



EXHIBITS AND OTHER ORIGINAL EVIDENCE STORAGE AND MOVEMENT

CASEWORK POLICY

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Introduction

1. This policy outlines the CCRC’s approach to ensuring the evidential integrity of items which come into its possession during the course of a review. They may be exhibits from the original trial, or items prepared in connection with an appeal, or new items which have not featured previously at trial or appeal.

Items to which this policy applies

2. References to “exhibits” in this paper should be taken to include any items which satisfy the following test:
 - (i) likely to be required for forensic or other expert testing; and/or

- (ii) likely to become an exhibit (or assume equally significant status) in the future.
3. This policy does not normally apply to copies of exhibits unless the original has been destroyed (in which case the copy could subsequently become evidence).

Taking possession of exhibits

4. The CCRC must ensure that it is able to account for the continuity of any exhibit from the time it comes into possession of the CCRC until handed to a forensic examiner and on its return.
5. Where, during the course of a review, the CCRC identifies material that may require forensic testing, specific advice will be sought on how best to ensure the evidential continuity and integrity of the item.
6. Advice will be sought from the CCRC's Head of Investigations, or from an appropriate expert, on the appropriate methods of protection, transportation and storage.
7. The Case Review Manager is responsible for ensuring that accurate records are kept; that appropriate receipts are issued; and that exhibits are stored and moved appropriately.

Record of Receipt by the CCRC

8. A receipt will be issued when any exhibit is taken into the CCRC's possession. A copy of the receipt will be retained by the CCRC.

Acknowledgement of Delivery

9. When any item is delivered to a forensic examiner "an acknowledgement of delivery" note will be obtained by the CCRC.

Delivery by the Police or Forensic Archive

10. Where appropriate, the CCRC may make arrangements with the Police or Forensic Archive (or Forensic Service Provider) for an exhibit to be delivered to a forensic examiner and to make appropriate records.

Storage and movement of exhibits

11. Exhibits will generally be stored in the CCRC's exhibits cabinet. Any subsequent movements of the exhibit will be recorded.
12. High value exhibits will be stored in the CCRC's safe and any subsequent movements will be controlled by the Head of Business and Information Services.
13. If an exhibit is dangerous, or one which the CCRC is not legally entitled to possess (e.g. a firearm) advice will be sought from the Head of Investigations or from the Police before the method of movement or storage is decided.
14. Original CCTV or audio recordings may be sealed, although one or more working copies may have been produced. As a general rule, working copies will be used by the CCRC and the original will be retained by the owner. If the original is to be used, the breaking of the seal and subsequent handling of the item will be monitored and recorded.

Appendix I

