last Check Out Date	Last Check Out Time	Days In Transit	Home Location PAC / PD	Location - Home	Location - Current	Transaction Number	Check Out Transaction C/P By
EVENT	13/10/2015	00:00:00	2372	Murray River			CIOTRAN1546209	
EVENT	22/02/2022	09:43:00	48	Murray River			CIOTRAN4222455	
EVENT	22/02/2022	10:04:00	48	Murray River			CIOTRAN4222549	
EVENT	08/09/2021	08:06:00	215	Murray River			CIOTRAN4001112	
EVENT	20/11/2019	07:20:00	873	Murray River			CIOTRAN3208312	
EVENT	08/08/2019	08:07:00	977	Murray River			CIOTRAN3081066	
EVENT	12/08/2021	11:14:00	242	Murray River			CIOTRAN3969574	
EVENT	03/03/2022	10:24:00	39	Murray River			CIOTRAN4243157	
EVENT	03/02/2021	11:30:00	432	Murray River			CIOTRAN3727991	
EVENT	29/12/2020	08:00:00	468	Murray River			CIOTRAN3685855	
EVENT	22/12/2020	11:34:00	475	Murray River			CIOTRAN3680292	
EVENT	15/02/2022	13:43:00	55	Murray River			CIOTRAN4213071	
APHY	29/03/2022	11:52:00	13	Murray River			CIOTRAN4277122	
APHY	22/03/2022	07:25:00	20	Murray River			CIOTRAN4267623	
EVENT	28/03/2022	14:58:00	14	Murray River			CIOTRAN4275826	
EVENT	28/03/2022	14:59:00	14	Murray River			CIOTRAN4275830	
APHY	28/03/2022	09:33:00	14	Murray River			CIOTRAN4275030	
APHY	29/03/2022	12:04:00	13	Murray River			CIOTRAN4277163	
EVENT	24/03/2022	04:28:00	18	Murray River			CIOTRAN4270746	
EVENT	11/03/2022	07:45:00	31	Murray River			CIOTRAN4261920	
EVENT	08/09/2020	12:31:00	580	Murray River			CIOTRAN357690	N More options

Navigation: To Intro Page, To Commanders Overview

Footer: Introduction, Commanders Overview, Detailed List

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This spreadsheet will have the following information from EFIMS in it;

- Barcode
- Exhibit or MP
- Exhibit Category
- Event / Case number
- Incident Attended
- Event or Case
- Last Check out Date
- Last Check out time (some exhibits have multiple check outs on the same day)
- How many days the item has been in transit
- Mapping of Home location to PAC / PD / Specialist Command
- EFIMS Home location of the item - overall owner of item
- EFIMS Current location of item - where item was checked out from
- Check out transaction number
- Registered number of person creating check out transaction. If it is DALIMPORTSERVICE then this check out was created by FASS
- Registered number of person item(s) checked out to, if blank it was checked out to non NSWPF person, usually a courier
- Name of person item(s) checked out to
- Current employment status of person item(s) checked out to - Active or Withdrawn (no longer with police)

It does not include;

- Any notes associated with the checkout transaction
- if any files are attached to the checkout transaction
- any associated Analysis job number associated with the exhibit.

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7.5 EFIMS Check Out Enquiries

Open the exhibit in EFIMS and go to the Activities > Check Out tabs then click on the check out transaction number. This will bring up the check out transaction:

View Exhibit - Scene Attendance

Event/Case	394855	Classification	Event	Job Number	300282259
Incident Attended	BREAK AND ENTER - BREAK/ENTER AND STEAL	Warrant Number		Strikeforce	
Responsible Officer	Wendy Anne Sharp	Contact Officer		Number of Items Recorded	1
Service Type	SDCC - Volume Crime Scene Examination	Service Provider			
Barcode		Status	In Transit	Disposal Authorisation Status	
Classification	Forensic Sample - Other Swab/Smear - Blood				
Description	test exhibit				
Quantity	1.0000	Quantity Metric	Unit	Parent Exhibit	
Current Location	DIMS - Name Changed for testing	Home Location	DIMS - Name Changed for testing	Next Location	
Last Audit Date	14/02/2022	Audit Outcome	Scanned		

OHS Warnings

Photograph/Photocopy | Collection Information | Additional Information | Finder/Owner | Notes | Sub Exhibits | Files | Analysis Jobs | Profiles | **Activities** | **Check Out**

Audit | Audit Jobs | Check In | **Check Out** | Unsuccessful Jobs | Hold | Internal Move | Tasks

Check In Out Transaction	Created By	Handled By	Child-Out To Rag No	Signature	Reason	Transaction Date Time
CIOTRAN295351		NSWPF Officer 2903162			Not Entered Disposal	11/04/2022 11:27 AM

This will bring up a list of the exhibits included in this check out, the reason for the check out and if you click on the files tab show if there is any uploaded receipt.

View Check Out Transaction

Code: CIOTRAN295322 | Check Out Location: Test folder | Handled By: NSWPF Officer

Checked Out To: Officer Rag Number: [redacted] | Officer Name: Christine Theresa Golbach

Exhibit List: **Files** | History

Barcode	Description	Event/Case	Job Number
X0002172631	swab	394855	300281216

Reason: Other | Reason Details: EFIMS 2.7 Triage Testing (UAT)

Print | Close

Exhibit List: **Files** | History

Upload File

Filename	Size
No Records Found	

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If there are more than one exhibit in the check out, look up some of these to see their status. If they have been checked in or disposed but not the item being investigated, it may have been overlooked.

Check if the exhibit has an analysis job if it was checked out for analysis. See if other exhibits in the same AJ have been checked in or disposed.

If an item is sent to FASS for DNA testing via a courier bag, they first manually check all items in the bag are listed on the included check out receipt. Only after they are sure they have received the item(s) they should have do they scan them into their system which then sends a check in transaction as well as a disposal transaction to EFIMS. If an extra item is in the bag or an item listed on the check out is not there, they contact the person sending them to determine what happened.

In the case of the next screenshot, an item marked as in transit had 8 other exhibits in the same transaction, All items were sent via Toll to FASS for DNA analysis. Two of the nine items have been checked into FASS and disposed. The item being investigated was included in the same AJ as 2 other items received by FASS.

In this case, it is possible that the transactions from FASS did not process in EFIMS for varying reasons. Every Monday the FETS Technology Unit (TU) review all transactions received from FASS that did not process the previous week and investigate why. When possible the problems are rectified quickly and the transaction reloaded. some take longer to investigate. In this instance the check in from FASS was on the Wednesday 6th April 2022 and queried it with the TU before they had completed the data remediation process. Once it is complete, if the exhibits are still not checked in and disposed then further investigation will need to be made by the home location officers.

View Check Out Transaction					
Code	CIOTRAH4285069	Check Out Location		Handled By	Other
Checked Out To		Name		Organisation	
Seal Number	123018734146	Consignment Number	LSC206700A		
Exhibit List					
Files	History				
Barcode	Description	Event/Case	Job Number		
XF000937977	Trace DNA swab from the two latches of a trailer box	86982904	303163741		
XF000937978	Trace DNA swab of possible glove marks on veh. AKS300	495424192	303164451		
XF000943184	tapelift of outside front RHS tear at shoulder area T-shirt (X0003958470)	86634064	303124015	checked in and disposed by FASS	AJ01224614
XF000943185	tapelift of outside bottom LHS tear at bottom seam area T-shirt (X0003558470)	86634064	303124015		
XF000943186	tapelift of red stain area on outside front LHS of shorts (X0003958471)	86634064	303124015	In transit	
XF000943187	swab of 2x keys tied together by elastic band (X0003784348)	87346526	303142928		
XF000943188	tapelift of inside zipper area of CARTRIDGE bag (X0003784366)	87346526	303142928		
XF000943182	tapelift of outside LHS thigh area of leggings (X0001799621)	88293278	303146041		
XF000379853	swab from external front passenger door handle	87791828	303164569	In transit	

Checked out to Officer

The spreadsheet will have the name and rego of the officer receiving the item(s) in the check out transaction. If they are still employed by NSWPF they should be contacted to obtain further information.

Checked out to Courier

If the item(s) was sent via courier, and none of the exhibits within that transaction have been checked in, contact the sender to see if they can log into their courier account to track that consignment. If the details have been correctly entered into EFIMS then the courier company and consignment number may be available in the check out transaction for you to follow up with.

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8.0 Miscellaneous Property

Refer to the [Miscellaneous Property](#) chapter of the NSW Police Handbook.

8.1 Searching of Miscellaneous Property on receipt at PAC or in the field.

Regardless of the miscellaneous property type or nature, exhibit officers, station officers and officers receiving exhibits in the field must conduct a thorough search of the miscellaneous property and its contents upon receipt every time.

Officers must always make attempts to open sealed miscellaneous property items to determine the contents, mitigate the risk of WH&S incidents and prevent the commission of further offences or harm to others. It is of importance for officers to open and inspect the contents of all items that have been re-sealed aftermarket or sealed by a party other than the manufacturer, this includes items received in the mail and that are of relevance to an investigation.

The Rescue & Bomb Disposal Unit (E/N 73900) may be of assistance to open locked or unusual containers. When an item poses an obvious or potential WH&S risk, precautions to mitigate the risk must be taken.

If the EFIMS exhibit record is inadequate or incorrect, update the record or request the OIC to update the record in EFIMS accordingly.

Do not return miscellaneous property items to the owner if there is a risk of the item being used to cause harm to persons or property. In these cases, police must make comprehensive inquiries to verify the owner has a lawful reason for possessing the item, i.e. in the case of medication a prescription is issued.

8.2 Miscellaneous Property relating to a death or fire

In all cases, whether criminal proceedings are pending or not, when miscellaneous property relates materially to the cause of death, or a fire, keep it pending a discussion with the Coroner. Record the exhibits in EFIMS and store accordingly. Treat the exhibit as you would all exhibits discussed herein by securing correctly, recording on EFIMS, and photographing.

When warnings exist for the miscellaneous property item, such as WH&S warnings, these must also be entered onto EFIMS. Instructions for this can be found in the EFIMS Guidelines.

Do not dispose of the exhibit until such time as the Coroner directs such disposal.

(Refer to [NSW Police Intranet EFIMS site](#) for policies and procedures, training and support material and forms and resources)

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