

EXHIBIT BAG COMPLETION

The officer initially finding/seizing an item, should be the same officer bagging, completing and sealing the evidence bag. If the item needs passing to a different officer prior to securing in an evidence bag - perhaps for operational reasons - then continuity has to be documented on the exhibit bag. If not completed correctly, evidence can be discounted. Clothing should be in paper exhibit bags and knives inside a sharps tube before placing in an exhibits bag. ****Don't forget to SEAL THE BAG****



Initials of officer

finding/seizing.

If multiple exhibits –

AB1, AB2, in order

of find.

Do not use

Description of

item - 'mobile'

or 'knife' will

not suffice.

Location of find.

Be specific.

Sock/shoe/under

mattress, etc.

Details of finding/

seizing officer

ALWAYS SIGN

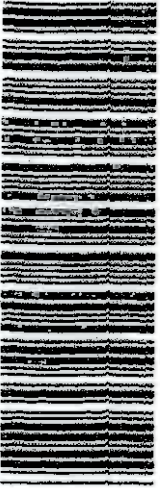
Do not use

Details of officer
next handling
sealed exhibit bag.

These other boxes
are completed by
Security staff who
complete the Chain
of Custody

The Police Officer
collecting the
exhibit completes
next box

A7


M15326290

EVIDENCE BAG

Authority <u>HMPs</u>	Name/Rank/No. (Block Letters) <u>STEVEN JONES</u>	(Continuity) Name/Rank/No. (Block Letters)
Identification Ref. No. <u>AB1</u>	Signed <u>[Signature]</u>	Signed
Court Exhibit No. <u>R.V. SMITH</u>	Date <u>12/10/17</u>	Date
Property Ref. No.	Name/Rank/No. (Block Letters)	Name/Rank/No. (Block Letters)
Description <u>1x metal bladed adapted weapon with fabric handle</u>	Signed	Signed
Time/Date Seized/Produced <u>14/01/18 12/10/17</u>	Date	Date
Where Seized/Produced <u>SOCKS of SP SMITH during cell search - EP2</u>	Name/Rank/No. (Block Letters)	Name/Rank/No. (Block Letters)
Seized/Produced by <u>ANDREW BANKS</u>	Signed	Signed
Incident/Crime No.	Date	Date
Major Incident Exhibit No.	Name/Rank/No. (Block Letters)	Name/Rank/No. (Block Letters)
Laboratory Ref.	Signed	Signed
BAG OPENED BY SIGNATURE REASON		WITNESSED BY SIGNATURE REASON
BAG OPENED BY SIGNATURE REASON		WITNESSED BY SIGNATURE REASON
WRITE IN BALL PEN IN BOXES PROVIDED.		