

 AFP AUSTRALIAN FEDERAL POLICE	Sydney Airport
	Station Protocol
	Property Handling 1/2015

1. Purpose

To provide guidance for the effective management and storage of seizures and exhibits while in the possession of AFP appointees performing duties at Sydney Airport.

2. Introduction

This protocol should be read in conjunction with the AFP guidelines and any relevant resource and training materials located on the AFP Hub. This protocol replaces all other property handling protocols for Sydney Airport.

3. Policy

AFP National Guideline on property and exhibits.

PROMIS Procedure 9 – CAD-Airport PROMIS – Lost found and stolen property.

4. Lodgement of property and exhibits

The case officer must ensure that all property and exhibits are correctly entered in the PROMIS Property Module. Items must be recorded and sealed in accordance with the [National Guideline on Property and Exhibits](#).

Property and exhibits (other than record of interview disks) must be recorded on a Property Seizure Record (PSR). The PSR is to be attached to the Seizure in PROMIS.

All property items being lodged must be labeled with the following information recorded on an exhibit label:

- PROMIS number
- Property Seizure Number (PSN)
- Property item number
- Date item seized, found or exhibited
- Responsible member's name and service number.

4.1 Property storage areas – AFP Sydney Airport

The property storage area is located on Level 5 of the Central Terrace Building (CTB), Sydney International Airport and consists of two adjoined property rooms. The first room is effectively an ante-room giving access to

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the Exhibit Registry proper. The ante-room is swipe accessible by all Sydney aviation members whereas the Exhibit Registry is a totally secure area monitored by CCTV, alarmed and swipe accessible **only** by the Sydney Airport Property Registrar (Registrar).

The ante-room contains three (3) temporary storage facilities:

1. Eight Team Safes – for temporary storage of general property & exhibits (see Section 4.2).
2. Three after-hours safes – for drug, valuable or bulky items (see Section 4.3).
3. A drop-safe – for short-term holdings of disposable items (see Section 4.4).

Property and exhibits should not be stored in these temporary storage facilities any longer than necessary and shall be:

- transferred to a secure storage location (e.g. Exhibit Registry)
- returned to owner or
- lawfully disposed of as soon as practicable.

Sydney Airport teams (e.g. JAIT) that have not been allocated a team safe can use the after-hours safes as a temporary measure.

Team Leaders are to ensure that all drugs, firearms, currency and valuable items are transported and lodged at the Sydney Drug & Property Registry (DP&R) as soon as practicable.

The Exhibit Registry will be managed by the Registrar who will maintain regular opening hours to receive property from the temporary storage locations.

4.2 Team safes – Temporary storage locations

Each of the eight (8) Operations Sydney Airport teams is allocated a temporary storage location with dual custody access. It is the responsibility of the relevant team leader to maintain the security of access to the team safe. Security of each safe is controlled by way of dual custody being fitted with one SCEC endorsed bi-lock and one standard lock, the keys to which are to be stored in the airport station 'Key-Watcher'.

All aviation members will have access to the standard bottom lock keys but only TLs and 2ICs will have access to the top bi-lock key of their respective team safe. Effectively, to access a team safe two persons will always be required to attend.

These temporary storage locations are identified in PROMIS as:

- SYD AV L5 CTB - Team 1 Safe
- SYD AV L5 CTB - Team 2 Safe
- SYD AV L5 CTB - Team 3 Safe
- SYD AV L5 CTB - Team 4 Safe
- SYD AV L5 CTB - Team 5 Safe
- SYD AV L5 CTB - Team 6 Safe

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- SYD AV L5 CTB - Team 7 Safe
- SYD AV L5 CTB - Team 8 Safe

The process for using a team safe is as follows:

1. For continuity purposes to ensure admissible evidence in judicial proceedings, ensure the 'Location/Status' tab in the PROMIS property module is completed and the 'Storage Location' is recorded with the name of the member who seized/found the property/exhibit.
2. The keys to the team safe will need to be removed from the 'Key-watcher' by the TL and team member.
3. The property item secured, by the responsible member along with the TL, in the relevant team safe.
4. The responsible member amends the 'Storage Location' to show the transfer of the property item to the team safe.
5. An AFP desktop is located in the ante-room to enable PROMIS amendments.
6. As soon as practicable the responsible member and TL removes the item from the team safe with a view to its transfer to a long term secure exhibit storage facility by either:
 - a. attending the Exhibit Registry during counter hours (see Section 5) to transfer the property item/s from the team safe to the Exhibit Registry via the Registrar, or as there is no drug vault or firearms storage within the Exhibit Registry,
 - b. Team Leaders are to ensure that all drug items, valuables, currency and firearms are transported and lodged at the Sydney Drug & Property Registry, by the responsible member, as soon as practicable.
7. The transfer of seizures to secure exhibits storage is explained further in section 5 below.

Image 1 – Team safes 1-8 and A/H safes 2 & 3 (bottom 2)



4.3 After-hours safes

These safes are a one-off storage facility, the purpose of which is to store and secure drug, valuable or bulky items. The after-hours safes are not a permanent storage facility and are identified in PROMIS as:

- SYD AV L5 CTB - A/H Safe 1
- SYD AV L5 CTB - A/H Safe 2
- SYD AV L5 CTB - A/H Safe 3

A/H Safe 1 is a tall large stand-alone safe available for bulky items, fitted with one SCEC endorsed bi-lock and one standard lock. The keys will be stored in the station 'Key-Watcher'.

A/H Safes 2 and 3 are located at the bottom of the team safes. They are fitted with one SCEC endorsed bi-lock and one standard lock. Preference should be given to using these safes whenever possible to facilitate usage of A/H Safe 1 when needed for large items.

All members will have access to the bottom standard lock key (each keyed differently) but only TLs and 2ICs will have access to the top bi-lock key (each keyed differently).

Image 2 – A/H safe # 1



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The process when using the after-hours safes is as follows:

1. For continuity purposes to ensure admissible evidence in judicial proceedings, ensure the 'Location/Status' tab in the PROMIS property module is completed and the 'Storage Location' is recorded with the name of the member who seized/found the property/exhibit.
2. The responsible member, along with the TL is to place the labelled property item(s) into the selected after-hours safe. Secure the after-hours safe by locking both locks and then transfer the location of the item(s) in the PROMIS property module from the responsible member to the relevant after hours safe.
3. The TL bi-lock key is to be returned to the station 'Key Watcher' and the case officer is required to maintain possession of the bottom lock key.
4. The responsible member is to make arrangements to transfer the property item from the after-hours safe to a secure storage location as soon as practicable (see Section 5).

4.4 Drop safe

The drop safe is identified in PROMIS as:

- SYD AV L5 CTB - DROP SAFE

The drop-safe is controlled by an electronic key-pad and one SCEC endorsed bi-lock. The Registrar will have the key-pad code and all members will have access to the bi-lock key from the station 'Key-Watcher'.

The drop-safe will only be used for items which are authorised for immediate destruction or disposal and are not subject to prosecutions (e.g. prohibited items).

The transfer of items from the Drop Safe will be managed by the Registrar.

All members will be able to transfer items into the Drop Safe location on PROMIS, but only the Registrar can transfer items out.

Image 3 – Sydney Airport drop safe



4.5 Hazardous Materials

Unidentified products should not, under any circumstances, be brought into AFP premises.

Identification and preparation of Material Safety Data Sheets (MSDS) should be completed on-site using expert scientific resources available in-house, cooperating agencies or by drawing on resources that may be available from a commercial operator.

It may be necessary to secure the site where the material is seized and cordon off areas until such time as the material is identified and appropriate transport and handling arrangements are made. Dangerous material should only be transported by a specialist commercial operator.

Where small samples are required for testing by AFP on AFP premises, only small, innocuous samples of such materials should be delivered and held at AFP premises. The materials must be fully identified and documented and MSDS information prepared along with expert advice on handling methods, containment and protection. Management authorisation would also be required.

Where there is any doubt about the storage of materials the OIC Operations or the Registrar should be contacted for advice.

5. Transfer of seizures to Exhibit Registry

At Sydney Airport the Exhibit Registry is accessible and managed only by the Registrar.

No drug items, valuables, currency or firearms are to be stored in the Exhibit Registry.

All drug items, valuables, currency and firearms must be transported and lodged at the Sydney Drugs & Property Registry as soon as practicable.

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The Sydney Drug & Property Registry is located on the fourth floor of the AFP Sydney Office, 110 Goulburn Street, Sydney, NSW. Counter hours and/or appointment procedures apply.

Property and exhibits (excluding drug items, valuables, currency and firearms) can be transferred from the seizing member to the Sydney Airport Exhibit Registry during counter hours as follows:

- TBA

or under special circumstances,

- by appointment and as negotiated with the Sydney Airport Registrar.

6. Lost, found and stolen property

Any lost, found and stolen property will be dealt with in accordance with CAD-Airport PROMIS procedure for lost, found and stolen property.

Any item(s) are then stored in a manner consistent with this protocol.

7. Disposal of property (Other than archiving)

In the first instance refer to section 12 of the [AFP National Guideline on property and exhibits](#) for general disposal principles.

The local process for the disposal of property also requires:

1. The responsible team member:
 - completes a Request for Disposal of Property form
 - ensures all relevant entities (person, location, etc.) and all paperwork (Request for Disposal of Property, Relinquishing Order, Property Seizure Record, or Court Order) are attached to the top line of the relevant PROMIS seizure
2. The relevant Team Leader (or delegated member):
 - checks the documents for accuracy
 - sends a task to 'SYD AV PROPERTY'. (In the task, make note that all disposal paperwork is signed and attached to the top line of the PROMIS seizure and request that they change the status of the item to 'Awaiting Destruction'.)
3. Sydney Airport Registrar:
 - conducts the necessary actions and then change the property status to 'Awaiting Destruction' (Once the item is Awaiting Destruction the case can be finalized)
 - replies to the disposal task to advise the Case Officer when this is done so that the relevant case can be finalised
 - Completes destructions as required.

8. Archiving of CD's and DVD's

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It is the case officer's responsibility to archive CD's and DVD's with Sydney Records Registry (Converga). Once the item is lodged with the status of the item can be changed to 'Disposed of' and the case finalised.

9. Resources

[AFP National Guide on Property and Exhibits](#)

10. Metadata

Reference	Property Handling 1/2015
Owned by	APC, Sydney Airport
Authorised by	APC, Sydney Airport
Contact	APC, Sydney Airport
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