

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the VPM Professional and Ethical Standards to inform the decisions they make to support compliance.

Property and exhibit management

Context

Various types of property come into police possession when it has been located by or handed to police as lost, abandoned or surrendered, or is an exhibit or property seized with or without warrant. Failure to provide effective property management poses liability risk to both individuals and the organisation. To mitigate this, in all circumstances property must be recorded, handled, stored, audited and disposed of in a manner to ensure safekeeping and compliance with any legislative requirements.

The following policy is intended to provide direction and support to employees in relation to the management of property in police possession.

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Definitions

The following definitions apply to this policy:

- **Exhibit** – for the purpose of this policy, an exhibit is:
 - a document or object that has or is intended to be exhibited in court or referred to and identified in written evidence; or
 - physical material of any description obtained during the investigation of a crime which has probative value in relation to a finding of fact.
- **Finding of Fact** – the conclusions of a judge, magistrate, jury or administrative tribunal regarding the underlying facts of the case under consideration.
- **Property** – an item of any description, whether situated within or outside Victoria and whether tangible or intangible that is in police possession for the purpose of investigation or as a result of surrender or seizure. This includes any interest in any such real or personal property as defined in the *Confiscations Act 1997*.

- **Serious crime** – an offence (including an attempt) resulting from a Category 1 or Category 2 incident as identified by the Accountability & Resource Model (ARM) or otherwise determined by the Investigation & Response Inspector.
- **Unsolved serious crime** – an investigation in which all relevant investigation actions have been completed with one or more of the following outcomes:
 - no person has been identified, charged and prosecuted
 - a person has been charged but a finding of guilt has not been recorded and the investigation will continue pending further evidence
 - there has been a finding of guilt against a person but proceedings against one or more co-accused are yet to be resolved
 - there is evidence of a co-offender who is yet to be identified or prosecuted.

Refer to the general VPM Dictionary for further definitions and acronyms.

Responsibilities and procedures

1. Property and exhibit management accountabilities

1.1 *Work unit manager – operational locations*

Work unit managers have overall accountability for the governance of all property and exhibits held at the work unit and in transit including their recording, handling, review and security. They must:

- designate a single property store and wherever possible, store drugs separately from other property. Refer to the **Storage locations for property types checklist** for more information about required storage facilities
- appoint a property officer to oversee the handling, recording, safekeeping and disposal of property and exhibits and ensure they have completed the required training and the Property Officer Induction Checklist (see section 1.4 of this policy for further information)
- ensure that all employees are aware of the work unit's safety and property management procedures and have a working knowledge of exhibit contamination minimisation rules (see **Forensic Guide: Contamination minimisation and exhibit packaging**)
- ensure that property and exhibit entries on Property and Laboratory Management (PALM) meet the standard requirements outlined at section 2 of this policy
- ensure the security, integrity, controlled access and lawful disposal of all property and exhibits is done as soon as legally possible and by the appropriate method
- undertake the scheduled reviews of all unsolved serious crime property and exhibits – see **VPM Seized property and special property types**
- oversee the management and physical audit of all property and exhibits as required by the **Workplace Standards and Inspection Manual**
- ensure that, where property/exhibits cannot be held for the required duration in a police complex due to security/space reasons, the member transferring the property/exhibit to a secure workplace or storage facility:
 - updates PALM to reflect the new custodian or location
 - obtains a receipt or indemnity where items are transferred to a third party.

1.2 *Work unit manager - non-operational sites and other storage locations*

The following work unit managers are responsible for the security, integrity, controlled access, disposal and auditing of property and exhibits held at:

- Forensics Services locations - Executive Director, Forensics Services Department (FSD)
- Warehouse and Distribution Unit - Work Unit Manager
- Spencer Street Property Centre - Work Unit Manager
- off-site short or long term facilities - the work unit manager responsible for the investigation to which the items relate.

The work unit manager of the designated site is responsible for conducting full physical audits in line with the **Workplace Standards and Inspection Manual**. Refer also to the **Storage locations for property types checklist** for more information about required storage facilities per property type on site.

1.3 *Employees*

Employees are responsible for ensuring that all property and exhibits that come into their possession are:

- identified as either property or exhibit items so the relevant processes are followed, including the retention/disposal processes relevant to each item (see **VPM Seized property and special property types** regarding specific property types)
- recorded on PALM at the earliest opportunity in accordance with section 2 of this policy
- to be made safe and appropriately packaged before being stored in a safe and secure environment until lodged with a designated property store
- handled in a manner to minimise risk of contamination, damage and destruction of the property
- lawfully disposed of as soon as possible, having regard to relevant policy for specific property types.

1.4 *Property officers*

All property officers are responsible for undertaking duties relating to handling, recording, safekeeping and disposal of property and exhibits in accordance with Victoria Police policy and associated legislation.

On commencement of their role, property officers must complete the following:

- Property Officer Essentials E-learning (on the Victoria Police Online Learning Hub)
- Dangerous and Hazardous Material E-learning Package (on the Online Learning Hub)
- Contamination Minimisation (on the Online Learning Hub)
- LEAP training (facilitated at the Victoria Police Academy)
- Firearms Safety Awareness training (facilitated by local District Firearms Officers)
- Property Officer Induction Checklist (available on the [Property in Police Possession](#) Intranet page).

2. Recording property

2.1 Recording property on the Property and Laboratory Management System

The employee making the PALM entry must:

- include a full description of the property and any identifying marks and numbers
- issue property receipt
- ensure the property is clearly labelled with the PALM barcode and stored in the designated property store
- ensure property is identified as separate items within PALM
- include:
 - where applicable, the rationale for the retention of the seized property
 - a record of any investigations made to locate an owner or return an item
 - a record of management of the property file including chasers sent and responses received
 - details of action taken or pending
 - any known parties involved including accused, victim, witness, owner or finder
 - the LEAP incident reference and Interpose operation name
 - seizure/found location or reason for surrender.
- note any Notice of Claim or Abandonment for Property [Form 439] within the file, and retain the original document at local level as per the **Workplace Standards and Inspection Manual**
- retain all other property retention or disposal authorising paperwork relevant to a property item in its original form for a minimum of seven years after the file is closed within PALM.

Additional recording requirements apply in relation to specific property types. Refer to the table below:

Property type	Policy
Anti-speed device Controlled weapons Exhibit general Liquor Mobile phones Money Serious crime exhibit Unlawful possession	VPM Seized property and special property types
Drugs	VPM Drug handling, examination and destruction
Firearms	VPM Managing special property types - firearms
Lost/abandoned	VPM Seized property and special property types VPMG Lost property reports
Motor vehicle	VPM Motor vehicle theft investigations
Property confiscated from a person in police care or custody	VPM Management of people in police care or custody
Tainted property	VPMG Confiscation Act

2.2 Recording exhibits on the Forensic Laboratory Information Management System

Employees at FSD responsible for entering an exhibit on the Forensic Laboratory Information Management System (LIMS) must:

- include a full description of the exhibit

- ensure the exhibits are clearly labelled with the forensic exhibit number
- include:
 - investigating officer and investigation unit
 - LEAP incident reference and Interpose operation name if available
 - any known persons involved including accused and victim
- the forensic exhibit record is transferred to PALM at the earliest opportunity where required.

3. Handling, retention and storage

3.1 Overview

- All property handed to or seized by police is to be checked in the presence of the finder, suspect or representative as applicable. If not practicable, it is to be checked in the presence of an independent employee.
- Refer to the below table for specific property types that have special requirements.

Property type	Policy
Exhibit general Serious crime exhibit Money	VPM Seized property and special property types
Drugs	VPM Drug handling, examination and destruction
Firearms	VPM Managing special property types - firearms
Motor vehicle	VPM Motor vehicle theft investigations
Tainted property	VPMG Confiscation Act

3.2 Test of essentiality and secondary evidence for exhibits

- Property is often seized for evidentiary purposes during the investigation of criminal offences. A decision to retain such property must be justified in accordance with the test of essentiality conducted by the investigator and sub-officer.
- The test of essentiality applies from initial seizure, throughout the investigation process, and during any criminal proceedings related to the property.
- For further instruction on the test of essentiality and use of secondary evidence, refer to **VPM Seized property and special property types**.

3.3 Securing of property

- All property to be held in police possession must be made secure to prevent contamination, loss or damage.
- There are certain property types that must be stored in a Tamper Evident Audit Bag (TEAB). These items must be secured at the time of seizure or as soon as practicable afterwards. Once the item(s) is put into a TEAB, the TEAB must be sealed and the label completed immediately. This applies to:
 - drugs and drug paraphernalia (does not include fresh, moist or mouldy cannabis material or where exhibit size prevents using a TEAB, refer to **VPM Drug handling, examination and destruction** for further instructions for securing cannabis)
 - syringes: if examination is required, package in a syringe holder (available from Police Stores) and sealed in a TEAB if the syringe is suspected to contain drugs
 - jewellery

- cash (also see **VPM Seized property and special property types** for additional requirements)
- other items as decided by the investigator, a supervisor or manager of a property facility.
- When any of the above property items are not physically able to be securely and safely stored in a TEAB:
 - identify whether it is necessary to hold the item in police possession or can it be lawfully disposed of, e.g. use of secondary evidence or seeking a finding of fact (s.83, *Drugs, Poisons and Controlled Substances Act 1981*)
 - make alternative arrangements for security of the item. This can include:
 - securing in a suitable package, such as heat-sealed bag, and labelling with an auditable label where possible (refer to the **Forensic Guide: Contamination minimisation and exhibit packaging** for alternative tamper evident packaging options)
 - storage of bulk quantity long term storage items, oversized items or seizures of large quantities at the Warehouse and Distribution Unit, located in Collingwood.
- When recording property that has been seized at a crime scene and sealed in a TEAB:
 - it is not necessary to open the TEAB to check the contents
 - check that the seal has not been tampered with
 - check the label contains the correct signature and information
 - ensure the PALM entry records the TEAB T# within the item description.
- If it is necessary to open a sealed TEAB, record on PALM:
 - details of employee opening the TEAB
 - reason for opening.
- Once opened, the original TEAB must not be resealed, instead place the item in a new TEAB along with the original TEAB (for evidence of continuity). Record the new TEAB T# within the item description in PALM.
- Where forensic analysis of an item is required and/or there is concern that the use of plastic packaging may cause the loss of forensic evidence, have regard to the **Forensic Guide – Contamination minimisation and exhibit packaging** or contact FSD for advice.
- Computer related items – property items that need to be secured in an anti-static bag should be secured in that type of bag and then in a TEAB.
- Firearms – refer to **VPM Managing special property types – firearms**.
- For further requirements and information regarding exhibits, mobile phones and found property handed to police refer to **VPM Seized property and special property types**.

3.4 *Perishable goods*

Where it is impractical or unsafe to retain perishable goods:

- dispose of according to s.57, *Victoria Police Act 2013*. If the property is an exhibit, photograph and compile a statement of secondary evidence
- if seized under the *Confiscation Act*, dispose of according to s.96

- liquor seized in an open container is to be disposed of immediately. The seizing member must complete a report of the circumstances for the information of the work unit manager and attach to any brief.

3.5 *Dangerous and hazardous materials*

Extreme care must be taken when coming into contact with suspected dangerous or hazardous property and the appropriate authority notified, or procedure referenced as follows:

- firearms – a firearm is not to be given to a property officer for storage unless it has been cleared, made safe and displays a yellow chamber safety flag. Contact your divisional firearms officer for advice. Details of these checks should be included on the packaging or added to the PALM file
- commercial ammunitions – must be transported with a report to a Forensic Services location. Contact the Forensic Services location prior to transportation
- hazardous property – must not be moved without obtaining advice from the appropriate authority, where applicable (see **VPM Emergency management response**). For non-urgent advice on the handling, transportation and management of hazardous chemicals or materials and destruction services, contact the Hazardous Material Management Unit, FSD by email: FSD-HMMU-MGR
- military ordnance, commercial explosives, homemade explosives, detonators, improvised explosive devices, fireworks and suspicious packages – contact the Bomb Response Unit (BRU) via Police Communications to obtain advice. Where required, BRU will contact the Arson and Explosives Squad and Fire and Explosives Unit. WorkSafe Victoria must be notified as necessary
- drugs – use personal protective equipment and avoid contact with exposed skin. For further advice refer to **VPM Drug handling, examination and destruction**
- illicit drug laboratories – must only be attended by qualified employees. For further advice refer to **VPMG Drug investigations**.

4. Property movement

4.1 *Investigation primacy*

- All property files are to be recorded within PALM under the management unit that has primacy of the investigation, incident or event, including found and surrendered property.
- Any property required to be stored offsite at a non-Victoria Police location must be issued to a third party via the Issue to Third Party process within PALM or the Forensic LIMS if the exhibit is stored at a Forensic Services location.
- Items must not be reallocated to:
 - disbanded work units
 - disposal sites (e.g., FSD, Warehouse Operations Support Unit etc.) unless agreed upon by work unit managers from both locations
 - 'virtual locations' within PALM.
- When an investigation is transferred all property items are to be relocated to the corresponding storage site and the PALM file is to be updated within seven days unless either of the below occur:

- exceptional circumstances exist
- work unit managers of both units agree the items can remain at the original location.

4.2 *PALM entries*

- PALM entries must detail every movement of items into or out of the designated store, to custodians and third party service providers at the time of movement. Equivalent records must be made in Forensic LIMS where exhibits are held at FSD. The movement must record:
 - the storage location, custodian, third party service provider receiving the property
 - the property officer or delegate transferring the items.
- PALM files remain active until all items have been disposed of.
- All applicable disposal documentation, including receipts must be noted in the PALM file and filed as required by the **Workplace Standards and Inspection Manual**.

4.3 *Security*

- When property is to be moved from the work unit other than in person, the work unit manager must conduct a risk assessment and direct the most secure method of transferring property. The risk assessment must include consideration of:
 - the type of property and any associated hazards or legislative requirements
 - continuity and the likelihood of contamination, theft, loss, damage or tampering
 - the value, real or perceived, either monetary, evidentiary or personal.
- In addition to conducting the risk assessment the following requirements also apply:
 - the person transferring the property must take all reasonable steps to ensure it is packaged and sent as securely as possible, commensurate with the estimated value of the property (either monetary, evidentiary or personal)
 - the sending work unit should include, with the item, an accurate description of the item
 - the receiving work unit should immediately compare the item with its description and any discrepancies must be reported promptly to the sending work unit.

4.4 *Methods of transfer*

The preferred method of transfer is by hand from police employee to police employee/ owner/finder/claimant/third party service provider, but where this is not practical, and based on the risk assessment, the most appropriate method of transfer may include:

- secure courier service
- registered mail.

With the exception of specific exhibits (see section 4.7 of this policy), property is not to be sent by unregistered mail provider unless exceptional circumstances exist and it is justified by the work unit manager in writing.

4.5 *Transfer of members*

With the exception of briefs transferred by Road Policing Drug and Alcohol Section, property relating to briefs remains the responsibility of the work unit manager of where the brief originated and is to be retained with the brief (see **VPMG Brief preparation and management** for further information).

4.6 *Interstate transfer of property and exhibits*

The seizure and transfer of exhibits between Australian states and territories must comply with ss.340-345, *Crimes Act 1958*.

4.7 *Transferring exhibits to a Forensic Services location for analysis via a Victoria Police contracted secure courier service*

Only the following exhibit types can be posted to a Forensic Services location via TOLL:

- DNA profile samples – see VPM DNA profile samples and **VPM Forensic procedures** for the requirements
- items from property crime for DNA and/or fingerprinting only – see **VPM Forensic services and examinations** for the complete process.

4.8 *Property held at Warehouse Operations Support Unit or a Forensic Services location*

Where property has been sent to the Warehouse Operations Support Unit for storage or the Forensic Services location for analysis or destruction the work unit manager of the investigating unit is responsible for the management and governance of the PALM entry, including disposal requests and approvals for all items, which will remain open until all items are disposed.

For further requirements for serious crime storage see **VPM Seized property and special property types**.

4.9 *Production in court*

The informant is responsible for any exhibits taken to court. Have regard to **VPM Court processes** when required to produce high risk items (e.g. drugs/firearms).

5. Locating owner

5.1 *Lost or abandoned property in police possession*

Where the owner of property in police possession is unknown or is in doubt:

- the work unit manager must nominate an employee to conduct an appropriate investigation to locate the rightful owner and take any follow-up action
- the investigator must:
 - conduct LEAP property checks and exhaust all avenues of enquiry in order to identify the rightful owner (e.g. contact bank, phone company etc.)
 - make referrals to other appropriate bodies as required (e.g. Australia Post for items lost in the mail). For further guidance refer to **VPMG Lost property reports** and the Property Management Portal within the Victoria Police Learning Hub
 - record all inquiries made and the results within the PALM file.

5.2 *No owner located*

- If no owner is located:
 - re-check within seven days and again before the end of the period of retention for disposal (s.57, *Victoria Police Act*)
 - treat as unclaimed property once the period of retention has expired
 - refer to section 6.5 for retention periods.
- If property is found by Victoria Police employees, it is to be treated in the same manner to locate an owner. If no owner is located:
 - on duty – the employee finding the property cannot make a claim
 - off duty – the employee finding the property may make a claim, unless it is a mobile phone or electronic device specified in **VPM Seized property and special property types**.

5.3 *Exhibit – unidentified owner*

Where any of the following circumstances apply to an exhibit:

- property is of an identifiable nature
 - there is a possibility that the owner may not realise the property has been stolen
 - all other inquiries have failed to locate an owner
- the investigating member is to complete relevant LEAP reports (L1, L2 and L9 indicating 'seized property').

6. Disposal of property

6.1 *Overview*

Property must be disposed of at the earliest opportunity by the appropriate method below:

- returning to the owner as claimed
- treating as unclaimed property
- otherwise according to appropriate legislation or procedural requirements.

6.2 *Legislative or other procedural requirements*

- In most cases, the disposal of property in police possession is governed by legislation or procedural requirements as either an exhibit or of specific property type. Employees must have regard to the table at section 8 of this policy and comply with the appropriate procedures and guidelines as listed.
- In all other cases, treat property as either claimed or unclaimed.

6.3 *Timeframes for disposal*

- Subject to legislative and procedural storage requirements having been met for property and exhibits in police possession, including minimum retention periods, items must be disposed of:
 - at the earliest opportunity, or
 - within a maximum of 60 days from the date the disposal approval has occurred.

Any property retained beyond this timeframe is considered non-compliant.

- These timeframe requirements ensure:
 - rightful owners and claimants have their property returned at the first available opportunity
 - end to end property management processes are complete
 - Victoria Police utilises appropriate storage capacity for property and exhibits.
- After disposal:
 - PALM must be updated to reflect the method and time of disposal of the property
 - all hard copy documents proving property disposal approval and any other documents related to property, must be retained for a minimum of seven years after the property has been disposed of and the associated PALM property file has been closed.

6.4 Claimed

- Claimed property can be disposed of when:
 - an owner has been located
 - no owner has been located and the finder has completed a Notice of Claim [Form 439]
 - the claimant can legally possess the property
 - there is only a single claim to the property
 - a court has determined on disputed ownership (s.58, *Victoria Police Act*).
- Where any of the above criteria have been met, the employee responsible for returning the property must:
 - verify the identity of the owner or claimant, make an entry on PALM and record details on the Indemnity Form [Form 435]
 - have the owner or claimant complete and sign indemnity printed from PALM or an Indemnity Form. The original must be retained at station level.
- Mobile phones or digital devices must not be returned to the finder if handed in and unclaimed.
- For further instruction on claiming money refer to **VPM Seized property and special property types**.
- When returning property in relation to deceased persons, thoroughly check the contents and remove any items relating to the death to avoid undue distress to the claimant (for example, the executor of the will or immediate family). For further instruction refer to **VPM Deceased persons**.

6.5 Disputed ownership

- If there is more than a single claim to property or police believe on reasonable grounds the claimant is not the owner, the court may determine ownership in accordance with s.58, *Victoria Police Act*.
- If there is any doubt regarding a claim to ownership, consult a supervisor. Consider applying to the Magistrates' Court to determine ownership of the relevant property. In this case, a Disputed Property in Possession of Police Form [Form 752] is to be served on the claimant and other persons as detailed at s.58(3), *Victoria Police Act* and the PALM file updated to reflect this action.

- This applies for all property in police possession except for property seized under warrant according to s.73, *Magistrates' Court Act 1989*.
- If the property is held by a second-hand dealer or pawnbroker, have the Magistrate determine ownership according to s.24, *Second-Hand Dealers and Pawnbrokers Act 1989*.
- If property relates to a charge of unexplained possession (s.26, *Summary Offences Act 1966*) comply with **VPM Seized property and special property types**.

6.6 Unclaimed

- Unclaimed property can be disposed of when:
 - the prescribed period of retention has passed (s.57, *Victoria Police Act*). See the below table
 - no owner/finder can be located or neglects to claim the property
 - the finder has completed a Notice of Abandonment
 - the claimant cannot legally possess the property.

Legislative section	Property type	Minimum period of retention
57(2)(a)	Property of a perishable nature	May be disposed of after reasonable inquiries as to ownership have been made
57(2)(b)	Property left by a person imprisoned or detained in a police gaol under Part 3, <i>Corrections Act 1986</i>	May be disposed of if it is not claimed within 12 months after being left
57(2)(c)	Found property	Must be retained for one month.
57(2)(d)	Any other property	Three months

- See section 6.3 of this policy for requirements regarding timeframes for disposal once legislative and procedural requirements have been met.
- Before disposing of property as unclaimed, seek written approval from a work unit manager identified in **Instrument of Authorisation GP 1** and make a notation in PALM.
- When approval has been given to dispose of unclaimed property, the property can be disposed of by one of the following methods:
 - sale by public auction
 - destruction
 - other means as legislated or instructed (this method is used for special property types such as firearms, drugs and money)
 - as approved by the Minister for Police and Emergency Services (Minister) on authority of an Inspector or above.
- See below for further guidance on each of these methods of disposal.

6.7 Options of disposal

Method of disposal	Responsibilities/processes
Sale by public auction Sale by public auction must be approved in accordance with Instrument of Authorisation GP 1 .	Work unit managers must ensure the following steps are undertaken: - the PALM file disposal details are completed for items to be assessed for public auction by the Warehouse Operations Support Unit - the work unit manager approves the request on PALM - Warehouse Operations Support Unit assesses the property and approves it for auction on PALM - ensure the property is suitably located for collection by the contracted courier - the PALM file is updated to reflect the custodian of property - a courier receipt or indemnity is printed, endorsed by the courier and filed at local level. A scanned copy uploaded to the PALM file. See VPM Seized property and special property types for further advice for sale at auction of mobile phones and digital devices.
Destruction Destruction of property renders the item unfit for the purpose it was designed for and incapable of being rendered fit for that purpose.	- When property is destroyed, work unit managers must ensure: - destruction is conducted by a VPSG-2 or above or a sub-officer in the presence of another employee - destruction is conducted safely - the PALM entry is endorsed by the employees conducting the destruction with their electronic signature and date of destruction. - When property is destroyed by an authorised third party, the work unit manager must ensure: - an assessment is conducted to ensure the item will be destroyed as intended - where a certificate of destruction or similar document is obtained, the relevant PALM entry is endorsed with: - a notification that the property is to be destroyed by a third party - the name of the third party - the date the property was provided to the third party - who provided the property to the third party.
As approved by the Minister – value not exceeding \$10,000	- On authority of an inspector or above, and in accordance with Instrument of Approval GP 1a – Ministerial Approval, property may be disposed of by one of the following methods: - donation to a registered charitable organisation - transfer to another Victorian Government agency - transfer to an area of Victoria Police where it will enhance operational functions. - The employee seeking disposal of property must submit a report with recommendations to an Inspector or above for consideration. The report will be approved or direction for alternate method of disposal will be given. - The work unit manager must ensure Warehouse Operations Support Unit is given a report outlining the following before the item is processed: - the date approval was given - a description of each item - approximate value of each item - the means of disposal - the PALM number. - The Warehouse and Distribution Unit must maintain a register and report to the Minister as required by Instrument of Approval GP 1a – Ministerial Approval. - All details must be recorded on the PALM file.
As approved by the Minister – value exceeding \$10,000	- The work unit manager must send a report with recommendations for disposal through the relevant Assistant Commissioner to the Office of the Chief Commissioner outlining the following: - a description of each item

	– approximate value of each item – the recommended means of disposal – the PALM number. • The Office of the Chief Commissioner will make arrangements to obtain the Minister's approval. • The Minister will assess the request and provide a direction outlining the disposal method. • The work unit manager must ensure the disposal is carried out in accordance with the Minister's direction. • All details must be recorded on the PALM file.
Disposal by other means as legislated, instructed or authorised	This method is used for special types of property such as firearms, drugs, hazardous property, or certain electronic devices. For further instruction refer to VPM Seized property and special property types.

7. Collection and destruction of property from Victorian prisons

Work unit managers in areas where a prison is located must ensure any seized firearm, explosive or drug of dependence is collected on a regular basis from the prison, recorded on PALM and treated as either an exhibit or unclaimed property. The member collecting the property must also complete an entry in the seizure register held at the prison.

8. Specific property type requirements

In addition to the general rules outlined in this policy, there are specific legislative and/or procedural requirements for specific types of property. Employees must have regard to the relevant policies as indicated in the table below:

Specific property type requirements				
Property type	Policy	Relevant sections of Policy to be consulted		
		Recording additional recording requirements	Handling & retention • storage and retention • test of essentiality • finding of fact • secondary evidence	Disposal legislative requirements for disposal/destruction
Lost/abandoned	VPM Seized property and special property types VPMG Lost property reports	×		×
Exhibit general	VPM Seized property and special property types	×	×	×
Serious crime exhibit	VPM Seized property and special property types	×	×	×
Drugs	VPM Drug handling, examination and destruction	×	×	×
Firearms	VPM Managing special property types - firearms	×	×	×
Controlled weapons	VPM Seized property and special property types			×
Unlawful possession	VPM Seized property and special property types			×
Money	VPM Seized property and special property types	×	×	×
Liquor	VPM Seized property and special property types			×
Anti-speed device	VPM Seized property and special property types			×

Motor vehicle	VPM Motor vehicle theft investigations	x	x	x
Mobile phones	VPM Seized property and special property types	x		x
Property confiscated from a person in police care or custody	VPM Management of people in police care or custody	x	x	x
Tainted property	VPMG Confiscation Act		x	x

Related documents

- VPM Seized property and special property types
- VPM Motor vehicle theft investigations
- VPM Deceased persons
- VPM Management of people in police care or custody
- VPMG Confiscation Act
- VPMG Lost property reports
- VPM Drug handling, examination and destruction
- VPM Managing special property types – firearms
- Instrument of Authorisation GP 1
- Instrument of Approval GP 1a – Ministerial Approval

Further advice and information

For further advice and assistance regarding this Policy, contact your supervisor or the Property Management Unit, Operational Infrastructure Department.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
21/10/19	This document combines and consolidates <i>VPMP Property management</i> and <i>VPMG Property management</i> and incorporates new property and exhibit process streamlining and risk management protocols under the <i>Property and Exhibit Management Reform Program</i> project.	FF-116667
26/05/20	Update to retention periods for found property based on the <i>Police Legislation Amendment (Road Safety Camera Commissioner and Other Matters) Act 2019</i>	FF-157912
21/07/21	To address recommendations from Continuous Audit, inclusion of direction regarding the training requirements for property officers; overarching section added regarding property disposal providing that where legislative and procedural requirements have been met property must be disposed of within 60 days. Clarification on the process for returning deceased person's property to the claimant.	FF-174128

10/07/24	Transferral of “Securing property” section from VPM Seized property and special property types to centralise TEAB requirements. Consequential amendments to reflect introduction of LIMS and VPM Forensic examinations and services . Clarification of response procedure for explosives. Updated Operational Infrastructure Department unit titles.	FF-251263
29/04/2025	Administrative amendment – VPMG Drug handling, analysis and disposal replaced by VPM Drug handling, examination and destruction	FF-122100