



Criminal Cases Review Commission

CASEWORK POLICY

Policy Title: **Exhibit Management**

Reference: **CW-POL-16**

Version: **1.0**

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The CCRC’s Quality Statement

The CCRC is committed to achieving high-quality case reviews as quickly as possible. In order to achieve this, we operate under a Quality Management System; please see ‘Q-POL-01 CCRC Quality Policy’ for further information. Our policy documents are available on our website: www.ccrcc.gov.uk.

If you or someone you represent has difficulty accessing the internet then please contact us via 0300 456 2669 (calls charged at local rate) and we will send a hardcopy of the relevant policy free of charge.

This is a quality-controlled document. Significant changes from the last issue are in grey highlight: like this. Significant deletions are shown as: [text deleted].

Introduction

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.

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Key Points

- 1) The CCRC will 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 upon its return.
- 2) Advice will be sought (when needed) on the appropriate methods of protection, transportation, and storage.
- 3) A receipt will be issued when any exhibit is taken into the CCRC's possession.
- 4) An 'acknowledgement of delivery' note will be obtained by the CCRC when any item is delivered to a forensic examiner.
- 5) Where appropriate, the CCRC may arrange with the Police or Forensic Archive (or Forensic Service Provider) for an exhibit to be delivered directly to a forensic examiner and to make appropriate records.

Definitions

None

1 Items to Which This Policy Applies

- 1.1 References to "exhibits" in this policy should be taken to include any items / evidence 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 legal proceedings in the future.
- 1.2 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).

2 Taking Possession of Exhibits

- 2.1 The CCRC will 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 upon its return.

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- 2.2 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.
- 2.3 Advice on the appropriate methods of protection, transportation, and storage will be sought from the CCRC's Head of Investigations, or other CCRC personnel with the required knowledge, or from an appropriate expert.
- 2.4 The Case Review Manager is responsible for ensuring that:
- I. Accurate records are kept
 - II. Appropriate receipts are issued, and
 - III. Exhibits are stored and moved appropriately.
- 2.5 Record of Receipt by the CCRC
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.
- 2.6 Acknowledgement of Delivery
An 'acknowledgement of delivery' note will be obtained by the CCRC when any item is delivered to a forensic examiner.
- 2.7 Delivery by the Police or Forensic Archive
Where appropriate, the CCRC may arrange with the Police or Forensic Archive (or Forensic Service Provider) for an exhibit to be delivered directly to a forensic examiner and to make appropriate records.

3 Storage and Movement of Exhibits

- 3.1 Exhibits will be stored in the CCRC's exhibits cabinet, except for high value exhibits which will be stored in the CCRC's safe with their movements controlled by the Head of Business and Information Services. Any movement of any exhibit will be recorded.
- 3.2 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.

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- 3.3 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.

Appendices

1 [Exhibit Management Flow Chart](#)

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Relevant CCRC Documents

Q-MAN-01 CCRC Quality Manual
Q-POL-01 CCRC Quality Policy

Document Control

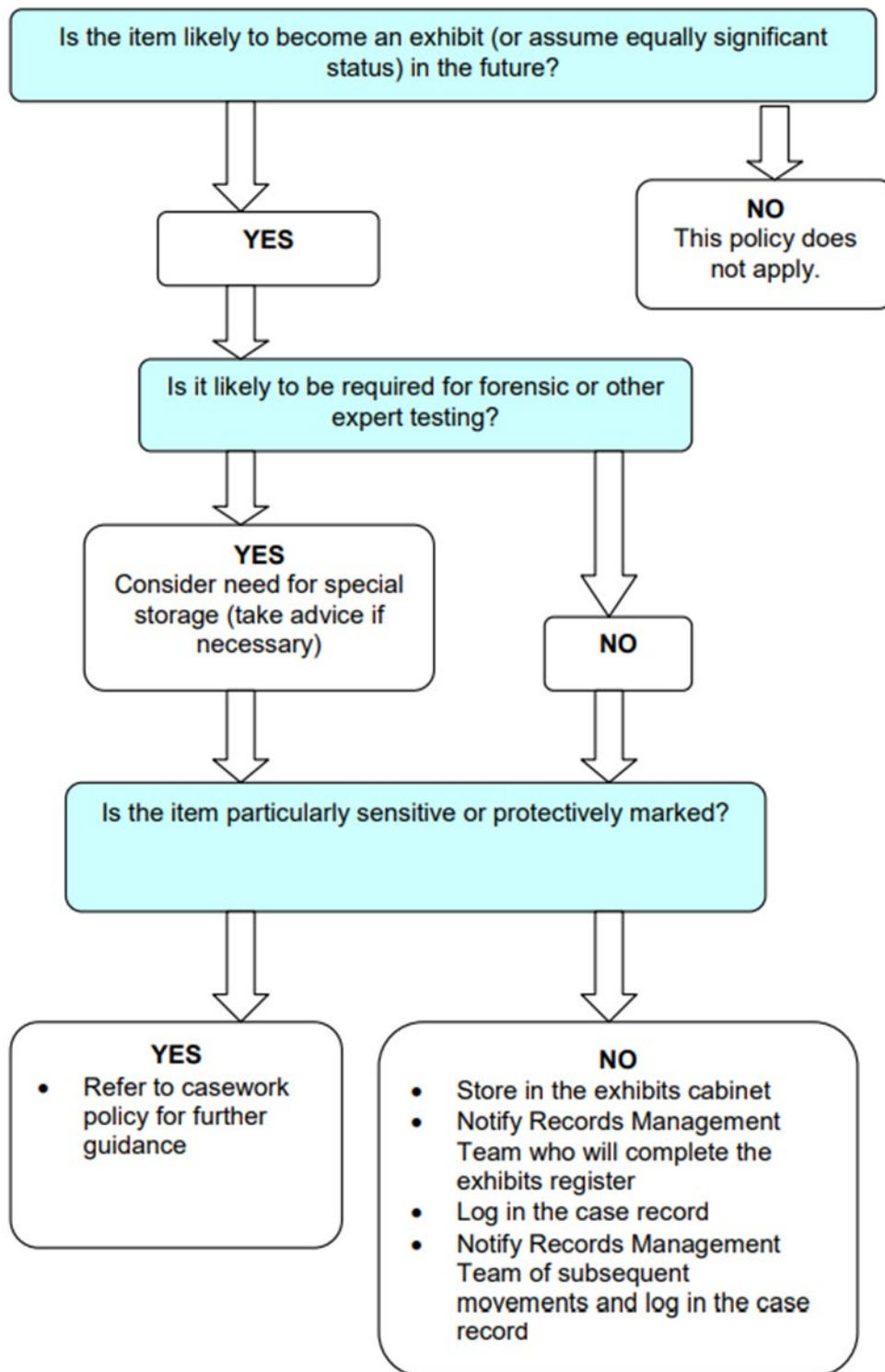
Document author: Head of Investigations
Issue authorised by: Director of Casework Operations

Version History

Date Issued	Version	Brief Details of Change	DCR
15/07/2021	1.0	First Issue	21/04

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Appendix 1 - Exhibit Management Flow Chart



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