
Overview

This is about packaging, storing and transporting forensic materials which are potential evidence.

It includes handling, packaging and storing items and ensuring that items are handled in a way that minimises the risk of contamination, loss or degradation. It includes recording both physical and non-physical evidence. Non-physical evidence includes information and electronic data which require an evidential record. This standard also includes selecting suitable methods of transport and ensuring that potential evidence is moved legally, securely and safely.

Maintaining your and others health and safety, together with maintaining the integrity and continuity of forensic materials, is of paramount importance.

There are two elements

- 1 Package, store and label potential evidence
- 2 Transport potential evidence

Package, store and transport items of potential evidence

Performance criteria

Package, store and label potential evidence

You must be able to:

- P1 record physical and non-physical evidence in line with organisational procedures
- P2 handle items in a way that minimises the risk of degradation, loss and contamination
- P3 recover physical items of potential evidence in line with legal, health and safety and operating procedures
- P4 address any risks to health and safety associated with potential evidence, and:
 - P4.1 take necessary actions to manage risks
- P5 package items of potential evidence at the point of recovery wherever possible in line with forensic strategy, and:
 - P5.1 use packaging that is fit for purpose
- P6 display any risks on the outer packaging and relevant documentation in line with organisational procedures
- P7 preserve the continuity, security and integrity of potential evidence using appropriate packaging and labelling
- P8 store and retain items in appropriate and secure conditions, and in line with legal and operating procedures
- P9 maintain levels of authorised access to stored items of potential evidence in line with organisational procedures
- P10 maintain storage facilities in accordance with health and safety requirements

Transport potential evidence

You must be able to:

- P11 select a method of transport that allows evidence to be moved in line with legal, health and safety and organisational requirements
- P12 transport evidence in a way that preserves its integrity and continuity, and takes into account:
 - P12.1 the need for special packaging
 - P12.2 segregation within the vehicle
 - P12.3 the need for separate transportation

P13 decontaminate containers and transportation in line with operating procedures

P14 record relevant information in line with organisational procedures

Package, store and transport items of potential evidence

Knowledge and understanding

Legal and organisational requirements

You need to know and understand:

- K1 the requirements of current law, policies, operating procedures and guidelines relevant to packaging, storing and transporting potential evidence
- K2 implications of current law, policies and procedures relating to:
 - K2.1 health and safety
 - K2.2 information and data handling
 - K2.3 human rights
 - K2.4 criminal justice system
- K3 your level of authority and expertise, and the actions necessary should this be exceeded

Collection of evidence

You need to know and understand:

- K4 types of potential evidence and associated techniques for their recovery and preservation
- K5 when advice should be sought regarding the recovery and preservation of different types of potential evidence, and from where advice can be obtained
- K6 requirements relating to the continuity, security and integrity of potential evidence

Packaging and storing evidence

You need to know and understand:

- K7 the causes of degradation, loss and contamination, and procedures for packaging, storing and transporting forensic samples
- K8 sampling, packaging, preservation and storage techniques for potential evidence, and the types and use of equipment and consumables used
- K9 the importance of ensuring that packaging is fit for purpose, and the types of packaging available
- K10 the importance and need for segregation of potential evidential materials, and how to do this
- K11 the importance of packaging potential evidence at the point of recovery,

Package, store and transport items of potential evidence

and the types of circumstances where packaging may not be undertaken at this point

Transport evidence

You need to know and understand:

- K12 factors to consider when selecting the appropriate types of transport for transferring potential evidence
- K13 the importance of ensuring the effective receipt of materials, and that documentation is completed

Resources and equipment

You need to know and understand:

- K14 the types of personal protective equipment used when handling items, and when and how these should be used
- K15 the importance of prioritising your work load when packaging and storing potential evidence, and how to do this effectively

Health and safety

You need to know and understand:

- K16 the importance of maintaining health and safety at scenes of incidents and when handling potential evidence
- K17 potential health and safety risks associated with different types of potential evidence, and how to address them

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