

# Splitting Evidence



HM Prison &  
Probation Service

# 1

## Protection

Before opening the evidence bag and package, staff are to wear disposable nitrile gloves and a mask to protect themselves from unknown hazards. It is advised to open the package in a well ventilated area to minimise the risk of secondary exposure to staff.

Staff can utilise the use of tweezers or tongs where possible.

# 2

## Preservation

Staff can use a Body Worn Video Camera (BWVC) or a digital camera to accurately document the splitting of evidence.

Once the package has been opened staff are to ensure each individual item of evidence is photographed or captured on BWVC before placing in its own separate evidence bag.

Remember:

Establishments are to clarify with the PLO or local police if a criminal investigation will take place before removing items from the original state in which they were found.

# 3

## Continuity

The items should be labelled on the evidence bag under the 'Identification reference No:' section and exhibited as 'Split from AB/1, exhibit AB/1/1', AB/1/2, AB/1/3 etc.

The evidence bags are to be sealed and the remaining information boxes completed.

# 4

## Recording

Security departments are to ensure the evidence log is updated to record the original evidence bag has been split.

The new evidence bags are to be recorded on the evidence log.

For more information contact:  
**[Security.Procedures@justice.gov.uk](mailto:Security.Procedures@justice.gov.uk)**