

Reporting and internal control checks

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Policy statement and principles

What

This part of the 'Exhibit and property management' chapter details the requirements for internal control checks of exhibits and other property held by Police.

Why

Internal Control Checks (ICC) of exhibits are required to:

- ensure policy compliance
- ensure standards are being met
- ensure that good practices are being adopted consistently
- ensure that corrective action, if required, is being taken
- maintain the integrity of all exhibits.

ICC must be completed in compliance with the current ICC documentation process for the following exhibit groups:

- drugs
- firearms
- cash
- general exhibits
- found property.

How

Monthly exhibit internal control checks must be completed and reported and Area Commanders are to decide actions for undisposed property.

Monthly station checks must be summarised at an Area level and reported to District level monthly.

Aged exhibits

On 1 October and 1 April the O/C at each station must send to the Area Commander a 6 monthly aged exhibit stock take form which itemises all property in Police possession at their station that has been held for six months or longer (as at 30 June and 31 December respectively), and has yet to be disposed of.

Where applicable, a certified nil stock take must be submitted.

Area Commander to decide actions for undisposed property

The Area Commander must examine in detail the aged exhibit stock take and determine the property which is to be:

- returned to owner
- destroyed in accordance with a court order for destruction
- sold at public auction in accordance with a court order for forfeiture
- retained for investigation or prosecution purposes
- retained for any other specific purpose
- recorded in Police Register of Property (PROP).

The Area Commander's decisions must be:

- entered alongside the relative items on aged exhibit stock take
- certified by the District Commander
- communicated to the O/C of the respective stations or community policing centres with directions as to the action to be taken.

Filing statements

All aged exhibit stock takes must ultimately be forwarded to and filed by the District Commander on a period file set up for such statements.

Process diagram

