

## **Reporting and internal control checks**

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## Executive summary

This part of the 'Exhibit and property management' chapter details the requirements for internal control checks of exhibits and other property held by Police.

### Key points to note:

- Monthly exhibit internal control checks must be completed and reported.
- Area Commanders to decide actions for undisposed property.

## Internal Control Checks

Internal Control Checks of exhibits are required to:

- ensure policy compliance
- ensure standards are being met
- ensure that good practices are being adopted consistently
- ensure that corrective action, if required, is being taken
- maintain the integrity of all exhibits.

## Exhibit groups requiring checks

Internal Control Checks (ICC) must be completed in compliance with the current ICC documentation process for the following exhibit groups:

- drugs
- firearms
- cash
- general exhibits
- found property.

## Frequency of checks

Monthly station checks must be summarised at an Area level and reported to District level monthly.

## Aged exhibits

On 1 October and 1 April the O/C at each station must send to the Area Commander a 6 monthly aged exhibit stock take form which itemises all property in Police possession at their station that has been held for six months or longer (as at 30 June and 31 December respectively), and has yet to be disposed of.

Where applicable, a certified nil stock take must be submitted.

## Area Commander to decide actions for undisposed property

The Area Commander must examine in detail the aged exhibit stock take and determine the property which is to be:

- returned to owner
- destroyed in accordance with a court order for destruction
- sold at public auction in accordance with a court order for forfeiture
- retained for investigation or prosecution purposes
- retained for any other specific purpose
- recorded in Police Register of Property (PROP).

The Area Commander's decisions must be:

- entered alongside the relative items on aged exhibit stock take
- certified by the District Commander

- communicated to the O/C of the respective stations or community policing centres with directions as to the action to be taken.

## Filing statements

All aged exhibit stock takes must ultimately be forwarded to and filed by the District Commander on a period file set up for such statements.

## Process diagram

