



**Document Information**

**POL Standard/001**

<b>Category</b>	Security Operations
<b>Version Control</b>	1.0
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<b>Owner</b>	Head of Security, Post Office Ltd
<b>Purpose</b>	Provide guidance for Security Staff on the process with which to deal with the secure storage and management of exhibits obtained in the course of an investigation conducted for Post Office Ltd
<b>Audience</b>	Post Office Security
<b>Keywords</b>	Security Operations
<b>Privacy level</b>	Post Office Ltd Management, Cartwright King Solicitors acting on behalf of Post Office Ltd
<b>Document type</b>	Electronic [MS Word. Doc], Paper,
<b>Review date</b>	Annual
<b>Expiry date</b>	Continuous subject to review

**Approval**

Role	Name[s]	Date
Assurance	Helen Dickinson and Andy Hayward	Dec 2012
Authorised	Rob King	Dec 2012

**Version control**

Version No.	Reason for issue	Date
Version 1.0	New procedure	Jan 2012

## Secure Exhibit Storage

**Background**

A need to Retain exhibits securely as per Criminal Procedure and Investigations Act 1996  
Part II Retention of Material

*5.7 All material which may be relevant to the investigation must be retained until a decision is taken to institute proceedings against a person for an offence.*

*5.8 If a criminal investigation results in proceedings being instituted, all material which may be relevant must be retained at least until the accused is acquitted or convicted or the prosecutor decides not to proceed with the case.*

*5.9 Where the accused is convicted, all material which may be relevant must be retained at least until;*

*- the convicted person is released from custody, or discharged from hospital, in cases where the Court imposes a custodial sentence or a hospital order.*

*- six months from the date of conviction, in all other cases.*

*If the Court imposes a custodial sentence or hospital order and the convicted person is released from custody or discharged from hospital earlier than six months from the date of conviction, all material which may be relevant must be retained at least until six months from the date of conviction.*

*5.10 If an appeal against conviction or hospital is in progress when the release or discharge occurs, or at the end of the period of six months specified in paragraph 5.9, all material which may be relevant must be retained until the appeal is determined. Similarly, if Criminal Cases Review Commission is considering an application at that point in time, all material may be relevant must be retained at least until the Commission decides not to refer the case to the Court of Appeal or the Crown Court, or until the Court determines the appeal resulting from the reference by the Commission.*

The secure room is to be located at Future Walk, Chesterfield S49 1PF and to be managed by Mr Christopher Knight, Security Manager.

To provide the Post Office Ltd Security Team with the facility to securely store exhibits prior to a trial and following a Prosecution.

Exhibit items will be stored in a secure room with Room G07, Future Walk, Chesterfield, S49 1PF under the control of Mr Knight. Access to the room is via a key controlled by Mr Knight.

The Police use a computerised logging system which manages their exhibits. Post Office Ltd does not have access to this but it is in essence only a database. Any referenced filing system would be adequate for this purpose.

Where a number of Exhibit items in a case are held and wish to be sent to the secure storage they should be placed within a plastic sack and sealed with a numbered seal.

The bag will then transferred by way of a notebook entry to the secure store. When the sack is received it will be booked in on the Excel database.

<sup>1</sup> Clarification to be sort from Solicitors

The sack will not be opened so the onus will be on the OIC to ensure all items are included.

A review date will be set which will be either the Court date or destroy date.

### **Process**

1) **Temporary exhibit storage:** For the Security Manager he / she will decide if they wish to submit exhibits to be stored prior to a Court trial. It is suggested that this would realistically have to be at least two months in advance of a Court date.

The OIC would place all the exhibits in to a clear plastic sack or sacks and seal each one with a numbered plastic one trip seal. The sealed bag(s) are to be listed in the OIC's pocket book as being handed to either the transporting person, the postage details (Special Delivery to be used) or the Exhibit Store manager; signature(s) of transfer to be recorded in pocket book.

2) **Exhibit storage:** On the conclusion of the case the OIC will manage the exhibits using the following process;

### **Exhibits**

- i) Exhibit items that were not used as a part of the prosecution in Court to be destroyed<sup>1</sup>.
- ii) Exhibit items that can be returned to owner / witness<sup>1</sup>
- iii) Exhibit items that are to be securely stored.

Items destined for the exhibit store will be transported as per the process described previously in this paper.

It is envisaged there will a review of Exhibit items stored so that it does not become a dumping ground. Reviews to occur twice a year.

A sample of the Exhibit Store record is shown below.

X-number	Paper numbers	Exhibit Number	Seal number	OIC	Comments	Review Date	Disposal Date	Disposal Comment
X-1	POLTD/1213/0123	EP/100	AB123456Y Y	Elvis Presley	Court date 20/08/2013	20/08/2013	20/08/2014	Destroyed
X-2								

Disposal would also include returned to OIC.

<sup>1</sup> Clarification to be sort from Solicitors