



POLICY	Issue: 1.0
Found, Seized and Evidential Property	Date: 11/06/2008

Policy Statement

The Civil Nuclear Constabulary (The Constabulary) will ensure that property coming into its possession is documented, stored, administered and disposed of in a professional and secure manner, following set procedures which build in checks and accounts into the handling of property at all stages.

Property will be retained to either establish a lawful owner, to produce evidence at a trial, for forensic examination, or part of an ongoing investigation.

The purpose of this policy is to ensure that The Constabulary meets its legal obligations when dealing with property that comes into its possession in the course of an investigation, or as a result of being found.

In order to achieve this the Constabulary will enact procedures to ensure that property coming into its possession is:

- Recorded and documented in such a way as to be immediately checkable and auditable by a third party.
- Stored securely and safely. With property of high value, extra security measures will be considered (e.g. securing in a uniquely numbered evidence bag).
- Reviewed regularly at least on a monthly basis, the responsibility for this being done resting with the Operational Unit Commander (OUC).
- For found property that is unclaimed after a period (as determined at that time by Constabulary procedures), and is deemed to be suitable for this purpose by the OUC, then the Constabulary will seek to return the property to the finder.
- If the finder is police, or does not wish to take possession of the property, or if by the nature of the property it is unsuitable for return, then the OUC will authorise the route for disposal of the property and this will be recorded. Disposal will be either by destruction or, under the police property regulations, through a police property fund regulated by the Police Authority.
- Unidentifiable property of insignificant value may be disposed of at an early stage on the authority of the OUC.
- For seized property, this will, where practicable, be placed and sealed in evidence bags, and entered in a separate register, kept for this purpose. It will be the duty of the officer in the case to keep the OUC informed as to any proceedings surrounding the property, and when those proceedings have been finalised.

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- Property seized for forensic purposes will be bagged and labelled in the approved manner. This property to be returned at the earliest opportunity to its owner after it ceases to be of evidential value.
- To assist disposal, an early disclaimer form will be sought from the person from whom the property was seized.
- Seized property will be retained until after any court proceedings concerned with its seizure are finalised.
- All other seized property will be disposed of under the Police Property Act 1997; the manner and the timing of its disposal will be the decision of the OUC or nominated deputy.

Aims of the Policy

To ensure clear, open, safe and secure procedures, in the handling, storage and disposal of property. This will ensure the Constabulary meets its legal and moral obligations regards property.

This policy is enacted by the following management system documents:

CNC/PP/0052 Property

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