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AFP National Guideline on property and exhibits

1. Disclosure and compliance

This document is classified **OFFICIAL** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

This instrument is part of the AFP's professional standards framework. The [AFP Commissioners Order on professional standards \(C02\)](#) outlines the conduct expected of AFP appointees. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Guideline authority

This guideline was issued by the Assistant Commissioner Specialist Protective Command using power under section 37(1) of the [Australian Federal Police Act 1979](#) (Cth), as delegated by the Commissioner under section 69C of the Act.

3. Introduction

This guideline is required to control a range of risks including the security, continuity and integrity of property and exhibits and to mitigate the consequences relating to the ineffective management of these items.

The guideline outlines the obligations for AFP appointees for effective management of property and exhibits in the AFP's possession and should be read in conjunction with the detailed practice and procedures for property and exhibit-handling which are set out in standard operating procedures (SOPs) located in the [AFP Investigator's Toolkit on Property and Exhibit resources](#).

Registries must maintain local registry procedures and local registry security plans. Any office-specific risk treatments or differing jurisdictional requirements identified in these plans will provide practice and procedure guidance relating to property and exhibits-handling to be incorporated in SOPs within the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

4. Policy

AFP's effective handling of property and exhibits provides:

- confidence among the community, law enforcement partners, legal profession, judiciaries and the Australian Government as to the AFP's capability to professionally deliver police services

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- a chain of continuity to ensure admissible evidence in judicial proceedings in accordance with the [Evidence Act 1995](#) (Cth) and similar state and territory legislation
- accountability as a corruption prevention strategy
- a high level of security to manage and preserve the integrity of property so that it can be returned to the owner or disposed of, as legally required.

Part 1 – Administration

5. Roles and responsibilities

5.1 Commanders

Commanders are responsible for:

- high-level oversight of day-to-day functions of the respective registry
- ensuring AFP appointees, particularly registrars, comply with this guideline
- authorising and issuing local registry procedures, stocktake plans, local minimum security standards and local registry security plans
- appointing registrars
- ensuring that their registry and storage locations meet work health and safety (WHS) requirements, including management of inventory and WHS risks.

5.2 Superintendent National Operations State Service Centre in conjunction with National Headquarters Property and Exhibits team

Superintendent National Operations State Service Centre is responsible for:

- the coordination of the property and exhibits governance framework
- coordinating liaison between registries to identify issues and best practices
- liaising with internal and external stakeholders
- providing accurate and timely advice to registrars, AFP management and internal and external clients to ensure sound management of property and exhibits.

The National Headquarters Property and Exhibits team's responsibilities include:

- day-to-day functioning of the National Headquarters Property and Exhibits Registry
- liaising with internal and external stakeholders to ensure this guideline and related property and exhibit practices and procedures are contemporaneous and relevant
- providing accurate and timely advice to registrars, AFP management, investigators and internal and external clients to ensure the sound management of property and exhibits
- coordinating the delivery of specific training for property and exhibits (such as packaging and data entry) to AFP appointees

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- coordinating and liaising in relation to property and exhibits issues in PROMIS
- liaising with the National PROMIS Coordination team to provide registrar access to the PROMIS Property module and reporting systems
- liaising with the National PROMIS Coordination team to create and manage appropriately authorised secure/temporary storage locations on PROMIS.

5.3 Case officers

Case officers are responsible for:

- appropriately planning operations or investigations which may result in the AFP taking possession of property and exhibits and ensuring security and WHS risks are managed
- ensuring all property and exhibits are recorded in PROMIS and lodging them in a registry or temporary storage location as soon as practicable
- ensuring that any seized or collected property and exhibits are preserved in their original state and not interfered or tampered with unless operational circumstances exist (e.g. WHS hazards or forensic analysis requirements)
- ensuring accurate records and documents are created and maintained for property and exhibits seizures, particularly property seizure records
- making timely decisions to authorise the return or disposal of any items not required for evidence.

In relation to miscellaneous property items, case officers are responsible for:

- recording all miscellaneous property on a miscellaneous property receipt or other appropriate official record (e.g. notebook)
- recording the details of all found property retained by the AFP in a miscellaneous property receipt in PROMIS
- making reasonable enquiries to return claimable property to its owner unless the item needs to be immediately disposed of because it is, for example, dangerous – see section 13
- recording the reasonable enquiries and attempts to return the property to its owner in an auditor's note in the PROMIS Property module.

If miscellaneous property has not been claimed within 3 months, it must be dealt with in accordance with the [Australian Federal Police Regulations 2018](#) (Cth) (AFP Regulations).

Change of case officer

Case officers who are commencing an interstate transfer, seconded transfer or extended leave must, where possible, acquit or transfer property and exhibits held in their name and advise their supervisor of any action pending and/or completion required. The supervisor must nominate another AFP appointee to

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take responsibility for any remaining property and exhibits and update PROMIS accordingly.

If ceasing employment with the AFP, AFP appointees must complete all required property and exhibit acquittal actions in accordance with the [AFP National Guideline on separation](#).

Case officer must periodically review their property holdings

Case officers must review all 'member holdings' every month and in the case of high-risk exhibits, including drugs and hazardous chemicals/substances, review and assess the need to retain these items, other than analysis samples. Case officers must seek approval from their supervisor if these items are to be retained after analysis. Drugs and hazardous substances must be listed for disposal as soon as possible to minimise risks created by long-term storage.

There is no requirement to retain drugs, hazardous chemicals/substances or drug-related equipment as primary evidence once analysis certificates and secondary evidence has been obtained unless specifically ordered by a judicial authority to retain those items.

In addition to the review required prior to transfer, extended leave or separation, an AFP appointee should review their member holdings every month, or as directed.

5.4 Registrars

Registrars must not undertake any duties which could constitute a conflict of interest as per the [AFP National Guideline on conflicts of interest](#). In offices where registrars are required to undertake duties outside the registry, their supervisor must ensure that any risks arising from the additional duties are managed, particularly regarding conflicts of interest.

Registry team leaders are responsible for:

- day-to-day management of the regional registry
- training and development of new team members, including provision of mandatory training and creating/updating a registrar-training register
- reviewing the local registry procedures, stocktake plans, local minimum security standards and local registry security plans against this guideline and SOPs to ensure local practices are contemporary and consistent
- reviewing WHS requirements and risk management practices across the registry.

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Registrars are responsible for:

- managing property and exhibits within the PROMIS Property module

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- care, custody and continuity of items while in their registry's possession
- coordinating disposal of property and exhibits, including drug destructions.

AFP Forensics registrars must ensure items are correctly recorded in the relevant Forensics case management system: Laboratory Information Management System or Forensic Management System.

AFP appointees working in identified roles (e.g. Records Management Unit, Forensics, Canine teams) may be provided with a higher level of access within the PROMIS Property module for accepting and transferring property from/to secure PROMIS locations as part of their business activities.

Registrars must only handle items that are under their custody and control within the registry unless operational circumstances require them to collect or dispose of items outside the registry.

ACT Policing

Team Leader Exhibit Management Centre, ACT Policing, is the registrar responsible for the overall management of property and exhibit processes for ACT Policing.

The responsibilities of ACT Policing registrars include:

- managing property and exhibits within the PROMIS Property module
- care, custody and continuity of items while in their registry's possession
- coordinating disposal of property and exhibits, including drug destructions
- disposing of the miscellaneous property if an owner cannot be established or fails to collect the property within the relevant timeframes
- returning miscellaneous property to its owner or finder
- returning exhibits to owners on authority of the case officer
- uploading AFP exhibit seal numbers within PROMIS for finalised electronic media items for archiving.

ACT Policing registrars may also:

- create miscellaneous property records and related items within PROMIS
- package valuable miscellaneous property
- upload AFP exhibit seal numbers in PROMIS in relation to miscellaneous property receipts
- collect and/or deliver:
 - property to and from external agencies
 - exhibits, seizures and miscellaneous property to and from temporary and secure storage locations.

5.5 AFP Forensics personnel

AFP Forensics personnel, when requested by the case officer, must:

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- provide advice for the safe handling, transport, storage and disposal of hazardous substances and, where necessary, seek the advice or attendance of specialists
- record the items using electronic recording (e.g. electronic notes photography and video) and case notes (digital or handwritten) if the item undergoes a forensic examination
- advise the case officer about identifying, recording, collecting and preserving any other forensic evidence which may be present during the forensic examination (e.g. trace evidence, packaging and fingerprints)
- provide advice for the safe handling, transport, storage and disposal of hazardous substances and, where necessary, seek the advice or attendance of specialists
- receive items (except drugs) from registries to conduct forensic examinations
- sign in/out exhibits (except drugs) and ensure the management, handling and safe keeping, including the chain of custody, of those items while in forensic custody.

AFP Forensics personnel must apply the AFP large illicit drug seizure examination procedure if the seizure meets the definition of 'large illicit drug seizure' as outlined in AFP Forensics Standard Operating Procedure 'CS-SOP-Drug Exam'. Due to the increased frequency of large (i.e. 100 kg+) illicit drug quantities being seized by the AFP, a more streamlined process for their examination has been implemented, which also reduces WHS exposure risks.

6. Work health and safety

AFP appointees must be aware of their responsibilities under the [Work Health and Safety Act 2011](#) (Cth) as it applies to their role.

The WHS responsibilities associated with property and exhibit management for AFP appointees include but are not limited to:

AFP appointees must:

- ensure, so far as is reasonably practicable, that the health and safety of all persons, including themselves, is not put at risk from work carried out as part of their duties.

Commanders must:

- comply with WHS legislation
- consult on WHS matters
- ensure their staff undertake mandatory training on iAspire as well as training specific to hazards/risks within the registry
- facilitate WHS risk assessments for the registry and link to the local registry procedures

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- develop and implement local registry procedures that take into account the range of seized items and their associated WHS risks to each registry
- ensure that the appropriate arrangements are in place to handle and transport seized items, manage accidental spills and dispose of seizures
- ensure that the registry is suitable to accommodate seized items which are to be stored or retained within the registry
- ensure that arrangements exist such that unsafe seized items or items that cannot be accommodated at the registry are secured at an alternative venue or disposed of.

Case officers must:

- assess risks relating to seizure, handling, transport and storage of property and exhibits relating to the operation/investigation to minimise any WHS risks as far as reasonably practicable
- liaise with stakeholders regarding seizure of items likely to have a risk impact, including but not limited to hazardous substances/chemicals and bulky or heavy items
- where WHS risks are identified which fall outside standard treatments, conduct a risk assessment, which should be documented when time permits in accordance with the [National Guideline on risk management](#)
- liaise with stakeholders to ensure that seized items, including hazardous substances/chemicals, are safe to be stored within the local registry and maintain a record of any advice received and included relevant safety data sheet(s) with the seizure
- comply with handling, packing, labelling, storage, transport and disposal requirements of items
- report/provide feedback on WHS hazards and incidents experienced during an operation or investigation.

Registrars must:

- complete a supplementary WHS risk assessment for items coming into registrar control for which hazards are identified that fall outside the endorsed local registry procedures risk assessment
- undertake WHS training specific to the role
- comply with handling, packing, labelling, storage, transport and disposal requirements for drug and property seizures
- report workplace hazards and incidents.

WHS advisers must:

- advise and support commanders and staff in meeting WHS responsibilities.

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7. Record keeping

7.1 Property registers

Registers must be maintained for all property and exhibits. Registries should maintain both manual and electronic registers, where appropriate.

AFP Forensic registrars must ensure items are correctly recorded in the relevant case management system: Laboratory Information Management System or Forensic Management System.

National

Manual registers should only be used in exceptional circumstances, such as when PROMIS is:

- not available (e.g. in remote locations)
- offline.

Manual registers must be stored securely with appropriate access controls.

ACT Policing

ACT Policing Registry may use manual registers when:

- PROMIS is not available or offline
- recording drugs or drug items in the drug register
- recording access to a drug vault or an after-hours drug safe
- retaining paperwork related to any seizure, exhibit or miscellaneous property in the registry's possession
- recording firearm details and unconditional surrender of firearms and weapons
- signing property in and out of after-hours safes.

7.2 PROMIS

The case officer must ensure that all property and exhibits are correctly entered in the PROMIS Property module, especially that the audit container and AFP exhibit seal details are correctly recorded.

Where property and exhibits relate to a particular case, the record must be raised from within the relevant PROMIS case.

Drugs, drug items and contaminated drug wraps must:

- be raised as a 'drug item' under a separate property seizure number
- not be raised as 'general items' in the PROMIS Property module
- not be included in a seizure containing general items.

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If a forensic member has allocated a forensic exhibit number to an item, investigators must add it to the relevant property record on PROMIS.

Registrars may be granted access to the following PROMIS security groups:

- bar code printing
- drug registrars
- property administrators
- property officers.

For further reference, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

7.3 Property seizure records

Property seizure records (PSRs) must be used to record the original conveyance, custody, control or ownership of seized items, as well as the condition of all property and exhibits seized. The PSR must be uploaded to the relevant case in PROMIS and attached to the top level of the property seizure number. PSRs are not required where property or exhibits are transferred from another agency and an appropriate official form is used, such as the Australian Border Force Evidence Transfer Form.

Case officers seeking to move a thing offsite for examination should reference the Act and section under which the thing was moved (e.g. [Crimes Act 1914](#) (Cth), 3K Use of equipment to examine or process things). For further reference see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#) with specific reference to the [Standard Operating Procedure on property seizure records](#) and [Standard Operating Procedure on 3K property movement record](#).

7.4 Agency assist search warrants

After executing a section 3E search warrant on behalf of an external agency, the AFP should transfer possession of the seized items (usually documents) to the agency in accordance with section 3ZQU of the [Crimes Act 1914](#) (Cth); however, the AFP must retain firearms, currency, drugs or hazardous substances, and all of these items must be appropriately recorded within the PROMIS Property module.

After transfer, the external agency is legally responsible for the control, storage, security and disposal of the items.

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Part 2 – Property and exhibit management

8. Possession and security

8.1 Continuity of possession

All property and exhibits in the custody and control of the AFP must be supported by documentation demonstrating the chain of continuity from when they came into the possession of the AFP to when they are lawfully disposed of. All transfers of property and exhibits between AFP appointees must be documented, including contemporaneous note-taking and recording in PROMIS.

Property and exhibit items must not be sent between AFP locations via internal mail, couriers (except via safe hand delivery) or Australia Post. Items must be lodged with the relevant registry and sent in accordance with the procedure for registry-to-registry transfer via safe-hand delivery.

For more information, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

8.2 Security standards

Local registry security plans

Registrars, in consultation with National Headquarters Property and Exhibits, must create, and adhere to, a local registry security plan, incorporating cages and other areas/facilities used on an ongoing basis for the storage of large items or bulk property, chemicals and hazardous substances.

Local registry security plans must:

- contain the minimum security standards
- contain a security risk assessment
- cover transportation of property items such as drugs, firearms, currency, chemicals and hazardous items, adhering to [Australian Standards](#) and the [Work Health and Safety Act 2011](#) (Cth)
- be reviewed every 2 years and a risk assessment conducted in accordance with the [AFP National Guideline on risk management](#)
- reflect:
 - [AFP Commissioner's Order on security \(CO9\)](#)
 - [AFP National Guideline on physical security](#)
 - Australian Government requirements per the [Protective Security Policy Framework \(PSPF\)](#)
- be developed in consultation with AFP Security
- be endorsed and approved by the relevant state commander.

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The risk assessment which underpins the local registry security plan must identify:

- threats
- vulnerabilities
- risk and mitigation strategies/treatments

and be developed in accordance with:

- the [PSPF](#)
- [AFP Commissioner's Order on security \(CO9\)](#).

For more information see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

Local minimum security standards

Local minimum security standards are created in consultation with AFP Security and prescribed in the local registry security plan.

Registrars must adhere to local minimum security standards for AFP premises for property and exhibits storage locations.

The construction of new AFP premises should adhere to the AFP minimum construction security standards.

Enhanced security measures

To store/manage high-risk and/or valuable items, enhanced security measures must be considered such as separate containers (e.g. safes and secure cabinets within exhibit rooms with restricted access).

All local minimum security standards and enhanced security measures must be endorsed and approved by the relevant commander in the local registry security plan.

Security incidents

Incidents involving property discrepancies, loss or damage of an item, including currency, must be reported via a Property and Exhibits Incident Report (P&E IR). If the incident involves a potential professional standards issue, the matter must also be reported via the relevant IT system in compliance with the [National Guideline on complaint management](#).

The assessing supervisor may refer minor matters to an independent supervisor for investigation and review. All outcomes from minor security incidents must be recorded by the reviewing AFP appointee in the relevant PROMIS case.

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Property discrepancy reconciliation

A property discrepancy may relate to a PROMIS property record for which no item can be located or a registry holding an item for which no details can be ascertained.

After submission of a P&E IR and an independent investigation, if a property discrepancy (e.g. unable to locate an item or unable to determine details relating to an item in registry possession) is unable to be resolved, commanders may authorise the reconciliation of any differences between property items and property records. Once endorsed by the relevant commander, any item/s must be disposed of and the PROMIS property record updated as appropriate to reconcile the discrepancy.

For more information refer to the [Standard Operating Procedure on property discrepancy reconciliation and property incident reports](#).

8.3 AFP exhibit seals and audit containers

AFP exhibit seals and audit containers must be used to maintain the integrity of property and exhibits, particularly for drugs, currency, valuables and electronic data devices.

Before taking possession of an audit container or AFP exhibit seal, AFP appointees must first thoroughly inspect it to ensure its integrity.

Audit containers

An audit container must be capable of providing the same level of integrity as an AFP-issued paper or plastic bag. Where appropriate, see-through audit containers (including large plastic bags) should be used so that items can be clearly identified without the need to open the container. Some large plastic bags contain holes for items to breathe. These bags are not appropriate for items requiring, or potentially requiring, subsequent forensic examination for trace evidence. For contamination reasons reusable containers also must not be used for items requiring trace examinations.

An audit container must:

- in the case of an exhibit:
 - only be opened by AFP appointees with a legitimate reason to access the contents
 - not be opened by a registrar, auditor or an independent person unless approved by:
 - a case officer or their supervisor (in writing) – for example:
 - during the process of disposal or destruction, as authorised by the case officer or their supervisor
 - for currency items, as part of a regular lodgement into the Reserve Bank or the Receiver of Public Monies but

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- only where the currency is not required to be preserved 'in specie' or be forensically analysed
- in relation to making copies of media items in response to a legal disclosure or production requirement (e.g. subpoena or freedom of information request) but only when an auditor's note is added to the PROMIS Property module for the item by the AFP appointee
 - an AFP appointee investigating a complaint in accordance with the National Guideline on complaint management
 - AFP Security
- in the case of miscellaneous property, only be opened for:
 - returning the item to its owner
 - returning the item to its finder
 - disposing of the item in accordance with the legislated timeframes as detailed in the [AFP Regulations](#) (Cth)
 - currency items, as part of a regular lodgement into the Reserve Bank or the Receiver of Public Monies.

AFP exhibit seals

AFP exhibit seals must be used when packaging evidence in audit containers. AFP appointees must sign, date and record their AFP number on the AFP exhibit seal. If the AFP exhibit seal tears or breaks during application, transfer or lodgement, a new AFP exhibit seal must be affixed by the case officer or an AFP appointee approved by the case officer or their supervisor.

On each occasion that an AFP exhibit seal is placed on an exhibit, including when an exhibit is opened and/or an AFP exhibit seal is breached and replaced, the details of the new AFP exhibit seal must be recorded in the PROMIS Property module log.

Case officers are responsible for correctly affixing seals. If required, registrars may affix an AFP exhibit seal and record the AFP exhibit seal on the PROMIS Property module but only for media items that are to be transported to the Records Management Unit for long-term storage/archiving and disposal from PROMIS.

Exhibit seals and audit containers from other government or law enforcement agencies

If exhibits from other government or law enforcement agencies are taken into AFP possession, AFP appointees must ensure that the seal and external packaging create a tamper-evident audit container that provides comparable levels of security, integrity and continuity as an AFP audit container. If the AFP appointee has doubts as to the integrity of the other agency seal/packaging, AFP seals or packaging must be used to create a tamper-evident audit container that meets AFP requirements.

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On each occasion that another agency seal is inspected and accepted, the AFP appointee must record the details of that seal in the PROMIS Property module.

For more information, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

8.4 Facilities

AFP appointees must adhere to the local minimum security standards for their respective property and exhibits storage locations, including:

- registries
- temporary storage locations
- after-hours room storage/safes
- external storage locations.

Temporary storage locations and after-hours room storage/safes must:

- only be used when the case officer cannot practicably access a registry or requires constant access to an item which would be impracticable if stored at a registry
- be approved by a coordinator/officer in charge (OIC) before being created and used
- be audited every 12 months by the coordinator/OIC to ensure an item has not been left in situ when it should have been secured in a registry
- be reauthorised by the coordinator/OIC for each 12-month period after completion of the audit
- allow access to authorised persons only
- be activated in the PROMIS Property module through:
 - Team Leader Exhibit Management Centre (ACT Policing)
 - National Headquarters Property and Exhibits (national).

For additional guidance on lodging drugs after hours, refer to section 18.3 of this guideline.

In **ACT Policing**, items should be lodged in the relevant station property storage location. The OIC of each station must manage the property and exhibits within their station, particularly in relation to temporary storage locations.

For further reference in regards to use of after-hours storage, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

9. Disposal

This section does not cover disposal of miscellaneous property, currency (including counterfeit), drugs, drug items, digital evidence, firearms, weapons or hazardous substances. These are covered separately in this guideline and in the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

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The general disposal principles are:

- Items should only be retained while required for the prevention, investigation or prosecution of an offence or for forfeiture/proceeds of crime proceedings.
- Unless there is a court order specifying disposal, forfeiture or other legal basis that prevents return (e.g. possession of item is unlawful, ownership dispute), seized items must be returned to owners if:
 - they are no longer required for evidential purposes
 - the return is required by specific legislation (e.g. 60-day retention period under section 3ZQY of the [Crimes Act 1914](#) (Cth)).

Where items are legally required to be returned to the owner, case officers must make reasonable attempts to locate the owner.

If an item is not subject to a court order, unclaimed or relinquished by the owner or the owner cannot be identified, a registrar from the relevant registry should dispose of the item using the most efficient and effective method.

AFP appointees involved in the disposal decision-making process must:

- ensure that the disposal of the item obtains the best net outcome for the Australian Government or ACT Government
- be satisfied that the disposal is able to withstand public scrutiny in terms of value for money, probity and ethical grounds
- ensure that, in the interests of promoting probity, fair dealing and openness, the AFP does not sell or gift items directly to AFP appointees outside a publicly competitive process
- ensure adequate documentation is kept to record the disposal.

Immediate disposal of property that represents a danger to public health or safety

AFP case officers are required to assess the health and safety risks presented by an item seized by them. If the AFP case officer is reasonably satisfied that the seized item represents a danger to public health and safety, the AFP case officer may direct the immediate disposal of the item under section 76(1)(a) of the [AFP Regulations](#).

For information on the immediate disposal of dangerous and hazardous substances, refer to the [Standard Operating Procedure on immediate disposal](#).

Immediate disposal of property that is offensive in nature

Where an offensive item is seized for evidential purposes in legal proceedings, it should ordinarily be retained until the legal proceedings are finalised. The AFP case officer responsible for the seizure should use suitable audit containers to restrict visible access to the offensive material and attach appropriate warning labels. In exceptional circumstances, if the AFP case officer is reasonably

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satisfied that the item is offensive in nature (racist, violent or sexual), the AFP case officer may direct the immediate disposal of that item of property under section 76 of the [AFP Regulations](#).

Notices of disposal

The AFP case officer must provide or publish a notice in accordance with section 76(2) and (3) of the [AFP Regulations](#) where an offensive or dangerous item is disposed of under section 76(1) of the AFP Regulations. A notice is not required to be given or published if the AFP case officer is reasonable satisfied that doing so may prejudice an ongoing investigation or legal proceeding.

Further guidance is available in the [Standard Operating Procedure on immediate disposal of property on the grounds of public health or offensive nature](#) and the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

9.1 Authorisation to dispose of unclaimed or forfeited items

The legal authority to return, dispose of, destroy, forfeit or auction property may come from one of the following sources:

- court order
- consent of owner where the item is relinquished
- [AFP Regulations](#) (Cth)
- section 3ZQU of the [Crimes Act 1914](#) (Cth)
- other Commonwealth or state/territory legislation with specific disposal provisions or authority, such as the [Customs Act 1901](#) (Cth).

The Commissioner's disposal powers under the [AFP Regulations](#) and [Crimes Act 1914](#) (Cth) are delegated broadly to AFP management, registrars and AFP members.

The case officer must continually assess the AFP's possession of property and determine whether the property may be disposed of (particularly to classify whether property is unclaimed or not).

If the case officer is not available and it appears property should be disposed of, the decision to dispose of the item may be made by the:

- case officer's most recent OIC or Team Leader Exhibit Management Centre (ACT Policing) or the AFP appointee delegated to do so in writing by the OIC
- team leader of the function with carriage of the case (national).

9.2 Disposal options

Property must only be disposed of or destroyed in accordance with a court order or specific legislation. For routine disposals, the case officer must task the relevant registry specifying the disposal option. Registrars must assess the case

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officer's advice in relation to suitable methods of disposal; however, the registry supervisor ultimately determines the most suitable disposal option.

If there is no court order or specific disposal legislation and property has been classified as unclaimed, the case officer should recommend a method of disposal, such as:

- destruction, particularly where possession of the item is an offence or hazardous
- auction, where sale is an efficient and effective use of AFP resources and a net benefit for the AFP
- retention for training, intelligence or operational purposes
- transfer to another agency or body for a law enforcement purpose such as training, research or intelligence.

Retention

In limited circumstances, it may be appropriate to consider the retention of an item for law enforcement purposes. The item must not be required for court/investigative purposes and must be listed for disposal. Retention may be for training, intelligence or operational purposes. Retention of an item must be approved in writing by a commander. Commanders must consider alternative procurement options prior to authorising the retention of items.

Gifting

In limited circumstances it may be appropriate to consider gifting of unclaimed property that is lawful to possess. Any gifting proposal must comply with section 66 of the [Public Governance, Performance and Accountability Act 2013](#) (Cth) (PGPA Act), including the directions and principles set out in Part 10 of the [Public Governance, Performance and Accountability \(Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities\) Delegation](#) (as amended). The key principles specified in the direction are:

- military firearms cannot be gifted
- items should be transferred to another government entity within Australia (including state or territory governments) where possible
- items should be sold at market value where it is economical to do so.

A departure from these principles to dispose of an item by gift to a non-government entity may be possible if the item is genuinely surplus to AFP requirements (i.e. not suitable for retention) and the item is either:

- historical, symbolic or of other special significance to the proposed recipient
- low value and:
 - uneconomical to dispose of
 - gifting supports the achievement of an Australian Government policy objective.

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AFP appointees must also consider whether authorising gifting in a particular case would create an onerous or undesirable precedent.

Other relevant considerations in determining whether to gift an item include whether the gifting contributes to AFP functions and the delivery of police services under section 8 of the [Australian Federal Police Act 1979](#) (Cth), particularly in relation to prevention of crime. For ACT Policing, consideration must also be given to any arrangements or agreements with the ACT Government in relation to gifting.

For further guidance on gifting, refer to National Headquarters Property and Exhibits and the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

Part 3 – Property and exhibit types

10. Currency

10.1 Seized currency

When an AFP appointee takes possession of currency for a law enforcement purpose, it is classified as 'relevant money', as defined in the PGPA Act.

Seized currency is not required to be handled in the same way as AFP administrative funds under the [Commissioner's Financial Instructions](#); however, it must be banked, managed, reported and disposed of in accordance with this guideline and procedures set out in the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

All AFP appointees taking possession of currency must take all reasonable steps to:

- count the currency as soon as possible in the presence of the owner or person from whom the currency is seized and another AFP appointee
 - If the quantity or circumstances impede accurate counting, a weight or amount estimation should be recorded on the property seizure record. AFP appointees must then arrange with the owner to have the currency accurately counted at AFP premises, a banking institution or approved service provider for that purpose as soon as possible.
- notify the owner from whom the currency is seized of the amount of the currency seized unless notification:
 - is not possible due to exceptional circumstances or
 - will create operational risks.
- upload all scanned documents and record information in PROMIS as soon as possible
- immediately inform their supervisor if:

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- notification to the owner is not possible
- loss of money occurs, requiring completion of a P&E IR
- there is a professional standards issue as per the National Guideline on complaint management.

For further information on seizing currency, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

10.2 Miscellaneous property currency

The case officer must comply with their obligations as detailed in section 5.3 of this document.

If the owner is unable to be located, any bankable currency must be paid into the AFP trust account within 14 days. If currency is not bankable or is foreign currency, it must be retained in specie.

If the currency is not returned to the owner within 3 months from the date it came into AFP custody, the finder may claim the property at the end of 3 months but no later than 4 months per the [AFP Regulations](#) (Cth).

If unclaimed 5 months after the AFP banks the currency, AFP Treasury must transfer it as soon as practicable to:

- the Official Public Account (national)
- ACT Government (ACT Policing).

The case officer must:

- notify the registrar and AFP Treasury if exceptional circumstances exist (such as civil proceedings) preventing the currency's transfer or disposal
- obtain legal advice if there is uncertainty surrounding the handling and disposal of currency that is recorded as miscellaneous property.

If national AFP appointees are required to transfer found property, including currency, to state/territory police in accordance with a local arrangement or agreement, appropriate receipting and recording should be uploaded to PROMIS. The state/territory police are then responsible for disposal.

For further information related to disposing of currency, refer to the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

10.3 Storage and transport

Currency must be stored in accordance with the enhanced security measures described in this guideline. Currency (including in specie currency and foreign currency) exceeding \$5,000 must be transported to and from AFP premises using an armed escort.

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AFP appointees must arrange to transfer seized bankable currency to the AFP trust account prior to return or forfeiture and no later than 28 days post seizure.

Currency should only be retained in specie if it has primary evidential value (e.g. contains forensic material to prove an offence). Advice may be sought from the relevant prosecuting authority as required.

When the required forensic examination is completed, the currency not affected by forensic procedures should be banked except if it is:

- non-bankable foreign currency
- not in an acceptable banking condition due to damage
- potentially counterfeit
- unsuitable for banking due to WHS risks (e.g. is contaminated by drugs)
- more valuable as a collectable than face value.

To retain currency in specie longer than 28 days, AFP appointees must obtain written approval from their supervisor and ensure the approval is recorded in PROMIS by attaching it to the property seizure number.

For further information including preservation of trace evidence, refer to the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

10.4 Ownership disputes

If there is any form of legal claim or dispute between parties about the entitlement to seized currency or currency that is recorded as miscellaneous property, the currency should be retained in the trust account until the dispute is resolved. AFP Legal and AFP Treasury must be notified of any dispute or claim as soon as possible.

10.5 Return, disposal and forfeiture

AFP appointees must monitor the status of any seized currency items and conduct any necessary enquiries to ensure the AFP has a legal basis to retain the currency.

If there is a court order, the currency must be disposed of strictly in accordance with the order. AFP appointees must obtain copies of court orders or written advice from the relevant prosecuting authority detailing the court order. These documents must be uploaded to PROMIS.

If there is no court order and the currency is no longer required for evidentiary purposes or proceeds of crime action, it must be returned to the owner as soon as practicable. AFP appointees must make and record all reasonable enquiries to locate the owner. The extent, nature and formality of these enquiries must be commensurate with the amount of currency.

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If the owner cannot be located or does not respond within a reasonable time (usually 60 days), bankable currency seized by:

- national AFP appointees must be transferred by AFP Treasury to the Official Public Account
- ACT Policing appointees must be transferred by AFP Treasury to the ACT Government.

Manager Finance is responsible for establishing procedures for paying money out of the AFP Trust Account, having regard to the disposal requirements of the [AFP Regulations](#) and finance procedures under the [PGPA Act](#). There is no specific [PGPA Act](#) delegation to facilitate these transfers.

For further information on the return or disposal of currency, refer to the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

10.6 Disposal of non-bankable currency

If there is no court order, unclaimed non-bankable:

- Australian currency may be disposed of by return to the Reserve Bank of Australia
- foreign currency may be disposed of by auction or gifting.

Detailed disposal procedures in relation to disposal of non-bankable currency are described in the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

11. Counterfeit currency

AFP appointees taking possession of suspected or actual counterfeit currency should:

- treat it in the same way as genuine currency until confirmed otherwise
- ensure routine currency counting, recording and receipting processes are followed
- handle counterfeit currency with particular WHS caution due to the risk of hazardous chemicals or materials being embedded in the notes
- complete a counterfeit banknote submission form and consider submitting an [Information Report](#) where additional information and intelligence is identified
- lodge with their registry for transfer via safe-hand delivery to Crime Operations – Melbourne.

Crime Operations – Melbourne is responsible for:

- assessing counterfeit notes
- liaising with the Reserve Bank, state and foreign law enforcement and financial institutions

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- disposing of counterfeit notes, which may include transfer to other agencies for intelligence purposes.

For further information related to disposing of currency, refer to the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

12. Valuables

AFP appointees and registrars must apply professional judgement in determining whether to classify items as valuable. Valuable items are subject to enhanced security and stocktake requirements, as described in the security and accountability sections of this guideline.

When assessing items, AFP appointees should consider:

- monetary, collectable or sentimental value
- evidential value
- risk of potential use as an instrument of crime (e.g. original identity documents)
- physical size of the item (e.g. portable/attractive).

AFP appointees, including registry staff, should seek advice from their supervisor if they are uncertain about whether to classify an item as valuable.

Cryptocurrency is dealt with as a valuable item and as per the [Better Practice Guide on identifying, seizing and restraining cryptocurrencies](#).

For further references on the management of valuables, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

Seized passports

On receipt/seizure of an:

- Australian passport, AFP appointees must notify the [Passports Office, Department of Foreign Affairs and Trade](#)
- international passport, AFP appointees must notify [AFP Protection Liaison](#).

Passports should be kept in their original state; however, if a passport needs to be forensically examined and results in damage or alteration, the AFP should first liaise with the issuing authority.

Passports must be subject to enhanced security as per all valuables with the appropriate stocktake requirements, as described in the security and stocktake sections of this guideline.

For further references on the management of valuables, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

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Found passports

AFP appointees must lodge all 'found' passports in a registry or safe as soon as practicable and within 14 days of receipt. Australian passports must be returned to the Department of Foreign Affairs and Trade. Foreign passports must be returned to the relevant embassy or consulate.

13. Miscellaneous property (excluding currency)

The case officer's obligations regarding miscellaneous property are detailed in section 5.3 of this guideline.

If AFP appointees are required to transfer property to state/territory police in accordance with a local arrangement or agreement, this is considered a disposal mechanism and appropriate receipting and recording should be uploaded to PROMIS. The state/territory police are then responsible for disposal.

Return or disposal of routine miscellaneous property items

Under section 71 of the [AFP Regulations](#), miscellaneous property may be returned to the person entitled to lawful possession of the property anytime until it is presented for auction or otherwise disposed of. If the case officer is not reasonably satisfied the person has a valid entitlement to lawful possession of the property or there is a completing claim, the case officer may decide not to return the property. In the event the AFP case officer decides not to release the property, the AFP case officer must provide the person with a notice in accordance with subsections 71(6) and (7) of the [AFP Regulations](#).

If an item has been sent to auction and an AFP appointee is made aware that an owner has identified their property as being at the auction house, the AFP appointee must contact the relevant registry as soon as possible to attempt to have the item returned to AFP possession prior to completion of sale. If at the end of 3 months from being handed to the AFP the property remains unclaimed, the finder has 1 month to claim the property.

If the miscellaneous property remains unclaimed at the end of 4 months, the registrar must arrange as soon as practicable for the disposal (including auction where appropriate) of the property in accordance with the same principles as disposal of unclaimed property and exhibits.

If uncollected after legislated timeframes, general miscellaneous items may be disposed of by the relevant registry in compliance with the guidelines below and without consultation with the case officer, as per the provisions of section 71 of the [AFP Regulations](#).

There is no requirement for a disposal request to be submitted in relation to ACT Policing miscellaneous property items.

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Disposal of live animals, perishable goods and bulky items

AFP case officers should make reasonable enquiries to find owners, or persons entitled to lawful possession, of live animals, perishable goods or property that is difficult to store. Miscellaneous property items should only be classified as difficult to store in exceptional circumstances.

If, after making reasonable enquiries, the AFP case officer cannot locate the owner of the live animals, perishable goods or property that is difficult to store and/or the AFP case officer determines a claimant is not validly entitled to the lawful possession of the property, there is no requirement to retain the item. The AFP case officer may direct their immediate disposal by appropriate means, including by sale or gift. Refer to section 74(1) of the [AFP Regulations](#).

If a person claims entitlement to the property prior to its disposal and the AFP case officer has determined not to release the property, the AFP case officer must provide the claimant with a notice of the decision not to release the property in accordance with subsections 71(6) and (7) of the [AFP Regulations](#).

Disposal of illicit, illicit-related, dangerous and noxious goods

AFP case officers must assess the status and handling of a miscellaneous property item that is illicit, illicit-related or illegal to possess. In most cases, it will be more appropriate to classify an illicit or illegal item as an exhibit to be seized and held for evidentiary purposes and court proceedings. However, in limited circumstances where an illicit or illegal item has been found, has no evidential use and no further investigation is likely, the AFP case officer may classify the item as miscellaneous property and immediately dispose of it under section 74(2) of the [AFP Regulations](#).

If a person claims entitlement to the property prior to its disposal and the AFP case officer has determined not to release the property, the AFP case officer must provide the claimant with a [notice](#) of the decision not to release the property in accordance with subsections 71(6) and (7) of the [AFP Regulations](#). The [notice template](#) and further guidance for the disposal of illicit, illicit-related, dangerous and noxious goods is available in the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

Immediate disposal of dangerous or offensive property

Disposal of property that represents a danger to public health or safety

AFP case officers must assess the health and safety risks presented to the public by a miscellaneous property item. If the AFP case officer is reasonably satisfied that the item represents a danger to public health and safety, the AFP case officer may direct the immediate disposal of the item under section 76(1)(b) of the [AFP Regulations](#).

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Disposal of property that is offensive

AFP case officers must assess whether it is appropriate for the person who found, or the owner of, miscellaneous property that is offensive in nature to be able to claim the item. If the AFP case officer is reasonably satisfied that the item is offensive as it is racist, violent or sexual in nature but not illegal to possess, the AFP case officer may direct the immediate disposal of the item under section 76(1)(b) of the [AFP Regulations](#).

Notices of disposal

The case officer must provide or publish a notice in accordance with subsections 76(2) and (3) of the [AFP Regulations](#) where an offensive or dangerous item is disposed of under subsection 76(1) of the AFP Regulations. A notice is not required to be given or published if the AFP case officer is reasonably satisfied that doing so may prejudice an ongoing investigation or legal proceeding.

The [notice template](#) and further guidance is available in the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

14. Electronic data devices

AFP appointees should consider seeking advice from Digital Forensics prior to the seizure of any electronic data devices, seeking an expert assessment of the most appropriate course of action to maximise the evidential integrity and significance of the device data contents.

If the device has been moved (as opposed to seized) for further analysis under applicable legislation, a separate 3K property movement record must be completed in the same manner as a property seizure record (PSR).

For further information on **Seized** versus **Moved** see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

14.1 Digitally stored material

Digitally stored material may be electronic evidence or data considered to have future evidentiary value.

If the device is an exhibit, the data should be treated as an exhibit.

14.2 Electronic evidence created by AFP appointees

The primary image/evidence must be copied exactly as it is and placed onto a relevant archival storage medium and/or uploaded directly into an AFP-approved case management system. Images coming to the AFP from external sources must be considered a primary image. The primary image must be either:

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- marked as the original and exhibited in accordance with this guide
- uploaded to a system which uses a cryptographic 'check sum' which verifies the primary image uploaded as the unaltered original master.

There can be any number of original images, as long as they are an exact copy of the primary image. Any change to the image, including a change of format, will render it an enhanced copy. Working copies must not be recorded as a seizure or exhibit and remain the property of the case officer.

For further reference, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

15. Sexually explicit material

The collection and/or seizure of sexually explicit material (SEM) or suspected SEM must be recorded and handled in the same manner as any property and/or exhibit. Unnecessary exposure to SEM should be minimised and exhibits should be packaged using non-transparent packaging.

For further reference, see the [AFP National Guideline on managing child abuse material](#).

16. Firearms

Firearms must be rendered safe by an appropriately trained person. If an appropriately trained AFP appointee is unavailable, advice must be sought from an AFP Firearms Identification and Armoury member.

It is vitally important that AFP members do not introduce foreign items such as red tags (AFP safety seals) or gloves into the firearm or bag containing the firearm as this introduces contamination which can render the item not suitable for trace DNA examination.

If there is an evidentiary consideration in relation to a firearm that is required to be rendered safe, the firearm render safe must be conducted by a member trained in render safe while wearing latex or nitrile gloves.

AFP appointees must follow the guidance of the [Standard Operating Procedure on firearms and munitions](#) located in the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

17. Hazardous substances

AFP appointees must consider WHS requirements (Cth) and Australian New Zealand Standard AS/NZS 4757:2002 'Handling and destruction of drugs' when dealing with high-risk exhibits and/or property which includes hazardous substances and clandestine drug laboratory equipment.

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Hazardous substances and any contaminated equipment, other than samples for forensic examination/analysis, should not be retained.

AFP appointees must endeavour to identify potentially hazardous substances as soon as practicable. Where exact specific identification is not practicable, AFP appointees should, at a minimum, ensure that presumptive or sufficient testing is conducted to facilitate general understanding of the WHS risks associated with the hazardous substance.

Where AFP registrars maintain a drug vault, a hazardous substances register/manifest must be located adjacent to the drug vault and this must be updated regularly to document holdings in the case of a chemical spills incident. AFP appointees must never handle or transport hazardous substances or contaminated clandestine laboratory equipment without appropriate identification of the substance by AFP Forensics, ACT Government Analytical Laboratory (ACTGAL) or a similarly competent entity.

Clandestine laboratory contaminated exhibits, hazardous substances and waste products must be disposed of by an AFP authorised provider.

Radioactive materials must not be accepted by a registry.

If it is necessary for an AFP appointee to lodge a sample containing a hazardous substance or a chemically contaminated exhibit within the registry, prior to bringing the item into AFP premises the AFP appointee must:

- seek and adhere to registrar guidance based on the local registry security plan and local registry procedures
- place the item in an approved chemical transportation receptacle sealed by AFP Forensics or ACTGAL.

Sealed chemical transportation receptacles must not be opened under any circumstances by registry AFP appointees.

When completing the paperwork, AFP appointees should ensure that the combined weight of the chemical transportation receptacle and its contents is recorded as the 'gross weight'.

ACT Policing - AFP appointees must contact the ACT Drug Registry in relation to any enquiries with ACTGAL.

For further references, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

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18. Drugs and related items

Redacted pursuant to section 47E (d) of the Freedom of Information Act 1982 (Cth)

19. Accountability and reporting

19.1 Stocktake plans

Registries must maintain a current stocktake plan endorsed and approved by their commander.

Stocktake plans must include the following standards to conduct an:

- annual stocktake of all high-risk exhibits and property including drugs, currency, valuables and firearms
- annual 10% stocktake of general items by way of ongoing random or 'dip' stocktakes.

Stocktake plans must not be issued for longer than 3 years without review. Stocktake plans may be amended in response to a changed security environment or other organisational requirements. Stocktake deficiencies must be addressed in accordance with section 8.2 Security standards.

19.2 Audit

Commanders may request an independent audit of a registry at any time. An independent audit team must contain AFP members that are separate from, or have minimal association with, the members of the registry being audited.

For further reference regarding auditing and stocktakes, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

19.3 Work health and safety audits or Property and Exhibits incident reporting

WHS audits must be conducted every 2 years unless there is a legislative change or significant change in business processes.

National Headquarters Property & Exhibits must receive copies of all P&E IRs and WHS reports.

19.4 Reporting

All registries must provide regular reporting to their commander, as detailed in the Local Registry Procedure.

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For further reference regarding reporting, see the [Property and Exhibits resources in the AFP Investigator's Toolkit](#).

20. Further advice

Queries about the content of this guideline should be referred to [Team Leader National Headquarters Property and Exhibits](#).

21. References

Legislation

- [Anti-Money Laundering and Counter Terrorism Financing Act 2006](#) (Cth)
- [Australian Federal Police Act 1979](#) (Cth)
- [Australian Federal Police Regulations 2018](#) (Cth)
- [Crimes Act 1900](#) (ACT)
- [Crimes Act 1914](#) (Cth)
- [Criminal Code 2002](#) (ACT)
- [Criminal Code Act 1995](#) (Cth)
- [Customs Act 1901](#) (Cth)
- [Drugs of Dependence Act 1989](#) (ACT)
- [Evidence Act 1995](#) (Cth)
- [National Transport Commission \(Road Transport Legislation - Dangerous Goods Act\) Regulations 2006](#) (Cth)
- [Public Governance, Performance and Accountability Act 2013](#) (Cth)
- [Work Health and Safety Act 2011](#) (Cth)
- [Work Health and Safety Regulations 2011](#) (Cth)
- [Work Health and Safety Codes of Practice 2015](#) (Cth)

AFP governance instruments

- [AFP Commissioner's Order on governance \(CO1\)](#)
- [AFP Commissioner's Order on professional standards \(CO2\)](#)
- [AFP Commissioner's Order on security \(CO9\)](#)
- [AFP Commissioner's Financial Instructions \(CFIs\)](#)
- [AFP National Guideline on health for AFP appointees](#)
- [AFP National Guideline on complaint management](#)
- [AFP National Guideline on conflicts of interest](#)
- [AFP National Guideline on managing child abuse material](#)
- [AFP National Guideline on gifts and benefits](#)
- [AFP National Guideline on risk management](#)
- [AFP National Guideline on physical security](#)
- [AFP National Guideline on work, health safety and rehabilitation management arrangements](#)

Other sources

- [AFP Information and asset storage requirements](#)

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- [Australian Government Investigations Standards](#)
- [Handling and destruction of drugs AS/NZS 4757:2002](#)
- [Property and Exhibits resources in the AFP Investigator's Toolkit](#)
- [Protective Security Policy Framework](#).

22. Shortened forms

ACTGAL	ACT Government Analytical Laboratory
OIC	officer in charge
P&E IR	Property and Exhibits Incident Report
PGPA	Public Governance, Performance and Accountability
PROMIS	Police Real-time Online Management Information System
PSR	property seizure record
SEM	sexually explicit material
SOP	standard operating procedure
WHS	work health and safety

23. Definitions

AFP appointee means a deputy commissioner, AFP employee, special member or special protective service officer and includes a person:

- engaged overseas under section 69A of the [Australian Federal Police Act 1979](#) (Cth) (the Act) to perform duties as an AFP employee
- seconded to the AFP to assist the AFP to perform its functions under a section 69D agreement
- engaged under section 35 of the Act as a consultant or contractor to perform services for the AFP and determined under section 35(2) of the Act to be an AFP appointee.

(See section 4 of the Act.)

AFP exhibit seal means a uniquely numbered AFP-approved seal used to seal property and exhibits within an outer casing.

AFP member means the Commissioner of police, a deputy commissioner of police or an AFP employee in respect of whom a declaration under section 40B of the [Australian Federal Police Act 1979](#) is in force (i.e. a police officer other than a protective service officer)

Auction means the sale, or offering for sale, through a licensed auction house or auction company in a state or territory, items from a Board of Inspection review, finalised exhibits, miscellaneous property or property items.

Audit container means a container sealed with an AFP exhibit seal or seals that are tamper-evident and capable of being audited, including, but not limited to, AFP-issued packaging and audit bags.

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Bankable currency means currency that is legal tender acceptable for deposit in an Australian bank or foreign currency that is able to be exchanged by an institution into Australian currency.

Bearer negotiable instrument is a written order to pay (e.g. a cheque, bill of exchange or promissory note) a certain sum in cash that is payable either upon demand or at a specifically designated time to a designated person or to its bearer. It must have the signature of the maker or drawer.

Case officer means the AFP appointee in charge of an investigation or an AFP appointee delegated that responsibility by a supervisor. In relation to property and exhibits, the case officer manages property and exhibits within an investigation. In relation to miscellaneous property, the case officer is the AFP appointee recorded on PROMIS in the 'Member Responsible for Disposal' field of the property module.

Collectable currency means currency or money that has a collectable value (e.g. rare coins, notes and 'proof' releases).

Commander means a regional/functional commander.

Continuity means the preservation sequence of an item while in the custody of the AFP, including movement, security and disposal or destruction of a seized/obtained item.

Counterfeit currency means any article, not being a genuine coin or genuine paper/polymer money, that resembles, or is apparently intended to resemble or pass for:

- a genuine coin or genuine paper/polymer money, including foreign currency
- any article, being a genuine coin or genuine paper/polymer money, that has been altered in a material respect and in such a manner as to conceal, or to be apparently intended to conceal, the alteration
- any such article whether it is or is not in a fit state to be uttered and whether the process of manufacture or alteration is or is not complete.

Currency means the coin and paper/polymer money of Australia, or of a foreign country, that is designated as legal tender and/or circulates as, and is customarily used and accepted as, a medium of exchange in the country of origin but excludes a bearer negotiable instrument.

Cryptocurrency means a system of digital currency in which encryption techniques are used to regulate the generation of units of currency and verify the transfer of funds, operating independently of a central bank. Cryptocurrency will be treated as a 'valuable' item and not 'currency'.

Destruction means the physical alteration of property and exhibits to render them unrecoverable.

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Drug(s) means any substance that is suspected to be a controlled, illicit or prohibited drug in accordance with the relevant state, territory or Commonwealth legislation until the substance is determined otherwise.

Drug items means any item or thing seized that is a suspected drug or suspected of having traces of drugs, including drug-contaminated equipment used in the consumption of drugs.

Drug wrap means any item or thing used to wrap or enclose a drug or the immediate material encasing a drug seizure that may or may not be contaminated by drug materials.

Electronic data device means any item capable of storing or transmitting data in electronic form.

Electronic evidence means anything which is stored in a digital format on an appropriate archive storage medium and from which sounds, images or writings can be reproduced with or without the aid of anything else.

Enhanced security measures means the additional security measures described in the security standards section of this guideline for valuable or high-risk property items such as drugs, currency and valuables.

Exhibit means anything of actual or potential evidentiary value in relation to an offence that has been seized or possessed by the AFP.

Firearm means something declared under relevant state, territory or Commonwealth legislation to be a firearm.

Foreign currency means the coin and paper/polymer money of a foreign country that is designated as legal tender and/or circulates as, and is customarily used and accepted as, a medium of exchange in that country.

Gross weight means the total weight of the property or exhibit which includes the packaging encasing the exhibit.

Hazardous substances are chemicals/materials classified on the basis of immediate or long-term health effects. Many hazardous substances are also classified as dangerous goods.

High-risk exhibits and property means exhibits and property that pose a significant risk for storage and retention from a security and/or work health and safety perspective. These include, but are not limited to, any hazardous substance, large seizures of drugs and drug-related equipment and large amounts of currency.

Identification document means any document issued by government or a financial institution that contains or incorporates identification information.

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Independent person means, in relation to a registry audit, stocktake or exhibit destruction process, an AFP appointee or person whose name does not appear on the log of the PROMIS Property module in relation to transfer of exhibits to or from a property location.

In specie currency means currency that is retained in its actual form as primary evidence to establish an offence and includes collectable currency.

Local registry procedure means a local registry standard operating procedure which details specific jurisdictional or local requirements and is authorised by the relevant commander.

Miscellaneous property means found property or property separated from its lawful owner, including valuables and currency that comes into the possession of the AFP and is not considered to have evidentiary value. It is recorded on a miscellaneous property receipt but excludes:

- items ordinarily unlawful to possess, including drugs, firearms and weapons
- items required for a police purpose, particularly evidential items, exhibits
- prisoner's possessions
- personal property of a deceased person
- property seized or obtained under any legislation
- unconditionally surrendered firearms
- street registrable vehicles
- animals.

Munitions means any shot, bullet or other projectile, any noxious or irritant liquid, powder, gas or other substance capable of causing any bodily harm whatsoever which can be, or was, discharged from a firearm. Munitions also include all explosives and fireworks.

Net weight means the weight of the property or exhibit as determined by forensic or laboratory analysis (Gross weight minus the packaging encasing the exhibit).

Non-bankable currency means currency that is not legal tender and cannot be accepted for deposit in an Australian bank or foreign currency that is not able to be exchanged by an institution into Australian currency.

Offensive property means an item that is racist, violent or sexual in nature (e.g. contrary to objective standards of morality, decency and propriety generally accepted by a reasonable person).

Owner means the person or legal entity that has a lawful entitlement to the property and may include a person from whom property is seized or a person entitled to possess or dispose of property.

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Precursor means a border-controlled precursor as defined in the [Criminal Code Act 1995](#) (Cth), Chapter 9, Division 301, section 301.6.

Prescription drug means any drug/item which is not an illicit or prohibited drug item, usually obtained from a pharmacist by way of doctor's prescription.

Prisoner possessions means the lawfully held personal possessions or items in the direct control of a person in AFP custody. Prisoner possessions may include items removed from a person at the time of their arrest or while in custody, or property which comes into AFP possession on behalf of a person in AFP custody. Prisoner possessions do not include property over which a prisoner has abandoned or relinquished ownership/authority.

Property the generic term for all things that come into the possession of the AFP unless otherwise specified.

Property seizure record means a written/printed and signed record of items seized/obtained by, or taken into the possession of, an AFP appointee.

Prosecuting authority means the Commonwealth Director of Public Prosecutions, the ACT Director of Prosecutions or a state or territory prosecuting authority.

Register means any book or system, electronic or otherwise, designed for the purpose of recording details of property and exhibits in the possession of the AFP.

Registrar means an AFP appointee, appointed by a commander to the position of registrar, responsible for the care, custody and continuity of property and exhibits whilst in possession of the registry.

Registry means the AFP office accommodation, facilities or secure storage locations under the control of a registrar and may include locations external from AFP premises used to store property and exhibits.

Relinquished property means property that has been surrendered to the AFP by the owner.

Retention means the commander-approved retention of property or an exhibit no longer required for court/investigative purposes, that has been listed for disposal and is to be retained for training, intelligence or operational purposes.

Secure storage location means a location set aside for the storage of property that is under the control of a registrar, with access limited to registrars.

Sexually explicit material means material, irrespective of its form, which is classified as child pornography material, child abuse material and/or adult pornography.

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Stocktake means a physical count, inspection and verification of each exhibit item to ensure the integrity of the audit container and tamper-evident packaging, including the AFP exhibit seals (correctly recorded and intact), and to ensure that the item is in the correct location as identified in the PROMIS property module.

Temporary storage location means a location external to the registry (including after-hours rooms/safes) set aside for temporary storage of property and exhibits pending transfer to the registry.

Valuables means portable and attractive items that have intrinsic value and are precious and/or costly, including but not limited to:

- bearer negotiable instruments
- bonds
- bullion
- lottery tickets
- jewellery
- precious metals
- gems
- credit and debit cards
- identification documents.

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