



Force Disclosure Unit
Police Headquarters
London Road
DEVIZES
Wiltshire
SN10 2DN

Date: 16th January 2024

Ref: FOI 2023/1137

Dear,

I write in connection with your request for information dated 24th November 2023 concerning forensic exhibit packaging. My apologies for the delay.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and after having consulted our Force Policy Officer and Justice Assets Department – I am now able to respond as follows.

You wrote & our response:

1. Please supply a copy of your force policy document(s) regarding forensic exhibit packaging including the exhibits recovery and storage.
[From looking at your request, we are taking your questions to mean that you are discussing evidential exhibits as opposed to forensic evidence. As a result, please see attached the following policy document which relates: Seizure Storage Retention and Disposal of Evidential Property Policy and Procedure.](#)
2. Please supply a copy of your mobile phone / device recovery and storage policy if this is a separate document to that requested at 1.
[Mobile phone/device storage is covered within the Seizure Storage Retention and Disposal of Evidential Property Policy and Procedure document. Again, based on the questions posed, we are assuming that you are referring to the seizure and storage of physical devices and not the data on those devices.](#)
3. i) In relation to mobile phones and devices what packaging do officers and staff use within the force to store those devices seized as evidence / for examination
[This depends on if the mobile phone is required forensically for fingerprints or just crime related property. The first would be stored in a small box for mobile phones. The latter would be a small evidence bag. One item per bag/box.](#)

ii) If that packaging is a box are the devices secured within the box and if so how are they secured.

[They can be in an evidence bag within a box or cable tied through the box then placed into an evidence bag.](#)

iii) If boxes are used who are the manufacture(s) of the boxes

[SceneSafe are our current supplier for these.](#)

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Force Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

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4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review, they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk