Productions

Standard Operating Procedure

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<thead>
<tr>
<th>Owning Department</th>
<th>Criminal Justice</th>
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</thead>
<tbody>
<tr>
<td>Version Number</td>
<td>6.00 (Publication Scheme)</td>
</tr>
<tr>
<td>Date Published</td>
<td>13/07/2017</td>
</tr>
</tbody>
</table>
NOT PROTECTIVELY MARKED

Compliance Record

<table>
<thead>
<tr>
<th>Equality Impact Assessment: Date Completed / Reviewed:</th>
<th>12/07/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Management Compliant:</td>
<td>Yes</td>
</tr>
<tr>
<td>Health and Safety Compliant:</td>
<td>Yes</td>
</tr>
<tr>
<td>Publication Scheme Compliant:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Version Control Table

<table>
<thead>
<tr>
<th>Version</th>
<th>History of Amendments</th>
<th>Approval Date</th>
</tr>
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<tbody>
<tr>
<td>1.00</td>
<td>Initial Issue – PSoS SOP</td>
<td>23/03/2013</td>
</tr>
<tr>
<td>1.01</td>
<td>Geographical guidance added at Appendix D (legacy Grampian Police).</td>
<td>05/07/2013</td>
</tr>
<tr>
<td>2.00</td>
<td>Completely revised due to new national process implementation</td>
<td>02/04/2015</td>
</tr>
<tr>
<td>3.00</td>
<td>Amendment to Section 5.1.6 and transferred onto new template</td>
<td>05/05/2015</td>
</tr>
<tr>
<td>4.00</td>
<td>Minor amendments to formatting</td>
<td>05/05/2015</td>
</tr>
<tr>
<td>5.00</td>
<td>Insertion of new section 5.21; inclusion of Record Retention SOP at 5.6.5 and amendment to instruction in Section 6.8.1 regards sending fireworks to Forensic Services</td>
<td>01/09/2016</td>
</tr>
<tr>
<td>6.00</td>
<td>Under the direction of DCC Johnny Gywnne the amendments noted in this SOP are in relation to grammatical changes only from the wording 'police office' to 'police station'.</td>
<td>13/07/2017</td>
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1. Purpose

1.1 This Standard Operating Procedure (SOP) supports the Police Service of Scotland, hereafter referred to as Police Scotland, policies:

- Crime Investigation Policy
- Criminal Justice Policy
- Records Management Policy

1.2 This SOP provides guidance and instruction to police officers, police staff and production staff on the seizure, packaging, handling and management of productions. References to production systems, includes electronic and hard copy based property recording systems.

1.3 Definition

1.3.1 For the purpose of this SOP a production is defined as an article, document, or anything (including animal), which is connected with a crime or offence or other matter under review.

1.3.2 Photographs, negatives and photographic images of a crime scene or related to a crime or incident are treated as productions. In the investigation of serious crime these may be retained with crime records and are subject to rules outlined in the Record Retention SOP.

1.4 Overview

1.4.1 While the decision to seize productions generally rests with the Reporting Officer or Scene Examiner, careful consideration must be given as to whether the production requires to be seized. (e.g.; where the production is required as evidence or is important to investigations into other matters such as deaths or missing persons). Inappropriate or unnecessary seizure of productions significantly increases the workload of the Reporting Officer and all others involved in the production chain. It is essential that only necessary items are seized.

1.4.2 A final quality check should be undertaken by the shift sergeant or other first line manager before an item is submitted for lodging. The manager will check that the item has been packaged appropriately, labelled fully and accurately and that it is evidentially relevant.

1.4.3 Should a member of Productions Staff make any query in relation to the submission of an item into the Productions store this should be responded to by the shift sergeant or other appropriate supervisory police officer within a reasonable period of time no longer than three days from the date of lodgement.

1.4.4 Whilst in police custody productions are to be maintained in good order in the condition in which they were seized.
1.4.5 Productions must not be left unattended at police stations unless placed within appropriate designated secure storage areas. This assists in preserving the integrity of evidence throughout judicial proceedings and also protects the service and staff against allegations of misappropriation of the item.

2. Initial Seizure

2.1 Is it necessary to seize the article?
   
   Note: Productions should only be seized when they are evidentially necessary to assist the investigation or required for forensic examination.

2.2 The seizure must be justified and you may be asked to explain your rationale for seizure by supervisors or Production Staff, who are empowered to do so.

2.3 The flow chart at Appendix ‘D’ to this SOP illustrates the seizure process that must be adhered to.
   
   Note: If items are seized for forensic examination, owners should be advised about the potential risk of damage. Consider issuing a disclaimer as per the template shown at Appendix ‘H’ to this SOP in these circumstances.

2.4 For items that may have a religious or culturally sentimental significance, the Enquiry Officer or production staff should consult the PSoS Equality and Diversity Team on the most suitable method of storage and disposal.

2.5 Consideration should be given to the Appropriate Adult SOP when items are being seized from those requiring additional support.

3. Operational Handling Procedures

3.1 Initial Preparation of Property:

3.1.1 Officers and staff are reminded of the need to correctly package items of property to preserve evidence, reduce the risk of potential injury to police, forensic staff and others and to prevent cross-contamination and damage.

3.2 Packaging:

3.2.1 Guidance on the packaging of productions can be found in the Forensic Services Packaging of Test Items reference document.

3.2.2 The Productions Label (PSoS Form 112-034) or the label on the production packaging must be completed and signed by all relevant witnesses. Where used, the label should be secured to the production in a way which does not compromise the integrity of the packaged item.

   Note: A facsimile copy of PSoS Form 112-034 is located at Appendix ‘E’ to this SOP.
3.2.3 Officers seizing must record the following information completely and accurately in their notebook, or designated recording device:

- Time and date of seizure
- Detailed description of article
- Exact Location
- Owner’s details
- Full details of witnesses speaking to the production
- Protective measures in place to prevent contamination

3.2.4 All documentary productions must have a label or documentary productions sheet attached.

3.2.5 When officers conduct evidential searches which require seizure of an evidentially important item which may be subjected to DNA examination, they must ensure that all steps are taken to avoid contamination. This includes changing the disposable gloves worn throughout the time when handling and packaging the item.

3.2.6 For items that present a significant and immediate risk to the health and safety of those exposed to them, even when securely packaged, the reporting officer should consult with the Procurator Fiscal (PF) in relation to their early disposal. Relevant production staff should be notified of the decision and the PSoS Health and Safety Team should be consulted on the most suitable method of disposal.

3.2.7 If the PF requires the retention of items that present a risk to the health and safety of those exposed to them, then production staff should be advised of this in order to make arrangements for the contained lodging of such productions. Consultation should be made with the PSoS Health and Safety Team as to the most suitable method for storage and subsequent transportation if relevant.

3.2.8 The Standard Police Report (SPR2) to the PF should include a full list of all productions taken. (For further guidance refer to the Case Reporting SOP.)

3.2.9 Items required for forensic examination will be documented on a properly completed Scottish Police Authority (SPA) Forensic Services Examination Request Form (ERF) (PSoS Forms 068-001 and 068-001A), a copy of which will be submitted to relevant productions staff. Productions with associated forms will be submitted on behalf of a member of productions staff to the agreed SPA Forensic Laboratory for testing and analysis at the earliest opportunity and in any event, no later than the next scheduled submission to SPA.

**Note:** For ‘G’, ‘U’, ‘Q’, ‘L’ & ‘K’ Divisions officers, the request for forensic examination will be created on the intranet based Electronic Request Platform and submitted to appropriate production staff via e-mail or printout.
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3.2.10 Any Forensic Examination required to be conducted urgently in relation to custodies or other high risk factors should be drawn to the attention of Productions Staff by the lodging officer. They will then make arrangements to deliver it to the SPA Forensic Laboratory at the earliest opportunity, clearly notifying receiving staff of the urgent status.

3.3 Storage Locations

3.3.1 Productions should be lodged with production staff as soon as possible after seizure in a designated secure storage area and in any case before the end of the seizing officer’s shift.

3.3.2 Temporary storage facilities are available as required across the Force area to allow officers / scene examiners to lodge productions to await uplift to a central area or outwith Productions Staff normal working hours.

3.3.3 At all times productions should be fully recorded on the appropriate productions system. Where a temporary store is used, the officer in charge of the station will be responsible for maintaining its security until productions can be transferred to the production store.

3.3.4 Productions that are cash, potentially valuable items, drugs and firearms must be stored within a safe or suitable secure cabinet. If they are in temporary storage then such items should be transferred to the station safe until such time as they can be secured within a productions store.

3.3.5 Guidance on valuable items which are unsuitable to be stored in a safe should be sought from productions staff as soon as possible after lodging. Further information on valuable items can be obtained from the Productions Manager. (Reference should also be made to Section 6.2 of this SOP.

3.4 Recording and Lodging

3.4.1 The Enquiry Officer is responsible for making all reasonable enquiries to establish the rightful owner (including contact details) of the seized production. It is not sufficient to record “Accused”, “Witness” or “Complainer” on the label or production record. Where the owner of a production is a large organisation or business, a contact name, phone number and department should be provided.

3.4.2 All articles will be fully recorded within the production system and special care must be taken when dealing with more than one item to ensure accuracy. The production should be lodged at the police production store closest to the locus of the offence unless there is an over-riding operational reason to lodge elsewhere.

3.4.3 For Police Stations using a Production Register or other written forms of lodging when out of hours the on duty station Community Policing Team (CPT) or Response supervisor should be responsible for maintaining this securely and in good order. Where local temporary stores are used, Divisional security and supervision arrangements will apply.
3.4.4 If a Disclaimer (See Appendix ‘H’ to this SOP) has been signed to relinquish ownership it must be clearly linked to the productions and case referred; this should be recorded and lodged with production staff.

3.4.5 If forensic analysis or photography is required, the Enquiry Officer will be responsible for arranging this and completing the necessary ERF. If the production has been transferred directly to Forensic Services or another third party, the reporting officer should update the production record to show the current location. Further guidance can be obtained from the Forensic Science Gateway SOP.

3.4.6 If during the course of an enquiry, additional productions are seized, accused are added to the case or additional information becomes available regarding the ownership of property, the reporting officer must ensure that all property and records are updated accordingly.

3.4.7 Direction on the handling and drying of wet productions that require, or may require, forensic examination should be taken from the Police Scotland Use of Forensic Drying Cabinets Guidance Document.

3.5 Removal from Storage after Lodging

3.5.1 Where a need exists to remove an item from a secure storage area other than for disposal, the following procedure will be followed:

a) An initial check will be made to ensure the production label reflects the details recorded on the productions system. Once the item is removed, the production record must be updated to this effect. Production staff must check the production label reflects the details within the productions system and all production records are updated to show the item has been removed.

b) Where appropriate, a receipt should be obtained and retained in the production store. (PSoS Form 112-001)

c) Before items are released, both the officer removing and the member of productions staff will visually check the item without breaking the seal.

d) If all the checks are in order, the police officer or representatives of the agency requiring its release from storage must sign the relevant production receipt.

e) When the item is returned, production staff will examine the article in the presence of whoever has returned it.

f) Where a sealed box system is used to transport productions, production staff will ensure that seals are intact and recorded accurately when despatched and received.

g) The production system should be updated to record the return of a production and where appropriate, the new storage location.

h) If the production being removed is deemed hazardous then adequate control measures as directed by the Force Safety Unit should be put in place.
3.6 Transfer of Productions to / from Another Police Force

3.6.1 The transfer of productions within Police Scotland and outwith Scotland should be carried out personally, by courier or by special delivery post. The urgency or nature of the case and value or nature of the item should be considered when determining the transfer method. If in doubt, productions staff should be consulted.

3.6.2 Prior to delivering or on receipt, the condition of any production should be inspected and condition noted.

3.6.3 The relevant receipt should then be obtained and retained or signed and an appropriate entry made on the production system.

3.7 Direct Measures

3.7.1 For the majority of direct measures it will not be proportionate or necessary to take any productions. Where a production is taken the Reporting Officer must liaise with productions staff to return or dispose of the item, no longer than six months from the time of seizure.

3.8 Schengen “SIS II” Alert Items

3.8.1 Any item required to be retained as a production relating to crimes where the accused or owner is resident outside of the United Kingdom (UK) or where the alleged offence occurred outside the UK should be seized in accordance with the same principles outlined in Section 3 (above.) In addition, the code “EV” - Seize for evidence/forensic examination or code “SR” - Seize and Retain, should be applied by the officer lodging and the relevant Schengen Information System Identification (SIS ID) No, applied to all records.

4. Lodging at Court

4.1 Production staff or the Enquiry Officer will lodge productions at court or with the PF when required in line with guidance agreed by all parties according to local agreement. Upon receipt of production release note(s) or other notification, the item(s) will be uplifted.

4.2 High risk items such as firearms, explosives, supply quantity drugs, cash sums over £10,000 and large items may not be accepted; productions staff should seek advance guidance from the PF who will provide specific advice before lodging.

4.3 At the conclusion of proceedings items should be removed from the PF or court in accordance with local agreement for visit times and agreed access on the same basis as the original lodging.
5. Retention and Disposal of Productions

5.1 General

5.1.1 A distinction is drawn between resolved and unresolved cases for summary actions.

5.1.2 Unresolved cases include cases where:
- No suspect has been identified.
- A suspect has been identified but not charged.
- A suspect has been identified and charged but not placed on petition.
- A suspect has appeared on petition but no indictment has been served.
- There is considered an insufficiency of evidence at that time.
- A suspect has been identified and a trial concluded which has resulted in an acquittal.
- A suspect has been convicted but acquitted on appeal and no fresh prosecution has been authorised by the Appeal Court.

5.1.3 Resolved cases include all cases which have resulted in a conviction at court, whether by guilty plea or guilty verdict. They also include non-court disposals such as no proceedings, PF fines and warning letters and those where it has been established that no crime has taken place.

5.1.4 All members of staff who are involved in making decisions or recommendations about productions must give due consideration to all information available prior to the retention or disposal of property and records.

5.1.5 The Senior Investigating Officer (SIO) and PF are key players in making decisions about retention of productions particularly for solemn cases. This also applies to cases involving the Scottish Criminal Case Review Commission (SCCRC).

5.1.6 Production staff and police officers must be mindful of the impact of the Double Jeopardy (Scotland) Act 2011, which sets out conditions where an accused can be retried for a crime they were previously acquitted of. Consequently this has changed the definition of resolved and unresolved cases to ensure that productions in certain serious unresolved cases are retained for any subsequent retrial.

5.1.7 Where an item is proposed for release:
- to someone different from the person who gave it to the police
- and/or where the property label records someone as the owner but is signed by a different person
- or where there is reference to more than one person claiming title to the item
The case should be treated as one of potential disputed ownership. Guidance should be sought from Legal Services.

5.1.8 The provisions of the Victims and Witnesses (Scotland) Act 2014 include a Victims Right to Review (VRR), a decision for no proceedings or no further proceedings.

5.1.9 Productions will need to be retained until the expiry of any time period in which a victim can seek review of a decision for no proceedings - this is likely to be a period of one to three months.

5.2 Scottish Criminal Case Review Commission (SCCRC)

5.2.1 Productions must not be destroyed where notification to preserve them has been notified by the SCCRC.

5.2.2 At the conclusion of any review, or where the SCCRC advises no further action will be taken in relation to the requested case, PSoS and in turn productions staff will be advised.

5.2.3 Any productions retained for the review should be disposed in accordance with the written instruction from the Crown Office and Procurator Fiscal Service (COPFS) following consultation with the SIO.

5.3 Items Seized from Persons Taken into Custody

5.3.1 Consideration should be given to Part VII of the Civic Government (Scotland) Act 1982 (The Act). Section 81 of The Act provides that the Chief Constable makes appropriate arrangements for the care and custody for items seized as productions (of persons taken into custody). The onus rests on the Chief Constable to make arrangements for the collection, care and custody of an item and if the individual fails to uplift the item(s) then consideration can be given to disposal of the items.

5.3.2 If there is a dispute as to ownership or if the person taken into custody is not the owner of the property then Section 86D of The Act places a duty upon the Chief Constable to take reasonable steps to identify the owner (or person who may have a right to the property) and notify him/her of the procedures for retrieval of item.

5.3.3 Section 86E of The Act provides a statutory time period of two months before the item can be disposed of, unless it is inconvenient to keep the property until the expiry of that period.
5.4 Prior to Criminal Proceedings

5.4.1 Productions in the following categories must not be returned to the owner from whom it was seized without the prior consultation and authority of the PF:

- Productions that are of intrinsic evidential value e.g. containing a superficial mark which has some evidential relevance and which could, if returned, be removed.
- Productions which may be forfeited, e.g. drugs, weapon.
- Productions subject to ownership disputes.
- Productions awaiting expert examination.

5.4.2 Productions may be returned to owners in the following circumstances (unless there is a potential dispute of ownership):

- Recovered stolen productions where a label in lieu / property list procedure can be adopted or where agreements are made with the Local PF.
- In summary enquiries only, where the retention of the article would cause unnecessary hardship or inconvenience to the owner e.g. motor vehicles, electrical goods, etc.
- Productions that are impractical to retain e.g. perishable goods.
- In petition cases, only the PF may direct that the article be photographed and returned. The photographing of evidence should be made in conjunction with Forensic Services. Refer to Section 12 (below) for further details.

5.4.3 In some circumstances productions will be considered as “abandoned” under the terms of Part VI of The Act, when reasonable steps have been taken by the officer seizing to ascertain the owner and complete all relevant information about ownership in the appropriate field of the Police Scotland Production Label 112-034 or other associated documentation. For further guidance the Lost, Found and Abandoned Property SOP should be consulted.

5.4.5 If no owner can be established for items seized which are not connected with identified crimes they should be lodged as found property by the reporting officer and disposed of under the terms of The Act after two months.

5.4.6 If a production is returned to the owner, the member of staff returning it must endorse the production label. The label in lieu should include the name, date and signature of the recipient. Alternatively the owner may sign a receipt to acknowledge taking possession of the item and in both cases, the label and/or the receipt should be retained.
5.5 Conclusion of Criminal Proceedings – Resolved Cases

5.5.1 For resolved serious and standard enquiries, unless otherwise instructed by the Court or Crown, productions should be disposed of at the conclusion of criminal proceedings on receipt of a production release note and for serious crime only following consultation with the SIO.

5.5.2 If any doubt exists as to ownership or other legal complications arise, advice should be sought from a supervising Police Officer or member of Police Staff.

5.6 Production Release Note

5.6.1 Production Release Notes (PRNs) are issued by the PF and will be dispatched directly by email to production stores.

5.6.2 The PRN for solemn cases provides the signed instruction from the PF on the disposal of property seized and includes the following categories:

- Return to owner.
- Photograph evidence prior to disposal.
- Return to owner against signature on label.
- Return to owner on undertaking to produce in court.
- Forfeited by Court.
- Disputed ownership, retain.
- Appeal pending, retain.
- Destroy.
- Other detailed method.

5.6.3 In summary cases, the PRN should be processed in accordance with the PSoS/COPFS protocol for the Automatic Disposal of Productions. The only exception to this would be if notification has been made about a review by SCCRC or another body.

5.6.4 On receipt of productions from the PF, production staff will be responsible for cross-referencing the items with the PRN. Any discrepancies should be highlighted to the PF immediately.

5.6.5 Case related documents should be retained and stored in accordance with local arrangements as detailed in the Record Retention SOP.

5.6.6 Production staff will be responsible for retaining the original production release note in accordance with the Record Retention SOP.
5.7 Non-Court Disposals

5.7.1 The PF will advise of cases which have been subject to non-court disposals such as no proceedings, PF fines and warning letters. The information is transmitted in an electronic format and an automatic update is made to the Criminal History System (CHS) and the decision allows property to be returned to its rightful owner following the required retention period.

5.7.2 Cases marked as “non-court disposal” are closed and property should be returned in accordance with the protocol contained within Section 5.15 of this SOP.

5.7.3 Drugs in general should not be returned.

5.7.4 Release of offensive weapons should be considered on a case by case basis with decision regarding the return or disposal of these articles made in consultation with the reporting of officer or a senior member of Productions staff.

5.7.5 Discretion should be applied in all instances to articles which themselves give rise to the charge. Further guidance can be sought from Procurator Fiscal.

5.7.6 If a member of Productions Staff or Police Officer has cause to question the disposal instruction provided by a Procurator Fiscal for a court or non-court disposal, in the first instance this will be referred back to COPFS for consideration. However Police Scotland legal services may be called upon to provide further guidance.

5.8 Scottish Children's Reporter Administration

5.8.1 The Scottish Children’s Reporter Administration (SCRA) should be consulted to confirm the outcome of any decision from the Reporter.

5.8.2 When dealing with cases involving juvenile offenders, it should be borne in mind that the majority of cases are dealt with by non-Reporter/PF disposals, further reducing any requirement to seize productions.

5.8.3 If productions are seized when the reporting officer is notified of the method of disposal, any productions taken for possible scene or forensic examination and which are no longer required, should be returned without undue delay to the owner. For items that themselves give rise to the charge (e.g. knives, offensive weapons, etc.), it is important to remember to have a disclaimer signed by an appropriate person during the initial enquiry.

5.8.4 Items subject to age restriction such as cigarettes, alcohol or spray paints shall not be returned to owners if they are below the legal age to purchase said items.
5.9 Disputed Ownership

5.9.1 In all cases of disputed ownership, guidance should be sought from Legal Services and the relevant correspondence and documents should be retained in accordance with the Record Retention SOP.

5.10 Pawnbrokers

5.10.1 Police involvement is likely after property is recognised within a Pawnbroker as being proceeds of crime. The Consumer Credit Act 1974 (The CCA) allows the pawnbroker to be compensated for their pledge and they will maintain an interest in the property unless the court decides otherwise.

5.10.2 When submitting a SPR, the remarks section should contain a request for the PF to consider raising a compensation order under Section 122 of The CCA in court. In addition, the production schedule should also indicate that property was recovered in a Pawnbroker.

5.10.3 Unless a compensation order is raised in court under Section 122 of The CCA, the police are committed to returning the property to the owner without asking the parties to agree compensation. Only in circumstances when production staff receives confirmation from the PF of a compensation order will the pawnbroker be contacted.

5.11 Restricted Cases Involving Police

5.11.1 Where a production has been retained for a case involving a Police Scotland member of Staff or Officer (including Special Constable, Cadet and Probationer), or involves a member from another police force or a police officer / police staff / cadet / special constable, advice should be taken from the SIO and the Professional Standards Department prior to the disposal of productions.

5.12 Serious Crime Enquiries – Unresolved

5.12.1 In accordance with the Record Retention SOP, all productions seized during the investigation of a serious crime should be retained until the case is resolved.

5.12.2 During the investigation, it will be the responsibility of the SIO in consultation with COPFS to determine the return, retention or disposal of productions.

5.12.3 Should the SIO in consultation with COPFS decide that certain productions can be disposed of or returned to the owner; the following guidelines should be considered, prior to the return or disposal:

- Photograph evidence prior to disposal.
- Return to owner against signature on label/receipt.
- Return to owner on the undertaking to produce in court.
5.12.4 A senior officer will ensure that a comprehensive inspection is undertaken every three years on all productions retained against a specific unresolved serious crime investigation(s) to ensure the long term integrity of the productions, to detect potential contamination or deterioration of evidence and to determine if all articles seized at the initial enquiry require to be retained.

5.12.5 Police Scotland should ensure that storage facilities are available that will reasonably ensure that items are not subject to cross-contamination or undue risk of deterioration. In rare cases where facilities are not deemed suitable for the storage of the item(s), productions staff should seek guidance from senior management.

5.13 Standard Crime Enquiries – Unresolved

5.13.1 In minor unresolved standard cases, a retention period of six months from the date the crime/offence was made known is allowed. Minor cases are crimes where:
- There are no injuries or minor injuries.
- Property damaged or stolen is of low value.
- There are no aggravations.
- No available evidence or intelligence exists to suggest that the crime is part of a sequence of offending behaviour.
- The retention of the production may cause hardship or inconvenience to the owner. This includes articles which have been retained by the police after fingerprint impressions have been lifted.

5.13.2 In accordance with the retention policy, productions under this category should be retained for a time period of the current year plus two years.

5.13.3 Production staff should continually monitor unresolved standard cases and liaise with Enquiry Officers to ensure that these productions are disposed of at the end of their retention period.

5.13.4 Should a decision be made to dispose of productions, the following guidelines should be considered, prior to the return or disposal.
- Photograph evidence prior to disposal.
- Return to owner against signature on label/production receipt.
- Return to owner on undertaking to produce in court.

5.13.5 Case related documents should be retained and stored in accordance with local arrangements and where necessary, advice on the storage policy can be obtained from the appropriate records manager.

5.13.6 In all cases, the production system should be updated accordingly and records retained in accordance with the Record Retention SOP.
5.14 Disposal – Return to Owner

Note: Reference should also be made to Section 5.7 of this SOP.

5.14.1 Production staff will be responsible for arranging the return of property to owners. A case by case decision should be made regarding the return or disposal of articles which give rise to concern. (In the case of disputed ownership guidance should be sought from PSoS Legal Services Department.)

5.14.2 Production staff will make contact with the owner to advise that the production is available for collection. If this contact is made by letter, it will be sent to the owner's home address and will incorporate a 'Disclaimer Certificate' should the owner not wish the production returned. Should production staff deem that the item is of value, sentimental or otherwise, the letter should be sent via recorded delivery and the receipt kept.

5.14.3 If the owner returns the disclaimer, property can be disposed of in the appropriate manner either by destruction or repurposing. The disclaimer should be retained in accordance with the Record Retention SOP.

5.14.4 If the owner fails to respond within two months of contact being made, the property should be treated as abandoned under Part VI of the Civic Government (Scotland) Act 1982 and disposed of by being sent to the auction or destroyed if of no value.

5.14.5 On contact, the owner should be advised of the location where the property can be collected and should be advised that a reliable form of identification will have to be presented before property is returned to the claimant.

5.14.6 The preferred form of identification is a passport or driving licence. If this is not available then photographic identification supported by a utility bill / bank statement showing a home address would be acceptable.

Note: A student card on its own is not regarded as a reliable form of identification.

5.14.7 The source of identification provided by the claimant should be recorded and a signature for the returned property obtained.

5.14.8 Where the owner intends to arrange the collection of the property by another person, they should be informed that the person collecting should have a letter or declaration of authority from the owner and that person should produce identification.

5.15 Disposal – No Trace of Owner / No Contact From Owner

5.15.1 If the owner cannot be traced at their last known address, further reasonable enquiry should be made. This should include reference to the original Enquiry Officer and appropriate database searches by them or a designated
successor. The outcome of all enquiries made should be recorded within the production system.

5.15.2 If the investigation fails to trace the owner or if the owner fails to respond within two months of contact being made, the item shall be treated as being abandoned under Part VI of the Civic Government (Scotland) Act 1982 and disposed of in line with the terms of the Act.

5.15.3 Where the item is being treated as abandoned under Part VI of the Civic Government (Scotland) Act 1982 proportionate steps must have been undertaken to identify the owner (or the person having right to possession of the item) and notification should be sent as to where the item can be retrieved from. A period of 2 months must have elapsed before the item can be disposed of.

5.15.4 Given the rights to compensation provided by Section 72 of the 1982 Act, clear records should be retained in accordance with the Record Retention SOP.

5.14.5 For sensitive or high value items, a photographic image could be retained within the system, to provide evidence of the condition of the article prior to disposal.

5.16 Photograph Evidence Prior to Disposal

5.16.1 Where a decision has been made by the PF to photograph an item of evidence prior to returning it to the lawful owner or disposal, the following applies:

- The enquiry officer should arrange for the photograph to be captured by Forensic Services, ensuring that any distinguishing marks are highlighted.
- Production staff should update the production record to reflect that the item has been returned and replaced by a photographic image and the photograph, label and/or backing sheet should be stored as appropriate.
- Where there is no readily available access to photography via Forensic Services local arrangements should be made by consultation with Divisional Management and Productions staff.

5.17 Undertaking to Produce Production in Court

5.17.1 Productions may be appropriate for return on the written undertaking that they will be made available for court if required. In these cases, approval should be sought from supervisory officers and the following procedures followed:

- Remove production label prior to return.
- Obtain a confirmation signature on a receipt or the production label from the owner or relevant person confirming possession.
- Advise owner or relevant person verbally or in writing that the article may need to be presented in court.
- Retain the production label until request of lodgement or disposal by the PF.
5.18 Destruction of Forfeited Productions

5.18.1 When the Court has forfeited the item, the destruction of forfeited items is the responsibility of productions staff in consultation with the court.

5.19 Property Not To Be Returned

5.19.1 Subject to the relevant statutory provisions, each individual case needs to be assessed on its own merit. Drugs seized for evidential purposes from alleged offenders should not be returned and as previously highlighted, where other productions give rise to concern e.g. offensive weapons, discretion should be used and a case by case decision made regarding the return or disposal of these articles. Further guidance may have to be sought from PSoS Legal Services Department, or the PF.

5.19.2 Sums of cash which total £1000, or more, should not be returned without ascertaining if the sum is suitable for seizure under the Proceeds of Crime Act 2002. Further guidance is available from the Financial Investigation Unit.

5.20 Managing Time for Disposal

5.20.1 Given the necessity for Productions Staff to manage disposal of Productions as part of their routine duties it may be necessary for the Production Store to be closed for other routine enquiries for some of the working week. A recommended period of two half days per week is allocated purely for this activity. Times for this closure will be set and signposted by Criminal Justice Division in consultation with the Territorial Division(s).

5.20.2 Any urgent enquiries or personal visits from member of the public must still be dealt with even if the store is otherwise closed for disposal duties.

5.21 Returning Property to Victims of Sexual Crime(s)

5.21.1 The return of a sexual crime victim’s belongings must be arranged and undertaken by the appointed Sexual Offences Liaison Officer (SOLO). On notification to dispose of productions, Production Keepers will make contact with the SIO and SOLO to facilitate this and make the necessary arrangements.

6. Additional Procedures (Listed Alphabetically)

Note: A number of items taken as productions require additional or alternative procedures to be followed. This is generally due to the nature of the production, the potential danger or safety implications it causes and the seriousness of the enquiry. These additional procedures are now detailed, alphabetically and in tabular format (starting overleaf)
6.1 Alcohol / Drinking in Public

This section relates purely to seizures of alcohol (as productions) in connection with any by-law prohibiting the consumption of alcohol in designated places.

Alcohol productions will **not** be accepted by productions staff in relation to street drinking cases.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm local by-law exists, the geographical extent for enforcement and if it contains a presumption of contents clause. Where presumption of contents is included, liquid found in a container shall be presumed to conform to the description on the container. A container found not to contain liquid or insufficient liquid to permit analysis shall be presumed to have contained at the time of the alleged offence, liquid which conforms to the description on the container. Provided two officers note and are able to provide a full description of the container and what is recorded on any label, there is no requirement to seize the container. <strong>Note</strong>: Make specific reference to alcohol content.</td>
<td>Productions will not be accepted by productions staff in relation to street drinking cases.</td>
<td>Any Fixed Penalty Notice issued should include whether there is a reliance of presumption of contents clause. Provided the processing guidance is followed, the containers and contents can be destroyed.</td>
</tr>
</tbody>
</table>
### Processing

Where no presumption of contents exists or where unmarked containers are suspected of holding alcohol, officers should use alcohol sampling strips to test the liquid and fully record the results. (Include strip batch number and expiry date).

There is no requirement to retain the test strip used.

### 6.2 Cash, Money and Valuables Including Counterfeit

#### 6.2.1 Cash

Reference to cash or money will include legal tender which is Great British Pounds (GBP) Sterling or any foreign currency including coins.

Enquiry officers are responsible for ensuring all valuables, including cash or money, are stored correctly.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Consider photographing at time of seizure. Important when there is a need to demonstrate that money has been stored in a particular fashion. e.g. “dealer folds.”</td>
<td>A photo should be retained as a documentary production. If video recorded, store accordingly.</td>
<td>Certificate of Counting – GBP (£) - (PSoS Form 112-041). Certificate of Counting - Foreign Currency - (PSoS Form 112-042). Forensic Services Packaging of Test Items</td>
</tr>
<tr>
<td>Count if not required for forensic examination.</td>
<td>Coins should be placed in a smaller bag with the total amount recorded. Ensure packaging cannot be breached.</td>
<td>Relevant supervisors must ensure that storage is carried out in accordance with local procedures.</td>
</tr>
<tr>
<td>Processing</td>
<td>Packing/Storage</td>
<td>Additional Guidance / Disposal</td>
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<tr>
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<td>----------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Unless special circumstances dictate necessitating productions being retained in original state, the following procedures will be adhered to: All moneys should be counted twice by either use of a counting machine or manually. (Ensure identical results are obtained). All sums over £1000 will be video recorded and the DVD lodged.</td>
<td>Place photocopy of certificate of counting in or attach to the bag in all cases. Again, use a tamper proof or self-seal bag with tamper evident tape. Any seal or unique ref on the bag should be recorded. Attach production label in the style “£3512.54 of money”. Seals should not be broken by production staff. Any identified errors should be recorded immediately on the production system, highlighted to the enquiry officer and supervisor and rejected for correction. Safes should be used for retention unless there is a good reason for alternative storage.</td>
<td>Movement of large sums of money and or valuables should only be taken once a proper risk assessment has been conducted. Productions staff may need to be accompanied by one or more police officers with Personal Protection Equipment and cash may need to be carried in a secure and sealed container. For excessively large values, consideration should be given to using a ‘cash in transit’ firm and appropriate advice sought from production staff.</td>
</tr>
</tbody>
</table>

Complete a “Certificate of Counting”, fully signed by both officers. (PSoS Form 112–041 for domestic currency (GBP - £) and PSoS Form 112-042 for foreign currencies) Lodge the original “Certificate of Counting” as a documentary production and lodge on system. **Note:** Remember to update the relevant productions system. | In circumstances requiring the money being retained in its original state; whether for forensic reasons or otherwise, it should be placed in a tamper evident/self-seal bag, closed with tamper evident tape. | **Disposal:** As per Section 5 of this SOP. Additional Productions that are either money or valuable items assessed individually as having a value of less than £100 or those with sentimental value will be dealt with by means of a first class letter to the owner. |
<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>The production should then be weighed on accurate electronic scales and the production titled in the style &quot;QUANTITY OF MONEY WEIGHING: 275.43 grams' Where retention in any Police Station exceeds £50,000 in value, the Local Police Commander and PSoS Risk Manager should be informed. Safes should be used for retention unless there is good reason for alternative storage.</td>
<td>If this is not responded to within two months of being sent, the money will be transferred to the PSoS principle account or the item disposed of according to guidelines in the Lost, Abandoned and Found Property SOP or, if suitable, sent for auction or discretionary disposal to suitable community groups or charities In these instances the Productions Manager should be consulted for guidance.</td>
<td></td>
</tr>
</tbody>
</table>
## 6.2.2 Contaminated Money

**Note:** Arrangements are in place with major issuing banks to exchange contaminated money for a cheque equal in value to the cash exchanged.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing/Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contaminated Money</strong> is processed in the same way as cash (above.)</td>
<td>Contaminated Money is packaged and stored in the same way as cash (above.)</td>
<td>When presenting contaminated money to any bank for exchange, include to following information: Quantity and face value of each note (i.e. 5 x £10). A reference (this can be name of the accused or cash seizure reference). Depositing Officer(s) details. Details for paying by cheque. Contact details for PSoS's principle account. Where cash is returned to the owner to pursue the exchange of contaminated money, ensure that: Labels or personal references are removed from the storage bag(s). Production bags should contain only notes issued by the same bank. Further guidance can be obtained from the issuing bank.</td>
</tr>
</tbody>
</table>
6.2.3 Counterfeit Currency

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing/Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counterfeit Currency</strong> is processed in the same way as cash (above.)</td>
<td>For guidance on processing documents considered for forensic examination, refer to the</td>
<td>Refer to the Guidance for Submitting Counterfeit Currency</td>
</tr>
<tr>
<td>It is the responsibility of Enquiry Officers to complete the Counterfeit</td>
<td>Forensic Services Packaging of Test Items reference document.</td>
<td>In suspected counterfeit currency cases with no known accused and where the</td>
</tr>
<tr>
<td>Currency Report (PSoS Form 043-001). Reference should also be made to</td>
<td>In suspected counterfeit currency cases with no known accused but there is sufficient reason to</td>
<td>Enquiry Officer has good reason to believe is not genuine and the suspected</td>
</tr>
<tr>
<td>the Counterfeit Currency SOP and the National Crime Agency (NCA) Guidelines</td>
<td>test for fingerprint evidence, first obtain agreement of the Forensic Science Gateway <strong>before</strong></td>
<td>counterfeit note has a face value of less than £50, it can be sent to the NCA for</td>
</tr>
<tr>
<td>on How To Submit Counterfeit Currency To The United Kingdom National</td>
<td>notes are sent to NCA requesting statement of proof.</td>
<td>destruction.</td>
</tr>
<tr>
<td>Central Office (UKNCO)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.2.4 Valuables

**Valuables** - Valuable Items will be identified as such by the enquiry officer and can include:

- Antiques
- Items of gold, silver, platinum or other precious metal
- Furs
- Jewellery and watches
- Any collectables
- Other works of art
- Pictures
- Stamp, coin or medal collections

**Note:** Ask the owner or person from whom the item is taken about its value.
### 6.2.4 Valuables (Ctd)

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing/Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Valuables</strong> are processed in the same way as cash (above.)</td>
<td>Safes should be used for retention unless there is a good reason for alternative storage. The storage of high value items should be brought to the attention of appropriate supervisors so that arrangements can be reviewed for adequacy. If valuable, productions staff should consider possible additional risk and mitigate appropriately</td>
<td><strong>Valuables</strong> are packed and stored in the same way as cash (above.)</td>
</tr>
</tbody>
</table>

It is the responsibility of Enquiry Officers to complete the Counterfeit Currency Report (PSoS Form 043-001).

### 6.3 Closed Circuit Television, Digital Versatile Disc and Video Material

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing/Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCTV, DVD and Video Material</strong> is processed in accordance with the instructions contained at Section 3 of this SOP (above.)</td>
<td>Additional guidance on the disposal of CCTV, DVD and Video Material is contained in Section 3 of this SOP (above.)</td>
<td>Information on the packaging and disposal of CCTV, DVD and Video Material is contained in Section 5 of this SOP (above.)</td>
</tr>
</tbody>
</table>

Complete Certificate(s) of Authentication as required: PSoS Form 025-012 - Form of Certificate Under Section 283 of the Criminal Procedure (Scotland) Act 1995 and Act of Adjournal (Criminal Procedure Rules) 1996, Chapter 27

Package DVD’s within a jewel case or disc envelope and place in a tamper-evident production bag with label attached.

Relevant seized media information, including summary of content, should be included in any SPR “Description of Events”.
<table>
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<tr>
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<tbody>
<tr>
<td>Additionally; for Section 279 CP(S)A; officers should select the appropriate PSoS form of Certificate, as directed in the COPFS CPS(A) 1995 Guidance Manual. (The Certificates are PSoS forms 26.1.A.1 to 26.1.A.24</td>
<td></td>
</tr>
<tr>
<td>Cybercrime Guidance Document</td>
<td></td>
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</tbody>
</table>
6.3 Closed Circuit Television, Digital Versatile Disc and Video Material (Ctd)

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing/Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 283 Certificates (PSoS Form 025-012) are completed for the original audio/media and detail who is responsible for the footage. The certificate will refer directly to the original recording system</td>
<td>The ‘Remarks’ section of the SPR should include:</td>
<td>The ‘Remarks’ section of the SPR should include:</td>
</tr>
<tr>
<td>Certificates are to be lodged as a separate production and not included on the same label as the original media it refers to.</td>
<td>• Format of the tape.</td>
<td>• Format of the tape.</td>
</tr>
<tr>
<td></td>
<td>• Suitability for Court.</td>
<td>• Suitability for Court.</td>
</tr>
<tr>
<td></td>
<td>• Has it been viewed?</td>
<td>• Has it been viewed?</td>
</tr>
<tr>
<td></td>
<td>• Time and date on tape if appropriate.</td>
<td>• Time and date on tape if appropriate.</td>
</tr>
<tr>
<td></td>
<td>• Evidential content.</td>
<td>• Evidential content.</td>
</tr>
<tr>
<td></td>
<td>• If the CCTV is registered with the Scottish Information Commissioner.</td>
<td>• If the CCTV is registered with the Scottish Information Commissioner.</td>
</tr>
</tbody>
</table>

Section 279 Certificates (PSoS Form 025-013 and see Section 6.3 of this SOP) are completed for copies or still extracts are created from source audio/video media. The certificate should be packaged with the media when lodged.

CCTV footage should be viewed to confirm content is of evidential value. Such productions will not be accepted if the footage has not been viewed by, or on behalf of, the enquiry officer.

6.4 Computers, Electronic Devices and Mobile Phones

Computed based electronic evidence is fragile and can be altered, damaged or destroyed by improper handling. For this reason the following special procedures should be taken:

- Never move a computer when it is switched on.
- Ensure comprehensive notes are taken of all operations.
- Always switch off terminals and mobile phones to prevent interference.
- If in doubt, seek additional advice from the Cyber Crime Unit or SPA Computer Forensic Unit.
### 6.4 Computers, Electronic Devices and Mobile Phones (Ctd)

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing / Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers, Electronic Devices and Mobile Phones are processed in accordance with the instructions contained at Section 3 of this SOP (above.)</td>
<td>Additional guidance on the disposal of Computers, Electronic Devices and Mobile Phones is contained in Section 3 of this SOP (above.)</td>
<td>Information on the packaging and disposal of Computers, Electronic Devices and Mobile Phones is contained in the Digitally Stored Evidence SOP</td>
</tr>
<tr>
<td>The Digitally Stored Evidence SOP should be consulted for further guidance.</td>
<td>During transit, the computer must be handled with care and not subjected to sudden movement or extreme temperatures.</td>
<td>Where illicit or sensitive material e.g. paedophile data, classified material or copyright material is stored in any form, the enquiry officer must request the PF for the forfeiture and destruction / disposal of the property at the time of reporting.</td>
</tr>
<tr>
<td>When submitting reports where paedophile data is stored in computer equipment, storage media or documentary productions, the Enquiry Officer should make a request to the PF for the forfeiture and destruction/disposal of relevant materials.</td>
<td>Electronic equipment should be stored at normal room temperature and not subjected to extremes of humidity nor magnetic influence such as radio receivers. Some computers are capable of storing internal data by use of batteries, with these items do not allow the battery to run flat as data will be lost.</td>
<td>In cases marked for non-court disposal, the disposal decision rests with the Police. Consideration regarding the involvement of the article in the crime will assist in informing whether the item is destroyed or returned. Consideration should also be given to the duty of care for non-crime related evidence.</td>
</tr>
</tbody>
</table>
# 6.4 Computers, Electronic Devices and Mobile PHONES (Ctd)

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing / Storage</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Destruction should be as per Section 5 of this SOP. Further advice is available from productions staff, SIO's and Legal Services. Under no circumstances should computers or any electronic storage devices be sent to public auction. Computer accessories without internal memory can however be sent. Production staff are ultimately responsible for the destruction of computers, electronic devices, mobile phones, and other electronic storage devices. In some circumstances it is possible for items to be recycled or repurposed. This should only be done under the supervision of a Police Inspector or equivalent member of support staff using a recognised, independently accredited agent. Items used in serious crimes will not be subject to recycling or repurposing.</td>
</tr>
</tbody>
</table>
### 6.5 DNA Samples

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing / Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DNA Samples</strong> are processed in accordance with the instructions contained at Section 3 of this SOP (above.)</td>
<td>Additional guidance on the disposal of <strong>DNA Samples</strong> is contained in Section 3 of this SOP (above.)</td>
<td>Information on the packaging and disposal of <strong>DNA Samples</strong> is contained in the DNA Sampling and Retention SOP</td>
</tr>
</tbody>
</table>

The DNA Sampling and Retention SOP should be consulted for further guidance.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing / Storage</th>
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</thead>
<tbody>
<tr>
<td>Retention of DNA samples should be in accordance with the Record Retention SOP. <strong>Serious Crime (unresolved)</strong>, retain until resolved. <strong>Standard Crime (unresolved)</strong>, retain for current year plus two years from date known to Police. For minor unresolved crimes, retain for six months.</td>
<td></td>
<td>The DNA Sampling and Retention SOP should be consulted for further guidance.</td>
</tr>
</tbody>
</table>

**Disposal**

On receipt of the PRN DNA samples should be placed in a yellow clinical waste bag and the DNA card shredded. For unsolved enquiries, Forensic services will identify the package with the following notification: “This Case Has Been Sent To The National DNA Database - Do Not Destroy”.
### 6.6 Drugs and Poisons

The administrative procedures for dealing with drugs are the same as for any other item, seized found or handed in by a member of the public.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Additional Guidance / Disposal</th>
<th>Packing / Storage</th>
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</thead>
<tbody>
<tr>
<td><strong>Drugs and Poisons</strong> are processed in accordance with the instructions contained at Section 3 of this SOP (above.)</td>
<td>Additional guidance on the disposal of <strong>Drugs and Poisons</strong> is contained in Section 3 of this SOP (above.)</td>
<td>Information on the packaging and disposal of <strong>Drugs and Poisons</strong> Drugs Investigation SOP</td>
</tr>
<tr>
<td>The Drugs Investigation SOP and Forensic Services Packaging of Test Items guidance document should be consulted for further guidance.</td>
<td></td>
<td>Additional information on the packaging and disposal of <strong>Drugs and Poisons</strong> is contained in the Forensic Services Packaging of Test Items</td>
</tr>
<tr>
<td>Gloves should be worn.</td>
<td></td>
<td>PSoS Safety Advisor</td>
</tr>
</tbody>
</table>
| Record all articles properly along with a full description of each item. If possible include the weight and type of substance. | | **Disposal**

On receipt of the PRN, drugs and drug paraphernalia related to the case should be destroyed. Any instruction to the contrary by the PF should be referred to the Productions Manager.

Arrangements for disposal will be made at least every six months and a full record of the date, method of destruction and officers / production staff acting as witnesses kept.

Disposal arrangements which will include the type of planned destruction, site of destruction and transport arrangements must be approved by at least a rank of Police Inspector or equivalent member of support staff.
On no account will any drugs, including prescription or New Psychoactive Substances (NPS) (defined in SCD Guidance Document on NPS and Adulterants) held as productions be returned to owners or their representatives without the express authorisation of the enquiry officer.

### 6.6.1 Cannabis Plants:

<table>
<thead>
<tr>
<th>Note:</th>
<th>Cannabis plants are perishable and begin to deteriorate and decay in storage. Plants stored incorrectly may release hazardous spores.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannabis Plants</td>
<td>Information on the packaging and disposal of Cannabis Plants is contained within Drugs Investigation SOP</td>
</tr>
<tr>
<td></td>
<td>Lord Advocate’s Guidelines to the Police on the Seizure, Retention and Disposal of Productions from Cannabis Cultivation Sites.</td>
</tr>
</tbody>
</table>

| Additional guidance on the disposal of Syringes and hypodermic needles is contained in Section 3 of this SOP (above.) |

### 6.6.2 Syringes and Hypodermic Needles

**Syringes and hypodermic needles** are a possible source of infection to anyone who comes into contact with them. Where either needles or any other sharp potentially dangerous objects are retained for evidential purposes, they should be placed in a rigid container such as a knife tube and marked “HEALTH RISK SHARP-HANDLE WITH CARE”.

**Syringes and hypodermic needles** are processed in accordance with the instructions contained at Section 3 of this SOP. Additional guidance on the disposal of Syringes and hypodermic needles is contained in Section 5 of.
Where either or any other sharp potentially dangerous objects are retained for evidential purposes, they should be placed in a rigid container such as a knife tube and marked “Health Risk Sharp - Handle With Care”.

Needles will not generally be accepted for analysis by SPA Forensic Services and should be disposed of using an appropriate “sharps” disposal unit.

The syringe will be submitted for content analysis.

Further guidance can be obtained from the PSoS Safety advisor.
6.7 Firearms, Ammunition and Noxious Liquids

6.7.1 Firearms and Ammunition:

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Firearms, Explosives and Noxious Liquids</strong> are processed in accordance with the instructions contained at Section 3 of this SOP (above.)</td>
<td>Additional guidance on the disposal of <strong>Firearms, Explosives and Noxious Liquids</strong> is contained in Section 3 of this SOP (above.)</td>
<td>Information on the packaging and disposal of <strong>Syringes and hypodermic needles</strong> is contained in the Firearms Licensing SOP.</td>
</tr>
<tr>
<td>Members of Productions Staff should complete the appropriate force form noting receipt of a firearm production which will be submitted to the NABIS database</td>
<td>Firearms and ammunition should always be stored separately within a locked receptacle in an alarmed location within any Police Station.</td>
<td>Forensic Services Packaging of Test Items</td>
</tr>
<tr>
<td>Firearms, component parts and ammunition should always be recorded separately on the appropriate recording system. Members of Productions Staff should complete the appropriate force form noting receipt of</td>
<td>Firearms and ammunition should always be packaged separately.</td>
<td></td>
</tr>
</tbody>
</table>
| Ammunition productions which will be submitted to the NABIS database | Firearms and ammunition should be lodged as separate items. | For guidance on processing firearms, ammunition and noxious liquids considered for forensic examination, refer to the Forensic Services Packaging of Test Items reference document. Where an item is required for forensic examination, always ensure it is packaged to:
- Ensure safety
- Preserve forensic evidence
- Avoid contamination. | Forensic Services Packaging of Test Items and Use of Force SOP (for guidance on Police issue CS/PAVA Spray) |
|---|---|---|---|
| Ammunition recovered from the same place and locus can be lodged together (e.g. 200 shotgun cartridges). | Firearms and ammunition can be held for short periods in separate locked areas of police stations prior to being transported to appropriate long term storage. | **Disposal**  
As per Section 5 (SOP)  
**Note:** - a firearm and/or ammunition must not be returned to the owner unless they hold a valid firearms or shotgun certificate. This should be produced for identification when collecting the item.  
Where they do not hold such a certificate, the owner must make arrangements for the sale, storage or destruction of the weapon or ammunition. |
### 6.7.2 Noxious Liquids:

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>As per Section 3 (SOP)</td>
<td>As per Section 3 (SOP)</td>
<td>Use of Force SOP (for guidance on Police issue CS/PAVA Spray)</td>
</tr>
<tr>
<td>When damaged or taken as productions, police issue CS/PAVA Spray and non-Police issue canisters and containers containing noxious liquids should be transported to the productions department for storage.</td>
<td>NB - all canisters and containers must be packed securely to avoid leakage. Further guidance can be obtained from Use of Force SOP.</td>
<td></td>
</tr>
<tr>
<td>When any production is a police issue CS/PAVA spray then the serial number along with Crime Report number must be recorded on the production label.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.8 Fireworks and Explosives

Officers responding to incidents involving fireworks must exercise extreme caution at all times. Remember that although a firework may appear to be spent, it could still be capable of causing harm.

For safe and secure storage, the following guidance should be adhered to:

- Containers must be weather proof and suitable for the purpose.
- Keep flammable items at a safe distance.
- Exclude possible ignition sources.
- Containers must be adequately labelled regarding contents
- Store adjacent to a fire point.
- Display No smoking signs adjacent to the area.

6.8.1 Fireworks:

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>As per Section 3 (SOP) and in accordance with Health and safety Regulations.</td>
<td>Fireworks not destroyed at an early stage in the enquiry which require storage, can be accommodated however, production staff should be contacted for guidance.</td>
<td>Transport fireworks in a van. Small quantities can be moved in the boot of a car equipped with a two kilogram dry powder fire extinguisher.</td>
</tr>
<tr>
<td>No firework or spent firework should be sent to Forensic Services unless confirmed inert by Forensic Explosives Laboratory (FEL) or Explosive Ordnance Division (EOD).</td>
<td>Do not store large quantities of fireworks within Police premises.</td>
<td>Disposal Disposal will be organised by production staff.</td>
</tr>
<tr>
<td>For contraventions of Regulations 3 &amp; 4 of the Fireworks (Scotland) Regulations 2004, fireworks may be photographed prior to immediate disposal. The photograph, endorsed by the enquiry officer, should be retained with the production label.</td>
<td>Fireworks may be stored temporarily within metal cabinets within production stores, disused cell or outbuilding. Firework storage containers are available and when used should be stored in an out building whenever possible.</td>
<td></td>
</tr>
</tbody>
</table>

NOT PROTECTIVELY MARKED
6.8.2 Explosives:

Any Improvised Explosive Device (IED) should not be handled by any officer or removed from the location where it was discovered until it is deemed as safe by the Explosive Ordnance Division (EOD) who will provide expert assistance.

For information regarding seizure, storage and disposal refer to the Bomb Threats / Suspicious Packages SOP.

6.9 Handwriting, Fingerprints and DNA

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>As per Section 3 of this SOP.</td>
<td>For guidance on processing samples considered for forensic examination, refer to the Forensic Services Packaging of Test Items reference document.</td>
<td>Forensic Services Packaging of Test Items</td>
</tr>
</tbody>
</table>

Remember to obtain:

- Handwriting from suspect/accused for comparison purposes
- Fingerprint impressions from suspect / accused / relevant witnesses who have handled the document
- DNA 2 elimination Samples from Suspect/Accused (white forms) - DNA2 - CJ samples from Witnesses (green forms)

Disposal

As per Section 5 of this SOP.
6.9.1 Fingerprint Impressions:

Where an article bears any impression and is necessary to prove the case it should be retained as a production, provided it is:

- Readily portable
- Associated with the scene of the crime and identified by a witness as such.

As per Section 3 of this SOP.

Note: Where items are not seized and lodged by a Scene Examiner then consultation should be made with the Scene Examination Branch and if necessary the PF as to the best way to preserve the evidence.

Further information can be obtained from Scene Examination.

6.9.2 Hazardous Productions:

Note: See also Noxious Liquids-Guidance on hazardous material having been exposed to extreme heat or cold.

All guidance in relation to the seizure, handling and storage of hazardous materials should be read in conjunction with the Hazardous Substances SOP and all Health and safety related SOP’s.

Hazards in the main will be obvious and include:

- Gas cylinders
- Flammables (petrol/diesel)
- Irritants (plant nutrients/bleach)
- Infestation

Note: Items should not be moved unless composition of the substance and hazards are confirmed.
<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>As per Section 3 of this SOP.</td>
<td>If still in original packaging which clearly state hazards, adhere strictly to the guidance given.</td>
<td>Hazardous Substances SOP</td>
</tr>
<tr>
<td>Consider seeking the advice of a PSoS Safety Advisor at an early stage.</td>
<td>If still in original packaging with only the name of the substance apparent, guidance in relation to the main hazards and suitable storage should be sought via the Health and Safety Executive’s Chemical-Classification Index, published on the internet. Search under 'chem data' along with substance i.e. 'chem data ammonia'.</td>
<td>Forensic Services Packaging of Test Items Health and Safety Executive Website</td>
</tr>
<tr>
<td>All relative safety advice must be followed prior to lodging item with respective productions staff.</td>
<td>If in doubt, guidance should be sought from the Scottish Fire and Rescue Service.</td>
<td>Health and Safety SOP</td>
</tr>
<tr>
<td>Where the substance is unknown, advice should be sought immediately from the Area Control Room who will contact the Scottish Fire and Rescue Service in relation to appropriate safety guidance.</td>
<td>Disposal Refer to Section 5 of this SOP. Authorisation for immediate disposal of highly dangerous chemicals must be sought from the PF at the earliest opportunity.</td>
<td>Advisory Personal Safety Equipment should be worn.</td>
</tr>
</tbody>
</table>
### 6.10 Wet Productions

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 3 of this SOP and/or relative table.</td>
<td>As per Section 3 (SOP) and or relative table.</td>
<td>Refer to Section 5 of this SOP</td>
</tr>
<tr>
<td>Forensic drying Cabinets are available at various offices. Contact local productions office for further information and guidance.</td>
<td>The importance of correct handling and packaging of wet productions cannot be understated, especially in relation to serious crime. It is critical that the condition of any recovered item is afforded the correct level of consideration and where safe and appropriate, dried, packaged and lodged accordingly.</td>
<td></td>
</tr>
</tbody>
</table>

Consider temporary storage and where no storage advice is available but substance is known, store in a cool, sheltered, external area away from personnel and other reactive substances.
6.11 Contaminated Productions

Productions that are contaminated, particularly with bodily fluids, must be treated with extreme caution once dried and packaged. On all occasions these productions should be handled using appropriate precautions and equipment through the risk assessment process. There are three main categories:

- **Category 'A'** - Bio-Hazards. Productions where either an identifiable contamination (e.g. Hepatitis, HIV) has occurred or the risk that it has occurred is too great to ignore should have 'bio-hazard' labels attached.

- **Category 'B'** - Health Hazard. For articles stained with dried blood or other body fluids and all medical or toxicology specimens (except those in Category 'A'), normal careful handling should apply and 'bio-hazard' labels attached.

- **Category 'C'** - Other Productions. Productions considered offensive may also constitute a danger and should only be returned to the owner on the advice of a forensic scientist. If the hazard is of an EXTREME nature and presents a danger to health if retained, an immediate disposal should be sought from the PF and contact made with the PSoS Safety Advisor or other experts regarding safe disposal.

**Note:** Contaminated cash productions should be handled in accordance with the instructions of the bank. Details of appropriate bank contacts are given at Appendix ‘F’ to this SOP.

6.12 Interview DVDs

Master DVDs will either be lodged as case related documents or productions. It should be noted by the reporting officer if the DVD lodged is a master or working copy.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 3 of this SOP</td>
<td>Refer to Section 3 of this SOP</td>
<td>Record Retention SOP</td>
</tr>
</tbody>
</table>

Guidance should be sought from production staff on local arrangements.

<table>
<thead>
<tr>
<th>Master DVDs should be retained for the appropriate period as per the Record Retention SOP.</th>
<th>Disposal</th>
<th>Refer to Section 5 of this SOP</th>
</tr>
</thead>
</table>

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Version 6.00
(Publication Scheme)
6.13 Livestock, Wild Animals and Birds

The seizure of animals or birds is a high risk activity and clear ownership and risk assessments must be done prior to any seizure, along with documented discussion on the requirement to move to an actual seizure. Appropriately trained staff with suitable equipment should be used to seize the animal or bird.

The advice and assistance of the Scottish Society for the Prevention of Cruelty to Animals (SSPCA) should be sought for any incident involving domesticated or farm animals or birds. The advice of both the SSPCA and a Divisional Wildlife Crime Liaison Officer should be sought for any incident involving wild animals or birds.

SEIZURE SHOULD BE AVOIDED UNLESS ABSOLUTELY NECESSARY.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 3 of this SOP</td>
<td>On submission of the SPR, the enquiry officer should seek the direction of the PF regarding continued retention of the animal. The potential retention cost they may incur should be highlighted at this time.</td>
<td>Refer to Section 5 of this SOP</td>
</tr>
</tbody>
</table>

**Note:** - where an animal is justifiably seized and there is the likelihood of storage fees, the case should be forwarded to the PF no later than the next lawful day. The SPR should include potential costs.

<table>
<thead>
<tr>
<th></th>
<th>The Local Police Commander should be advised of the PF's decision.</th>
<th>Animals SOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate sheltering should be arranged for the animal.</td>
<td>SSPCA Tel 03000 999999</td>
<td></td>
</tr>
</tbody>
</table>
### 6.14 Passports

**Note:** The Immigration Act 2014, as amended by the British Nationality Act 1981, defines "United Kingdom passport" as meaning a current passport issued by the Government of the United Kingdom, or by the Lt-Governor of any of the Islands, or by the Government of any territory which is, for the time being, a dependent territory within the meaning of the British Nationality Act 1981.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 3 of this SOP</td>
<td>Refer to Section 3 of this SOP</td>
<td><strong>Disposal</strong>&lt;br&gt;Passports should only be returned to the genuine owner. (see exception below)</td>
</tr>
<tr>
<td>Where a passport has been seized as a production from a person who is not the genuine owner then the enquiry Officer must complete a Recovered Passport Form (RO1) downloaded from the Passport Office website confirming the passport is being held.</td>
<td>A copy of the RO1 form should be stored with the passport.</td>
<td><strong>Disposal</strong>&lt;br&gt;Passports removed from the scene of a sudden death should be returned to the family who can return it to the passport office.</td>
</tr>
<tr>
<td>The completed RO1 should be forwarded to either:&lt;br&gt;&lt;br&gt;&lt;strong&gt;United Kingdom (UK) Passports:&lt;/strong&gt; Identity and Passports Services&lt;br&gt;PO Box 654&lt;br&gt;Peterborough&lt;br&gt;PE1 1 EP&lt;br&gt;or&lt;br&gt;&lt;strong&gt;Foreign National Passports:&lt;/strong&gt; National Document Fraud Unit&lt;br&gt;PO Box 1000&lt;br&gt;Hayes&lt;br&gt;Middlesex&lt;br&gt;B3 5WB</td>
<td>See Appendix ‘G’ to this SOP for Passport Office Regional Fraud And Intelligence Contact Details</td>
<td><strong>Disposal - Non Genuine Owners</strong>&lt;br&gt;On conclusion of the investigation and the passport is no longer required the following action should be taken:&lt;br&gt;Forward, as appropriate:&lt;br&gt;&lt;strong&gt;UK Passports:&lt;/strong&gt; Cut the top right hand corner (front and back) from the passport.&lt;br&gt;Cut through machine readable code on person details page.&lt;br&gt;&lt;strong&gt;Foreign National Passports:&lt;/strong&gt; Do not remove corners.&lt;br&gt;Retain delivery receipt.</td>
</tr>
</tbody>
</table>
6.15 Photographs and Documents

Scene examination and related photographs, videos, letters, documentation etc. are regarded and treated as productions.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 4 of this SOP</td>
<td>Refer to Section 4 of this SOP</td>
<td>Forensic Services Packaging of Test Items</td>
</tr>
<tr>
<td>Presented on a documentary backing sheet.</td>
<td>For guidance on processing documents considered for forensic examination, refer to the Forensic Services Packaging of Test Items reference document.</td>
<td>Where documents need to be copied, the photocopy should be crossed and clearly marked 'COPY'. This can be used as a reference, minimising handling of the original.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.16 Police Notebooks

Notebooks or authenticated copies should only be lodged as productions on the instructions of the PF

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 3 of this SOP (Including photocopies of pages from notebooks).</td>
<td>Refer to Section 3 of this SOP (Including photocopies of pages from notebooks).</td>
<td>Certificate of Authentication</td>
</tr>
<tr>
<td>Remember to include Certificate of Authentication (Refer to Section 6.3 of this SOP)</td>
<td></td>
<td>Disposal Refer to Section 3 of this SOP</td>
</tr>
</tbody>
</table>
6.17 Sudden Deaths

**Note:** - Productions in sudden deaths should be handled sensitively. All staff should be aware that there may be cases where ownership of property may be under dispute and as such assistance should be sought from the enquiry officer or SIO prior to returning to rightful owners. Wherever possible, return of productions to Owners should be carried out by the Enquiry Officer rather than Production Officers.

Guidance from COPFS in relation to Sudden Deaths reiterates that only necessary productions are seized during any related enquiry.

Consideration should be given that any item taken may be of value to the family.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Section 3 of this SOP.</td>
<td>Refer to Section 3 of this SOP</td>
<td>Investigation of Death SOP</td>
</tr>
<tr>
<td>If required a production schedule should be submitted with the report to the PF.</td>
<td></td>
<td>Disposal Refer to Section 5 of this SOP.</td>
</tr>
</tbody>
</table>

6.18 Vehicles

Vehicle taken as productions are lodged on the productions system and subsequently administered by the Contractual Vehicle Recovery Scheme (CVRS).

Any related enquiries from Police Staff should be made through the local CVRS administrator.

<table>
<thead>
<tr>
<th>Processing</th>
<th>Packing/Storage</th>
<th>Additional Guidance / Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full details can be obtained from the Stolen Vehicles SOP and the Seizure of Vehicles SOP.</td>
<td>Full details can be obtained from the Stolen Vehicles SOP and the Seizure of Vehicles SOP.</td>
<td>Stolen Vehicles SOP</td>
</tr>
<tr>
<td>Where vehicles are retained as productions</td>
<td>If retained as a production, a label should be placed in</td>
<td>Seizure of Vehicles SOP</td>
</tr>
</tbody>
</table>
the enquiry officer should search it to ensure all evidence is captured. Officer should be aware of statutory and common law powers to search seized vehicles and the possibility of requiring a warrant to do same.

| a polythene bag and displayed in a prominent position in the vehicle. |
| Consider a label in lieu |

### 7. Production Audits

#### 7.1 The Local Divisional Area Commander will be responsible for ensuring that a check of cash, drugs (supply quantities), valuables and firearms is conducted every month.

#### 7.2 Only supply quantities of drugs, or in other words, large seizures, will be subject to monthly audit. Small, possession quantities will be subject to the biannual audit.

#### 7.3 In respect of firearms, the monthly audit will apply to Section 1 firearms and shotguns

#### 7.4 All other productions will be checked bi-annually by 31 March and 30 September every year. At each check either 100 items or 10% of the total content of the store should be checked (whichever is the smaller). At least 10 of these items will include cash, drugs (supply quantities), valuables or firearms.

#### 7.5 A Bi-Annual Audit of Production Stores - Certificate of Inspection (PSoS Form 112-001) is to be submitted to the productions manager each month. The form should be completed by an Inspector or other senior officer and endorsed by the Local Policing Commander and twice yearly, in March and September the certificate will be endorsed to verify that the biannual audit has been done.

### 7.6 Table of Auditing Obligations for Divisions

<table>
<thead>
<tr>
<th>TYPE OF AUDIT</th>
<th>Cash, drugs, valuables and firearms.</th>
<th>All Other Productions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREQUENCY</td>
<td>All new items must be audited within one month of being entered on to the system</td>
<td>6 monthly - prior to 31 March &amp; 30 September</td>
</tr>
</tbody>
</table>
**NOT PROTECTIVELY MARKED**

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>100%</th>
<th>10% or 100 items (smaller amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong></td>
<td>At least 10 checks will include cash, drugs, valuables or firearms.</td>
<td></td>
</tr>
</tbody>
</table>

| RECORDING PROCESS | Senior Police Officer to sign and date audit form. | Certificate of Inspection (PSoS Form 112-001) |

7.7 Audits will ensure that all cash, drugs, firearms and valuables recorded as stored within the production store can be accounted for, that new drugs received in the store since the last month are correctly packaged and sealed and transfers/disposals since the last monthly audit are evidenced by receipt.

7.8 Any discrepancies found in productions or documentation should be investigated immediately. If this is unsuccessful the Local Area Commander and relevant production staff should be notified and a formal investigation conducted.

7.9 Criminal Justice Division is responsible for ensuring that sample checks should be made to the legitimacy of disposals e.g. those auctioned, returned to owners, banked, supporting paperwork and entries on production recording systems should be subject to periodic quality checks.

7.10 Following the auditing process will ensure that we:

- Fulfil our obligations in relation to document retention.
- Retain audit trails of all transactions.
- Adhere to Force procedures.
- Meet any statutory or other obligation.
Appendix ‘A’

List of Associated Legislation

- Double Jeopardy (Scotland) Act 2011
- Victims and Witnesses (Scotland) Act 2014 The Consumer Credit Act 1974
- Civic Government (Scotland) Act 1982
- The Consumer Credit Act 1974
- The Fireworks (Scotland) Regulations 2004
- The Immigration Act 2014
- British Nationality Act 1981
List of Associated Reference Documents

- Animals SOP
- Bomb Threats / Suspicious Packages SOP
- Case Reporting SOP
- Counterfeit Currency SOP
- Digitally Stored Evidence SOP
- Drugs Investigation SOP
- DNA Sampling and Retention SOP
- Firearms Licensing SOP
- Forensic Science Gateway SOP
- Forensic Services Packaging of Test Items
- Hazardous Substances SOP
- Investigation of Death SOP
- Lost, Found and Abandoned Property SOP
- Record Retention SOP
- Seizure of Vehicles SOP
- Stolen Vehicles SOP
- Use of Force SOP
- Use of Forensic Drying Cabinets Guidance Document.
- Cybercrime Guidance Document
- Health and Safety Executive Website
- Health and Safety Executive’s Chemical-Classification Index
- Lord Advocate’s Guidelines to the Police on the Seizure, Retention and Disposal of Productions from Cannabis Cultivation Sites
- National Crime Agency (NCA) Guidelines on How To Submit Counterfeit Currency To The United Kingdom National Central Office (UKNCO)
Appendix ‘C’

List of Associated Forms

- PSoS Form 025-012 - Form of Certificate Under Section 283 of the Criminal Procedure (Scotland) Act 1995 and Act of Adjournal (Criminal Procedure Rules) 1996, Chapter 27
- PSoS Form 043-001 - National Crime Agency - Counterfeit Currency Report (NCO1 Form)
- PSoS Form 068-001 - Forensic Services Examination Request Form (ERF)
- PSoS Form 068-001A - Forensic Services Examination Request Form – Continuation Sheet
- PSoS Form 112-001 - Bi-Annual Audit of Production Stores Certificate of Inspection
- PSoS Form 112-034 – Productions Label
- PSoS Form 112-041 - Certificate of Counting – GBP (£)
- PSoS Form 112-042 - Certificate of Counting - Foreign Currency
- Recovered Passport Form (RO1) (downloaded from the Passport Office website)
Guidelines for Seizure of Productions

DO YOU NEED TO SEIZE THIS TO PROVE COMMISSION OF A CRIME OR INCIDENT?

DO NOT SEIZE!

SEIZE PRODUCTIONS AS INSTRUCTED BY OIC

FULLY COMPLETE LABEL AND PACKAGE SECURELY

SEIZE PRODUCTION AS DIRECTED BY FORENSIC GATEWAY AND PF

SEIZE AS DIRECTED BY SOP

SEIZE AS DIRECTED BY SOP

IS THIS ITEM SUITABLE FOR FORENSIC ANALYSIS?

WILL THIS ITEM BE SUBJECT TO FORFEITURE?

IS OWNERSHIP OF THE ITEM IN DISPUTE?

EXAMPLES INCLUDE:
- BLOOD, DNA, FINGERPRINTS, COUNTERFEIT CURRENCY
- DRUGS, OFFENSIVE WEAPONS, AGE RESTRICTED PRODUCTS

DO NOT SEIZE UNLESS YOU HAVE A VALID EVIDENTIAL REASON TO DO SO!
IF IN DOUBT REFER TO SOP
Appendix ‘E’

Police Scotland Productions Label – Form 112-034
Appendix ‘F’

Bank Contact Details for Contaminated Monies

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to Effective Conduct of Public Affairs.
Template Letter - Disclaimer to Owner

Note: The following should be committed to Police Scotland letter-headed paper, as specified by PSoS Corporate Communications Department.

Police Scotland Ref:

[Local Address Details]
[Hours of Availability]
Dear Sir/Madam

Release of Property Held by Police Scotland

I refer to the undernoted items, which were seized in connection with a criminal enquiry. That enquiry has now concluded and accordingly the return of the property to owner can now be arranged.

I am informed that you are claiming Title to the undernoted item(s). Accordingly, in order to arrange release to you, I should be obliged if you would contact [Telephone Number] / arrange to visit during [Hours of Opening] to arrange a mutually convenient time for collection. (Delete as applicable to pertinent stores).

Please note a reliable form of identification is required before can be returned to you. Identification may be in the form of a Passport, drivers licence, bank statement or correspondence showing your home address.

If you are not claiming title to the property I should be obliged if you would complete and return to me the enclosed Form of Disclaimer; in which the undernoted item(s) will be safely and securely disposed of, in line with Police Scotland procedures.

Alternatively; if the property has not been uplifted by you (or a representative on your behalf) within two months of the date of this letter, the undernoted item(s) will be considered to have been abandoned in terms of the Civic Government (Scotland) Act 1982, and will be disposed of without further notice.

If you are in any doubt as to the importance of this letter you are advised to contact the Citizens Advice Bureau or a Solicitor for further advice and information.

I look forward to hearing from you in respect of the above.

Without Prejudice
Yours faithfully

[Production Staff Job Title]
<table>
<thead>
<tr>
<th>DESCRIPTION OF ITEM</th>
<th>PRODUCTION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
Disclaimer:

Police Scotland Ref:

I, (Name): _____________________________________________________________

Of (Address): ________________________________________________________

I am not claiming ownership of the undernoted items, that were seized in consequence of ongoing police enquiries, and agree that the Police Service of Scotland may arrange disposal in a suitable manner. I indemnify the Chief Constable of the Police Service of Scotland, and the Scottish Police Authority and their officers and successors, forever against all claims against them howsoever arising and at whomsoever's instance as a result of the disposal.

Property Concerned:

<table>
<thead>
<tr>
<th>Description of item</th>
<th>Production Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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Print Name: _____________________________

Signature: _____________________________

Witness (1)

Print Name: _____________________________

Signature: _____________________________

Address: ____________________________________________

Witness (1)

Print Name: _____________________________

Signature: _____________________________

Address: ____________________________________________
Appendix ‘H’

Passport Office Regional Fraud and Intelligence Contact Details

Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to Effective Conduct of Public Affairs.