

Exhibits Procedure

Essential Summary:

Audience

- Youth Officers
- Unit Supervisors: refers to the person in charge of the unit / movement at the time; including a unit manager, shift supervisor, court supervisor or logistics officer
- Duty Managers
- Assistant Managers
- Centre Managers
- Team Leader Court Operations
- Senior Coordinator Court Operations
- Manager Court Logistics, Classification and Placements

When to use this procedure:

Use this procedure to manage items of contraband that will be required to be provided to NSW Police for either evidential or disposal purposes in a criminal investigation.

This procedure must be read in combination with the Searching of Young People Procedure, Searching Young People Policy, Contraband Policy and the Contraband Procedure

Printed or saved copies of this document may not be up to date.

Please check in the [Operations Manual \(TOM\)](#) to ensure you have the latest version before using this document.

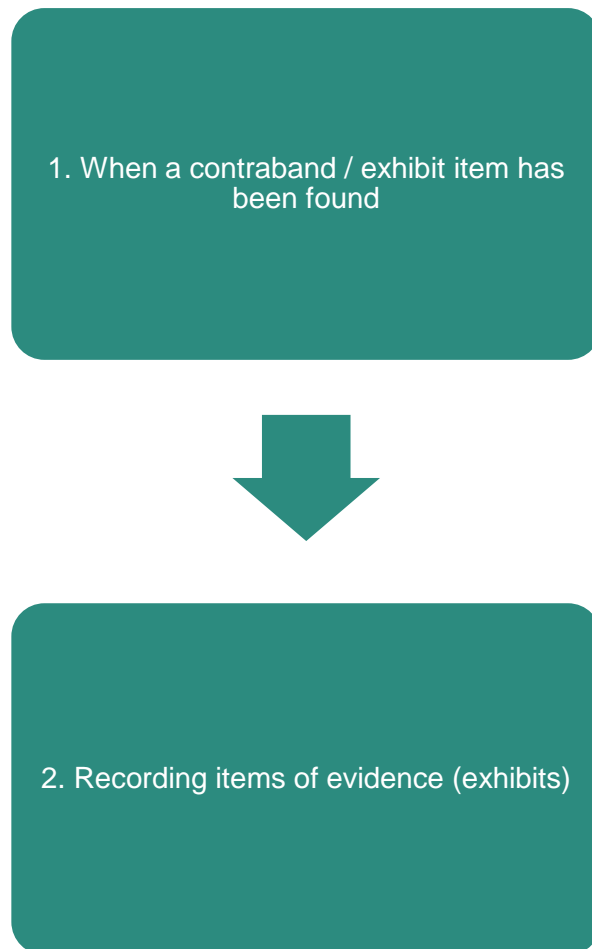
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DOCUMENT DETAILS	
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1 Purpose

The purpose of this procedure is to provide steps for how to handle, store and record the items of contraband for evidentiary or disposal purposes.

2 Process Map



3 Procedural Steps

Step 1 – When a contraband / exhibit item has been found

Responsibility: Supervising Employee (Finding Officer)

Tasks

[Redacted task list]

Mobile Phones:

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

Weighing item(s) / Evidence Bags:

[Redacted weighing procedure text]

Step 2 – Recording Items of Evidence (exhibits)

Responsibility: Supervising Employees (Finding Officer)

Tasks

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

Responsibility: Unit Supervisor / Duty Manager or Court Supervisor

Tasks

[Redacted]

[Redacted]

[Redacted]

Responsibility: Assistant Manager or Team Leader

Tasks

Check that all exhibits are stored securely and follow up with NSW Police in regard to collection / disposal of evidence.

[Redacted]

4 Supporting Documents:

4.1 Legislation

- *Children (Detention Centres) Act 1987*
- *Children (Detention Centres) Regulations 2015*
- *Drug Misuse and Trafficking Act 1985 No 226*

4.2 Policy

- *Contraband Policy*
- *Searching Young People Policy*
- *Misbehaviour Policy*
- *Giving Evidence Policy*
- *Personal Visits and Contact Policy*
- *Personal Property Young Person Policy*

4.3 Procedure

- *Contraband Procedure*
- *Searching Young People Procedure*
- *Personal Property Young People Procedure*
- *Admissions and Discharge Procedure*
- *Searching Accommodation Rooms, Units and Other Areas Procedure*

4.4 Forms

- [REDACTED]
- [REDACTED]

5 Document Information

Title:	Exhibits Procedure
Business Centre:	Operations Unit
Author:	Project Officer (Custody)
Approver:	Director, Policy & Practice
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6 Document History

Version	Date	Reason for Amendment
0.1	<i>August 2014</i>	<i>New Procedure</i>
0.2	21 April 2021	Updated old procedure into new TOM format. Information reviewed and updated incorporating Court Logistics employees and new recommendations.