

## Document History

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## Acknowledgements

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## Forward

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### Superintendent Anthony Crandell, Chair Person Strategic Drug Exhibits Project

Welcome to the inaugural *Exhibit Managers Course*. The concept of this specialist training received endorsement from the Commissioner's Executive Team (CET) as well as exhibit practitioners across the NSW Police Force in 2012. By way of history, the Exhibit Manager's Course is a product of the *Strategic Drug Exhibit Project (SDEP)* that commenced in October 2011, received CET endorsement for 37 recommendations to improve exhibit management in April 2013, and continues today. Your principal tutor and course developer is Senior Constable Sascha Benn who, as an original member of the SDEP, has all the necessary experience and enthusiasm to ensure the quality of your learning experience which will ultimately lead to your designation as "Exhibit Manager."

The environment of exhibits management has changed and continues to change over time. Since 2012 the momentum of change has been quite rapid. From the first ever Exhibit Officers Forum held at the Sydney Police Centre in May 2012 many strategies have been proposed, developed and introduced into workplaces. Most importantly, these changes were either drawn from advice or with the concurrence of serving exhibit practitioners. The second Exhibit Officers Forum was held at the NSW Police Academy in August 2013 and confirmed our faith in not only the dedication of exhibit practitioners, but also the necessity to match individual skills with collective experiences.

Enabling the ability of exhibit practitioners to network was a key learning from the Exhibit Officer's Forums. To enhance networking consistency among exhibit officers, the drug exhibits mudl was upgraded to promote the posting and sharing of contemporary exhibits management practice. In this way best possible practice is shared rather than remaining part of personal knowledge, which is an underlying theme and driver of this course.

Reflecting the policing environment generally, the context of exhibit management must always have an overriding priority of safety, both to yourselves as experienced practitioners as well as other workers who may come into contact with exhibits. Safety is a term that has broad application, not only from a workplace and personal perspective. Safety also applies to the environment and how we dispose of illicit substances, e-waste and our exhibit bags. The composition of our PVC exhibit bags will soon change in composition and appearance after testing at the University of Technology, Sydney has revealed some promising results drawn from environmentally-friendly alternatives such as polyethylene and polypropylene.

Greater prevalence of drug use in society has resulted in larger numbers and quantities of drug seizures than ever before. Elevated exhibits means elevated safety and procedural risks to you and other members of the NSW Police Force, as do developments that require strict legislative compliance when handling, transporting, storing and disposing of illicit substances.

There are many exciting things happening in the field of exhibits management not the least of which is the brink of legislative change that will turn around current processes encumbered by inefficiencies.

This course of instruction is designed to support improved safety systems within the field of exhibit management, reduce retention periods and increased handling efficiency with better management-based practices. Some of these goals will be assisted with changes to the COPS/EFIMS interface, effectively giving the power of exhibit disposal to exhibit managers rather than officers in charge of matters by creating a fully automated notification system.

I commend this course of instruction to you. I do not need to ask for your commitment because you have already demonstrated that quality. Please involve yourself in not only the learning component of this course but also by providing feedback with a view to improvement.

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## Course Aim

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The aim of the *Exhibit Managers Course* is to provide a safe working environment for all staff whilst working within the exhibits environment and provide standardised practises and procedures for all exhibit staff across the state.

## Course Structure

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## Roles of Personnel Involved in this Course

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### Participant

Participants are responsible for:

- identifying their own learning goals and reviewing their progress towards them; and
- displaying a high level of commitment to successfully achieving all the outcomes of the course.

### Workplace Managers and Commanders

Workplace managers and Commanders will be responsible for:

- overseeing the completion of the Phase Two workplace assessment; and
- comment and rate the competency of the course participant and oversight the completion of tasks set out as part of the course tasks and activities.

## Subject Presenters

Subject Presenters will be responsible for:

- achieving the intended learning out comes for each session or unit;
- integrating and modelling adult learning principles in each unit; and
- assessing the achievement of knowledge and skills development required in each unit.

## Field Facilitators

Field Facilitators will be responsible for:

- providing input during discussion of issues and feedback regarding performance in group work and exercise; and
- contextualising the teaching into operational practice by providing advice, guidance and expert knowledge.

## Course Co-ordinator

The Course Co-ordinator will be responsible for;

- processing all requests for extensions and practical assessments or projects;
- timely processing of all submitted phase two assessment returns;
- initiation of procedures regarding all non-completion of phase two practical assessments; and
- initiation of procedures regarding all non-competent phase two practical assessments.



## Course Outline

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<b>Session 1</b>	The Exhibit Centre
<b>Session 2</b>	Drug Safety & Management
<b>Session 3</b>	Drug Degradation & Safety Procedures
<b>Session 4</b>	Drug Transportation and Safety Procedures
<b>Session 5</b>	Drug Disposals & Destructions
<b>Session 6</b>	Clandestine Laboratory Awareness
<b>Session 7</b>	Hydroponic Cannabis Crop Sites
<b>Session 8</b>	Firearms: Identification and Classification
<b>Session 9</b>	Firearms: Render Safe
<b>Session 10</b>	Firearms: Legislation & Policy
<b>Session 11</b>	Weapons & Ordnance Disposal Unit
<b>Session 12</b>	Forensic Ballistics Investigation Section
<b>Session 13</b>	Office of General Council – Civil Litigation division
<b>Session 14</b>	Forensic Evidence
<b>Session 15</b>	Work Health & Safety
<b>Session 16</b>	MEPC
<b>Session 17</b>	Coronial Exhibits
<b>Session 18</b>	Bulk Money Exhibits
<b>Session 19</b>	Miscellaneous Property & Property Destructions
<b>Session 20</b>	EFIMS
<b>Session 21</b>	Cannabis Identification

## Phase Two Practical Assessment

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The aim of the Phase Two is to assess the working knowledge and competency required by an Exhibit's Manager.

Phase 2 is to be completed within three months from the date of course completion. During this three months the course participant must complete a minimum of 76 hours working within an exhibit centre, performing a range of activities as depicted within the assessment criteria.

If all the assessment criteria has been met in a period of no more than 6 months prior to completing the course then application may be made to the course coordinator for an exemption from the completion of Phase Two. This exemption request must be accompanied by a confirmation from your commander of prior competent practical experience.

### Overview of Phase 2 Assessment Activities

- Lodging, accepting and moving exhibits
- Completion of drug audit
- Workplace safety inspection
- Completion of safety induction package

### Non Completion of Phase Two Practical Assessment

Should you be unable to complete the Phase Two Practical Assessment by the due date, you should in the first instance submit an application for time extension to complete the phase two practical assessment.

Participants and Commanders will be notified should the Phase Two Practical Assessment not be received by the course coordinator.

## Contacts

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### Course Administration

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### Subject Material

### Topic

Work Health & Safety

Clandestine Laboratory Awareness

Hydroponic Cannabis Crops Sites

Firearms Identification and Safety

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