

Packaging, handling, and storage of exhibits

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Executive summary

This part of the 'Exhibit and property management' chapter outlines:

- [general packaging requirements](#) for exhibits
- [special considerations](#) for recovering, preserving and packaging some exhibits
- requirements for [storage in exhibit or general property stores](#)
- standards for [setting up and managing exhibit stores](#), including temporary exhibit stores and homicide and large scale investigation storage
- [managing hazards during storage](#)
- [transporting or transferring](#) exhibits.

See the '[Custody and disposal of exhibits](#)' part of the 'Exhibit and property management' chapter for information about how long exhibits can be held by Police and the requirements for disposal of exhibits.

Key things to note in this part of the 'Exhibit and property management' chapter include:




- All exhibits must be [appropriately and safely packaged](#) when seized and before they are placed in an exhibit store.
- All exhibits (except for cash which must be stored in accordance with the [Cash handling](#) chapter) must be stored in approved exhibit stores that allow for after hours drop off. This may include temporary exhibit rooms for serious or volume crime, homicide and large scale investigations.
- All staff are responsible for safety in exhibit and property stores - hazardous items or those posing a risk to staff safety must be handled and stored [appropriately](#) to mitigate the identified risk.
- The movement of exhibits must be recorded electronically in the Police Register of Property (PROP) to ensure chain of custody is preserved for evidential purposes.

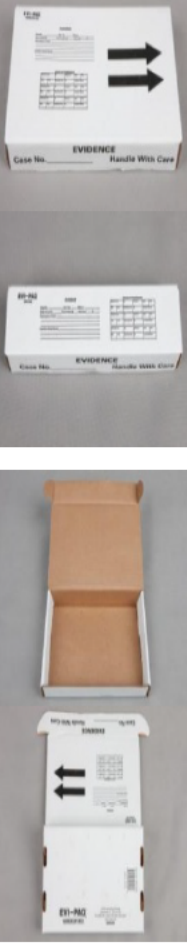

General packaging requirements


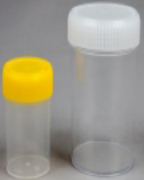




Types of packaging available for use


Below are common types of packaging available. All packaging is available for ordering from the [SAP catalogue](#); **Forensics / forensic consumables / exhibit packaging**.

This list is not exhaustive:




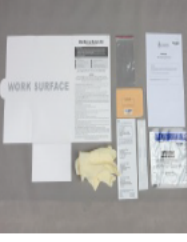

Packaging type	Description / when to use?
	Tamper-evident sealable bags. These are the optimal packaging for all exhibits that do not need to 'breathe', such as phones, plastic and metallic items. These are not suitable for exhibits that require fingerprinting.
	Boxes for firearms and other weapons. All firearms must be stored with a chamber safety flag in. Firearms must be secured inside the box with cable ties.
	Bottle boxes. Insert in these boxes can be removed if not needed.

Packaging type	Description / when to use?
	<p>Various sizes of boxes available.</p>
	<p>Plastic tubing that can be twisted to size. Must be used for sharp objects such as knives, screwdrivers, chisels, glass.</p> <p>Twist the ends closed until the item is secure and cannot move. It is acceptable to re-use these tubes, however, be aware that this cannot be done if there are forensic considerations with an exhibit, and re-using a tube would lead to cross-contamination.</p>

Packaging type	Description / when to use?
	<p>Sharps container for sharp items such as needles that are to be destroyed.</p>
	<p>Evidence containers used for small items such as paint flakes, glass fragments, liquids, and bullet fragments.</p>
	<p>Arson kits. Arson samples for testing must be placed in an airtight container.</p>
	<p>Poly window sacks to be used for exhibits that need to 'breathe', such as clothing, linen, footwear, plant material.</p>
	<p>Larger kleensaks for exhibits that need to 'breathe' such as clothing, linen, footwear, plant material, and which do not fit into the poly window sacks.</p>
	<p>Bio-hazard bags for items that may be wet or stained with biological fluids. Use as an outer layer after placing the exhibit in a paper sack.</p>

Packaging type	Description / when to use?
	<p>A variety of labels are available for labelling and sealing exhibits. Packaging tape is also appropriate for sealing poly-window sacks. Do not use staples.</p>

s.6(c) OIA

Packaging type	Description / when to use?
 	DNA fingerprick blood kit.
	DNA venous blood kit.
 	DNA Buccal sample kit.
Large manilla envelopes	For documentary exhibits requiring fingerprinting and/or document examination.
A4 card	Use by placing documentary exhibit between two cards to prevent indentations.
A4 plastic sleeve (coloured, hard plastic)	Place documentary exhibits into a plastic sleeve to help preserve indentations.

Packaging and general handling procedures

Follow these steps to package exhibits as they are taken.

Step	Action
1	<p>Consider photographing the exhibit in situ before uplifting.</p> <p>Package, seal and label exhibits as soon as they are taken.</p> <p>Check the chapters in the 'Forensic evidence' section of the Police Manual and guidance in ESR Forensic Assist for additional advice about special packaging requirements for some types of evidence to ensure it is not compromised.</p> <p>Note: Where possible, take the packaging to the item and not the item to the packaging.</p>
2	<p>Take care when handling or packaging exhibits for transporting to the fingerprint laboratory. (Fingerprints are 99% water and are extremely fragile and easily damaged).</p> <p>s.6(c) OIA</p>
3	<p>Securely seal all packaging and containers with adhesive tape on all openings and sign across the tape. (Staples should not be used). Ensure the packaging is appropriate for the item. For example, items for fingerprinting should be packaged so that the item surface does not rub against the inside of the package.</p> <p>Do not reopen after sealing until examination stage.</p>
4	<p>Pack exhibits so that they won't break, and ensure that the surface to be examined is not in contact with another surface (this could damage potential evidence). Secure the exhibit so it does not move around in its packaging.</p> <p>If there are body fluids, indicate this on the packaging by attaching bio hazard labels and ensure the packaging is 'breathable'.</p>
5	<p>Store and transport exhibits and control samples and items from each suspect / victim / scene in separate outer containers (e.g. large paper sacks).</p>

Poster: Exhibit and property handling

Download the 'Exhibit and property handling' poster below.

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 [Exhibit and Property Handling Poster](#)

1.38 MB

Special considerations for recovering, preserving and packaging some exhibits

Some types of exhibits require special consideration / techniques for recovery, packaging and handling to ensure that:

- factors affecting the range of evidential significance are taken into account, and
- forensic evidence is preserved.

Exhibit type	See:
Accelerants and samples from arson scenes	<ul style="list-style-type: none"> - 'Accelerants or volatile substances' in the Forensic evidence chapters - 'Arson (fire and explosion investigations)'
DNA samples and evidence	<ul style="list-style-type: none"> - 'DNA evidence at crime scenes' (in the 'Forensic evidence' chapters) for guidance on how to recover items to preserve DNA samples from: <ul style="list-style-type: none"> - adhesive tape - bottles or cans - clothing (wet and dry) - blood (liquid and dry) - chewing gum or cigarette ends - hairs - knives or tools - plant material - saliva or possible semen and vaginal fluid. - 'DNA sampling' for information on the taking of bodily samples for DNA comparison and profiling under the Criminal Investigations (Bodily Samples) Act 1995.
Drugs	<ul style="list-style-type: none"> - 'Drugs at crime scenes' in the 'Forensic evidence' chapter - 'Clandestine drug laboratories' for safe procedures for the investigation and safe processing of evidence at drug laboratories.
Fibres and hair	<ul style="list-style-type: none"> - 'Recovery methods' in 'DNA evidence at crime scenes' - 'Fibres and hair (not DNA)'
Fingerprints	<ul style="list-style-type: none"> - 'Fingerprints'
Firearms and ammunition	<ul style="list-style-type: none"> - 'Firearms evidence' in the Forensic evidence chapters for guidance on preservation, recovery, and packaging of firearms as exhibits. The chapter provides guidance with packaging and sending requirements (either in person or couriering) of exhibited firearms to the Police Armoury or ESR for forensic examination.
Firearm discharge residue	<ul style="list-style-type: none"> - 'Firearm discharge residues (FDR)'
Glass	<ul style="list-style-type: none"> - 'Glass' - details how to take samples of glass from: <ul style="list-style-type: none"> - windscreens and vehicle windows - building windows - suspect's clothing
Paint	' Paint '
Tool mark evidence	' Tool marks '

See also ESR Forensic Assist, <https://forensic-assist.esr.cri.nz>

Examination of exhibits and production in court

Roles and responsibilities

Role	Responsibility
Officer in Charge of exhibit	<ul style="list-style-type: none">- Assess whether an exhibit requires forensic examination, either by Police specialist, or <u>ESR</u>.- Notify fingerprint section / <u>SOCO</u> / document examiner / photography / Digital Forensic Unit, in accordance with local directions.- Complete POL143 for any exhibit to be analysed by <u>ESR</u>.
Property and exhibits officer	<ul style="list-style-type: none">- Make exhibits for examination available for specialist examination staff.- Ensure that the chain of custody is maintained.
Delegated authority holder	Ensure that any exhibit for <u>ESR</u> analysis is accompanied by a POL143 and provide required approval in accordance with local directions.
Fingerprint officer / photographer / document examiner / Digital Forensic Unit	<ul style="list-style-type: none">- Ensure that chain of custody is recorded when transferring possession of any exhibits for examination or photography.- Ensure integrity of exhibit whilst examining or photographing.- Ensure the exhibit is secure and unauthorised access is prevented.

Submission of exhibits to ESR

Step	Action
1	All exhibits submitted for <u>ESR</u> analysis must be documented on Police form <u>POL</u> 143.
2	Assessment: When deciding whether or not items should be forwarded to the <u>ESR</u> for examination, employees must take account of the following points: <ul style="list-style-type: none">- Seriousness of the crime- Entering of a 'not guilty' plea- Relevance and importance of the exhibit to the crime scene- Any other evidence available, e.g. fingerprints, witness identifications- How strong the case is without the forensic analysis and potential evidence it may provide- Number and nature of the exhibits and the prospect of successful forensic examination- Condition of the exhibits, including any known or potential contamination- What are the consequences if the item is not analysed, e.g. failed prosecution, criticism from the Court, Crown or Defence- Where there is a choice between a "trace sample" and other samples such as blood, semen or saliva, then the latter will be preferred, as there is a greater chance of success- Employees must consider holding a sample in District until further enquiries have been completed and an appreciation of the necessity for an <u>ESR</u> analysis can be made.
3	All <u>POL</u> 143 documents must record: <ul style="list-style-type: none">- file number- name of the subject of the enquiry- time, date and location of the offence / incident and description of the event- nature of exhibits submitted and purpose of the examination- name, <u>QID</u> & Station of the member submitting the sample.
4	Before any exhibit is submitted for analysis approval must be obtained from one of the District designated managers.
5	Designated managers must not authorise samples for examination where the file number is not included.
6	Every prosecution file involving <u>ESR</u> exhibits must have a <u>POL</u> 143 attached to it. NB: This refers to the Prosecution copy not the working copy.
7	The <u>OC</u> Investigation must continually assess the necessity or appropriateness of <u>ESR</u> analysis. In the event that analysis is no longer required - the Officer in Charge must immediately advise the ESR and make arrangements for the exhibit / sample to be uplifted and disposed of. (See a summary of disposal actions in the ' Custody and disposal of exhibits ' part of the 'Exhibit and property management' chapter).

Production of exhibits in court

Roles and responsibilities

OC exhibits or OC case	<ul style="list-style-type: none"> - Collects the exhibit from the relevant exhibit store on the day of the hearing. The chain of custody must be recorded in PROP and endorsed that it is to be produced as an exhibit in court. - Ensures that the presentation and display of the exhibit is appropriate for court. Discussion with Prosecutions or the Crown Solicitor prior to hearing is appropriate. - Ensures that any orders relating to the exhibit that are sought from the court are detailed in the caption and summary, and the prosecution POL258. - Ensures that exhibits are received back after they are released by the court following the nominated appeal period.
Property Exhibits officer	<ul style="list-style-type: none"> - Facilitates availability of exhibits to the <u>OC</u> exhibits or OC case prior to court. - Ensures that the chain of custody is endorsed in PROP when exhibits are collected for hearings. - Receives exhibits that have been returned from court and completes the chain of custody.
Prosecutor / Crown solicitor	<ul style="list-style-type: none"> - Ensures that any orders in relation to the exhibit are sought from the court. - Ensures that the relevant court has available compatible systems to play a range of exhibits such as <u>CCTV</u> footage, cellphone footage etc. that may form part of the presentation of exhibits.

Production of controlled drugs in court

See 'Production of controlled drugs in court' in the 'Drug' chapter - [Part11 - Custody, storage and disposal of controlled drugs](#)

Photographic evidence for court

See the [Photography \(Forensic imaging\)](#) chapter for information about:

- when photographs are admissible in court
- how to produce and prepare photographic evidence for court.

Storage in exhibit / property stores

Approved exhibit storage

As a general principle, all property (except for [cash](#)), that is seized, detained, removed, produced, and recorded in PROP, must be stored in one of the following:

Exhibit store	This is the main exhibit store in the station where exhibits are held. This will incorporate separate rooms, cupboards, or lockers for storage of drugs and firearms.
Overnight holding facility	s.6(c) OIA
Temporary store for serious crime and large scale volume crime	Where possible, serious crime and volume crime exhibits must be lodged in the overnight holding facility or the main exhibits store. However, from time to time serious crime investigations may require separate temporary storage. s.6(c) OIA
Homicide and large scale investigation exhibit storage	s.6(c) OIA

Exceptional circumstances allowing storage elsewhere

In exceptional circumstances the District Commander may authorise the storage and safekeeping of property in alternative premises. In these cases:

s.6(c) OIA

Exhibits not to be stored in temporary stores

These categories of exhibits must not be stored in a temporary exhibit store. They must be stored in accordance with the relevant

policy:

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Set up and management of exhibit stores

See [Exhibits store standards and management](#) for more information about setting up and managing exhibit stores.

Drop boxes for cash

Each station must have a safe or secure drop box for the holding of cash for banking or transferring to another station for banking to be arranged.

The '[Cash handling](#)' chapter details the policy and process for the counting, handling, and banking of seized or received cash.

Found property stores

Found property that is not stored within the confines of an exhibit room, must be stored in an appropriately sized and lockable storage room or locker.

Access to found property must only be by the appropriate property and exhibits officer, or station support officer tasked to manage found property.

The security and integrity of found property must be maintained and controlled at all times from receipt to return or disposal.

Exhibits store standards and management

These standards must be read in conjunction with the **New Zealand Police Accommodation Code** (Version: 1 September 2009 - see PDF below) and in conjunction with the recommendations from the Senior Leadership Team ([SLT](#)) paper **SLT/15/113** (see PDF below).

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accommodation-code-sept-2009.pdf	2.57 MB
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Exhibit_management_-_SLT_Report_Back_Paper_SLT_15_113.pdf	184.65 KB
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Description

An exhibits store is established for the secure collation and storage of evidential exhibits. [s.6\(c\) OIA](#)

Exhibit store access and CCTV requirements

The following rules apply for access to exhibit stores and [CCTV](#) requirements:

s.6(c) OIA

Technology

Each exhibit store should have at least one data line/jack-point, adequate overhead and portable lighting, and power outlets.

Layout

s.6(c) OIA

Furniture and equipment

The store must be fitted with appropriate shelving for small and large items. Shelving within general exhibit stores can be made of metal, wood, or composite products such as MDF. This shelving should be securely anchored to the wall or ceiling as earthquake protection. Shelving above shoulder height should have a suitable lip on the outside edge to help contain items and prevent them

falling.

Shelving within a drug store must be of non-porous construction (such as metal or sealed particle board) to protect against leaching and absorption of drug products into the shelving.

The store must include a workstation and collation bench space. The collation bench space size should be in relation to size of the Exhibits Room and allow for the capability of working with over-sized items.

Air-conditioning

All exhibits stores must have adequate air-flow to assist with the preservation of evidence.

All drug exhibit stores must have adequate air ventilation and extraction to mitigate harmful odours produced within the drug store.

Firearms exhibits

To meet the requirements of regulations 19 and 28 of the [Arms Regulations 1992](#), the exhibit store must contain a gun safe, or alternatively a separate and secure gun room for the storage of firearms and ammunition (including E Category firearms). This room must be constructed from steel or concrete and be of sound construction. See the [Non-Police firearms security management](#) chapter for detailed information relating to the security requirements of Police premises depending on one of the 4 different tier statuses assigned to those premises.

DNA/blood drying area/room

If a DNA drying room is installed, this area must include the following:

- specific sealed area with secondary door access
- DNA shower cabinets and drying cubicles fitted with UV lights and filtered extract system directly to exterior (UV eye protection must be available and worn)
- hose down area
- lab top benches and sinks
- hand basin.

Drugs exhibits room or cabinet / safe

The drugs exhibits store should be a lockable room or a lockable cabinet or safe within the exhibit store and must include the following:

- metal or non-porous shelving
- lockable storage boxes (optional).

This area must not have any exterior windows and it must have appropriate ventilation with air change capability of 12 changes per hour, (i.e. a separate ventilation to discharge to outside complete with HEPA filters - refer to the Accommodation Code - see pdf below).

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[accommodation-code-sept-2009.pdf](#)

2.57 MB

s.6(c) OIA

Hazardous substance (HSNO/DG) cabinet/store

If hazardous substances or dangerous goods are going to be stored onsite, that store must maintain a HSNO DG Storage cabinet/store of appropriate size to contain and store hazardous materials/substances temporarily. All hazardous materials / substances must be disposed of as soon as practicable.

s.6(c) OIA

Access must be controlled to appropriate HSNO approved handlers that have training and certification to manage hazardous goods, and include the appropriate construction

(non-flammable), and HSNO signage. (For more information see '[Hazardous substances management](#)' in the Police Manual).

Managing hazards during storage

This section provides information about ensuring safety in exhibit stores. This should be read in conjunction with [Hazardous substances management](#).

All hazardous substances used or stored on Police premises, including chemicals, IEDs, sharps and biohazard wastes must be documented and maintained on a hazardous substances register. Refer to the '[Hazardous substances management](#)' for further instruction.

Safely managing hazards

All exhibit stores must document what hazards exist in that particular store, including a plan for managing each hazard.

Follow these procedures to manage the handling and storage of hazards.

Hazard	Actions
Sharp objects (e.g. needles and blades)	Must be placed in a plastic tube container.
Sharps for disposal	Must be in a sharps container.
Ecotoxic (biohazardous) waste	<ul style="list-style-type: none"> - All blood, bodily fluids, samples of blood or bodily fluids, kits containing bodily fluids, contaminated sharps, and items that are stained with blood and or bodily fluids must be considered as potentially infectious. Handling these items should be avoided where possible. - All staff who may come into contact with blood, bodily fluids, or stained exhibits must use universal precautions: <ul style="list-style-type: none"> - Wear gloves and protective clothing - Wear eyewear or a face shield where there is a chance of splash or spray - Cover any broken skin, cuts, or abrasions with waterproof dressings - Wash your hands after wearing protective gloves. - Blood, body fluids, biological samples and kits (such as medical examination kits, blood alcohol kits, toxicology kits, post mortem samples and DNA samples) must be disposed of in yellow "Biohazard" bags. Contaminated sharps must be disposed of in yellow "contaminated sharps" containers. These are collected for destruction by an approved waste management service.
Hazardous chemicals: Petrol, sprays, alkalis, acids, paint, fertilisers	<p>If the substance is unknown, or known to be hazardous:</p> <ol style="list-style-type: none"> 1. Examine the container for any label, leaks, distinctive smells or colours. 2. Record details in PROP. 3. Contact Fire Communications for information. 4. The approved handler or duty supervisor, using information from Fire, must make decision whether to store or dispose of the item. <p>s.6(c) OIA</p> <ol style="list-style-type: none"> 6. If disposal is required, call Waste Management 0800 102131.
LPG Cylinders	<ul style="list-style-type: none"> - Do not store in the station store. - Do not store in Dangerous Goods store (Not compatible). - Contact the Gas Company e.g. Contact energy or Nova gas and they will dispose of cylinder.

Hazard	Actions
Medications	Dispose of small amounts at any local chemists or local hospital pharmacy or Interwaste can dispose of medications in a large quantity.
Controlled drugs	Controlled drugs that cannot be immediately delivered for ESR analysis must be stored at a Police station in a drug safe, drug security cabinet or a secure area approved for this purpose by the District Commander.
Cannabis	<p>Cannabis that is not dry, and is placed in plastic bags that do not 'breathe' can lead to serious health risks. Bacterial growth on the cannabis can lead to spore inhalation, which may subsequently lead to sinus conditions and pneumonia. Cannabis does not necessarily have to be mouldy to be a health risk, as dust from dried cannabis can also have health implications.</p> <p>Contact and storage</p> <ul style="list-style-type: none"> - If an employee is in constant contact with cannabis exhibits (i.e. handling cannabis in storage, clearing cannabis from confined space etc.) a facemask equipped with filters able to cope with organic vapours and dust must be worn. - If an employee is only in contact with cannabis for a short period, the standard paper facemask is adequate and must be worn. Evidence storage facilities must have adequate ventilation and should contain only the amount of cannabis required for a successful prosecution. <p>s.6(c) OIA</p>
Firearms	<p>Before moving or touching a firearm:</p> <ol style="list-style-type: none"> 1. Assess if you are qualified to deal with it (some firearms require specialist knowledge to make them safe). 2. If you are not qualified, secure the firearm and seek assistance. 3. If you are qualified: <ul style="list-style-type: none"> s.6(c) OIA 4. Tag or tie an ID onto the firearm.
Explosives	<ul style="list-style-type: none"> - Evacuate, cordon and control the location. - Request NZ Defence Force assistance (via Comms) - Must only be handled by "Approved Explosive Handlers"
Fireworks and flares	<p>s.6(c) OIA</p> <ul style="list-style-type: none"> - NZ Defence Force routinely collect ammunition, flares etc. for disposal (can be contacted through Comms).

Hazard	Actions
Locator beacons, cellphones, car batteries, laptops	<ul style="list-style-type: none">- Electronics are a source of ignition. Do not store flammable substances or explosives near sources of ignition, i.e. heat, sparks and electrical sources.- Ensure car batteries are not leaking as they contain sulphuric acid and lead.- Lithium-ion batteries are found in many devices such as cell phones, laptop computers, GPS systems, iPods, and even some vehicles. Take battery out of device when storing. If damaged do not store and manage as a hazardous good.- <p>Locator beacons must be packaged and stored such that they will not accidentally activate. Follow this link for disposal guidance Disposal of Emergency Locator Beacons</p>

Manual handling of exhibits

Manual handling is defined as: "any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any animate, or inanimate, object".

Manual handling can pose risks and result in several types of problems, including:

- serious back injuries
- musculoskeletal disorders - including occupational overuse syndromes
- acute injuries such as sprains and strains of muscles or tendons
- injuries sustained through slips, trips and falls.

There is also some evidence that manual handling is one risk factor of many inter-related risk factors for acute low back pain.

Reducing risk of injury

- Move equipment and loads closer to where they are handled or raise work surfaces, e.g., to waist height to reduce bending, twisting, outstretched handling and awkward postures.
- Store regularly handled objects in accessible areas - e.g., at waist height - and reduce the distance for carrying.
- Plan and design for easy handling - e.g., avoid the need to open doors and negotiate obstacles.
- Consider the physical environment.
- Maintain your area - remove tripping and slipping hazards, ensure gates open easily.
- Avoid or reduce the need for manual handling where surfaces may be slippery - use lifting equipment, cover outdoor areas, wear footwear with good grip.
- Avoid excessive handling or double handling by planning and storing in appropriate areas.
- Use help efficiently - e.g., share heavy workloads between workmates, rotate tasks, spread physical handling tasks out over a working week.
- Use turntables, hoists, trolleys and slides to move objects, rather than relying on body strength.

Labelling of storage containers

All storage containers must be clearly labelled with the appropriate hazardous substances data. If a label becomes damaged, an appropriate new label must be applied immediately or the container appropriately disposed of. Containers with no hazardous substances labels or incorrect labels should be sent to the ESR for analysis.

Transporting and transferring exhibits

Method of transporting exhibits

The method of transport for exhibits depends on exhibit type.

Chain of custody

A clear and concise chain of custody must be recorded for every exhibit during transport or transfer to another person, station, or agency. The chain of custody for the exhibit must be recorded in PROP.

Land Transport Act 1998 blood specimens

All Land Transport Act (LTA) blood specimens, [taken in](#) accordance with section [72](#) and [73](#) LTA, must be accompanied by a Blood Specimen Medical Certificate (POL540) when sent to the [ESR](#) for analysis.

While a record in PROP is not required for these exhibits, the transfer of these blood specimens to [ESR](#) must be in accordance with chain of custody requirements and the '[Handling blood specimens](#)' section of the '[Alcohol & drug impaired driving](#)' chapter in Police Instructions. LTA blood specimens are recorded in NIA Biotrack.

Firearms and ammunition

When transporting firearms or ammunition, refer to the 'transporting / relocating firearms' part of the '[Police firearms](#)' chapter. The guidance found there applies equally to exhibits.

See the '[Firearms evidence](#)' chapter for detailed information about:

- how to safely recover firearms and related evidence without damaging fingerprint or other forensic evidence
- packaging and sending requirements (either in person or couriering) of exhibited firearms to the Police Armoury or ESR for forensic examination.

Transfer of things between law enforcement agencies

Items seized or produced to Police may be transferred to another law enforcement agency under section [90](#). Use the 'Transfer of things between law enforcement agencies' form POL SZ18 found on 'Police Forms'.

See Search '[Part 12 - Procedures applying to seized and produced things](#)' for information for how custody and an agency's responsibilities are affected on transfer.