

Date: ... 2026
Our ref: FOI/26/016579/D

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/26/016579/D

I write in connection with your request for information dated 15/03/2026, received by Greater Manchester Police (GMP) for the following information:

This is a freedom of information request. Please send me the following information:

- 1. A copy of the form/s GMP asks a person to sign when collecting property seized during an investigation (state whether it is different for different types of property).***
- 2. Why GMP asks that a person collecting property signs the form/s.***
- 3. The process the OIC must go through in order to release property.***
- 4. A copy of GMP's policy on the seizure, retention, and release of property.***
- 5. How it is decided to which person to release property to. What classes of person is property released to? i.e owner etc.***

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information. I can confirm the information requested is held by GMP.

Question 1 – Please see attached a copy of the receipt.

Question 2 – Invalid question under the FOIA. Under the FOIA we cannot provide opinions and can only provide information which is physically held by the Force.

Question 3, 4 and 5

Please see the attached GMP's Evidential Property Management Policy June 2025.

Section 17 of the Freedom of Information Act 2000 requires Greater Manchester Police, when refusing to provide such information (because this information is exempt) to provide you, the applicant, with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

The information you have requested is exempt from disclosure by virtue of the following exemption:

Section 40(2) – Personal Information.

Where redactions occur in the attached document, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018 and means any information relating to an identified or identifiable natural person ('data subject'). An identified natural person is one who can be identified directly or indirectly from that data.

Please follow the link below to GMP's Evidential Management of Property Retention Procedure June 2025.

[foi-25.014851x-polygraphs-and-property.pdf](#)

Greater Manchester Police Property Management System

Form of Indemnity/Property Receipt

To the Chief Constable of Greater Manchester Police

- 1) I have taken possession of the above property listed below.
 - 2) I agree to indemnify the Chief Constable of the Greater Manchester Police (herein after referred to as GMP), the Greater Manchester Combined Authority (herein after referred to as GMCA) or any serving or retired officer or employee against all costs, damages, loss or expenses howsoever arising resulting from my possession of the property.
 - 3) I agree to not make any claim against GMP, the GMCA or any serving or retired officer or employee and also to indemnify against any third party claims in respect of any loss of use or damage to the property or any costs or expenses incurred in relation to the property.
 - 4) I am * the owner of the property
* authorised by the owner to receive the property
* the finder of the property
* authorised by the finder to receive the property
 - 5) I have been told that the property may be required as evidence in court proceedings and that I must keep it in its current condition unless I am otherwise informed by the police. I agree to do so, and I understand that if I fail to do this I may be called to court to explain my actions.
 - 6) I take possession of these goods on the understanding that GMP provides no warranties or guarantees in relation to the condition of the property. The property is solely for the use, repair or reconditioning and in the knowledge that they are not to be used or disposed of directly or indirectly without meeting the relevant Consumer Protection and Health and Safety Regulations.
- * delete as applicable

Signed Date

Print name

Address

Signed (witness) Date

Rank and Number

Type of Identification (e.g. Driving Licence, Passport etc.)

Item No	Entry No	Sub Category	Description	Exhibit No



GREATER MANCHESTER
POLICE

Evidential Property Management

Policy

June 2025

June 2025

June 2027

CHIEF OFFICER SPONSOR:

POLICY OWNER:

POLICY AUTHOR:

APPROVED BY: SCT 30th April 2025

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY NEW OR REVISED: New

[illegible]

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1. Policy Statement

Greater Manchester Police (GMP) is committed to dealing professionally with the management of evidence, to safeguard its integrity in support of the prevention, reduction, and detection of crime, keeping people safe, and caring for victims. By providing an effective evidential management handling system that ensures evidence is secured appropriately, correctly identified and movement tracked, treating religious and cultural items with appropriate sensitivity and accountability.

Unless another power provides justification, evidential property will only be retained when [Section 22 Police and Criminal Evidence Act \(PACE\) 1984](#) applies: That is where retention is required

- For use as evidence at a trial for an offence;
- For forensic examination or investigation in connection with an offence; and
- To establish its lawful owner when there are grounds for believing that it has been obtained in consequence of the commission of an offence.

Evidential Property referred to in the first two bullet points above, need NOT be retained if the following would be sufficient for that purpose:

- A photograph;
- Original copy of a document; or
- Photocopy.

1.1 Aims

The aim of this policy is designed to eventually replace the existing [Management of Property Directory](#). It will be supported by specific procedures in various subject areas.

Until a procedure for a particular subject area is developed and implemented, the relevant section of the [Management of Property Directory](#) will remain in effect. Once a procedure is compiled and approved, the corresponding section will be removed.

2. Scope

This Policy applies to all Police Officers, Police Staff, (including PCSOs and Front Counters Assistants), Special Constables and Volunteer staff, Contracted and Agency Staff.

3. Roles and responsibilities

3.1 Seizing Officer

The seizing officer, has overall responsibility for any evidential property they receive or seize, ensuring compliance with all relevant legislation and:

- Ensuring an accurate property record is created within the Evidential Property Management System (ePMS);

- When creating an entry to record property seized in relation to a death, the seizing officer must ensure that:
 - The Coronal/Postmortem Items marker is activated by selecting 'Yes' from the drop-down box;
 - The name of the deceased is entered into the "PERSON FROM FIELD;"
 - The Police Incident Number is recorded correctly;
 - The Officer in Charge (OIC) details should also be changed to the Senior Police Coroners Officer for the District's Coronal Jurisdiction;
 - The ePMS property reference number is added to the OPTIK electronic death report;
 - The ePMS reference number with details of the deceased is emailed to the district Senior Police Coroners Officer;
 - Further information about the [Coronial Process](#) can be found on the GMP Intranet in the Operational Support Section.
- The integrity of evidence is maintained.
- Property packaged and labelled correctly.

This means:

 - The appropriate containers or packaging are employed where necessary (e.g., knife tubes, plastic self-seal bags, brown paper evidence bags etc.) and;
 - The use of appropriate hazard warning tape (e.g., biohazard) when necessary.
 - Fireworks must be handled as per the [Fireworks Procedure](#).

This is to ensure:

 - The maintenance of integrity;
 - The Prevention of cross contamination;
 - Prevention of loss or damage; any damage or loss of items must be flagged to the District SPOC and a complaint be recorded.
 - The safeguarding of Health and safety of anyone who may need to handle the item during transit and storage.
- Property stored securely and safely in a designated transit area and if necessary, in a safe and locked cabinet and its storage location accurately reflected in ePMS before the end of your duty.
- All evidential property must have a completed Criminal Justice (CJ) exhibit label, and ePMS property reference number attached to it;
- Perishable items MUST not be retained, these items should be photographed as per photography procedure seeking Crime Scene Investigator (CSI) advice where necessary;
- Exhibits that are damp or wet must be dried if retention is necessary. In the case, of evidence of this type advice must be obtained from CSI;
- Where any firearm or ammunition is seized, the Officer at the scene should contact the Force Contact Centre (FCCO) to update the incident or create an incident if there was not one already created. The FCCO will then code the incident for the attention of firearms to attend. The seizing officer should create a Control Works log to ensure an Armed Response Officer (ARO) attends to 'make safe' the firearm;
- As outlined in the [Police & Criminal Evidence Act 1984](#), every consideration shall be given to photographing and return of property as an alternative to storage consistent with the appropriate legal standards;
- Where a seized motor vehicle needs to be recovered, this should be dealt with in line with GMP's [Vehicle Recovery Policy and Procedure](#);

- Lost and Found Property should be managed as per the [National Lost Property Guidelines](#) and the GMP Guidance for [Found Property](#); and
- The [Dog Incident Policy](#) outlines the procedure for dealing with incidents involving Dogs.

3.2 Investigating Officer (OIC)

The investigating officer has ongoing responsibility for any evidential property related to a case they are investigating, they must ensure:

- Retention of evidence is continuously reviewed throughout the investigation to ensure retention is in compliance with legislation;
- That Victims of Crime are kept informed about the status of any items of property that GMP has taken from them to assist in an investigation. According to Right No.10 of the [Code of Practice for Victims](#), they have the right to have any items taken as evidence returned to them as soon as possible.
- Review notifications received in ePMS relating to the management and disposal of evidence are actioned promptly and appropriately;
- Initial enquiries to trace the owner (when appropriate) are carried out in a timely manner; and
- Property authorised for disposal or returned to the owner (if known and appropriate) without undue delay once it is no longer required for policing purposes.

3.3 All Evidential Property Management Unit Staff

Evidential property management unit staff are responsible for:

- The safe storage and handling of all evidential property which has been packaged correctly, tagged, and recorded in ePMS;
- Maintaining accurate records of items in the ePMS property system, including recording the current location and details of the movement of items;
- Reviewing and actioning updates received in ePMS in relation to continued retention, disposal, or return to the owner/next of kin;
- Ensuring items are disposed of/destroyed via the appropriate disposal means and that this is accurately reflected in ePMS;
- Ensuring item owners are contacted in a timely manner, where it is appropriate for the property to be returned;
- The Health and safety of anyone who may need to handle the item during storage. Care should be given in relation to hazardous, contaminated, or special category items including, accelerants, ballistics, cash, drugs, frozen samples etc., ensuring they are stored in appropriate locations in accordance with the relevant policy, legislation and Health and Safety guidelines; and
- Ensuring that only authorised personnel have access to property and storage facilities.

3.4 Enquiry Counter Officers (ECOs) and Senior Enquiry Counter Officers (SECOs)

Enquiry counter officers and senior enquiry counter officers are responsible for:

- Receiving property from the main property store for officer collection or return to owner etc; and
- Returning property to members of the public at the public enquiry counter.

NB* It is the responsibility of each District to nominate staff if there is no public enquiry counter via the district evidence SPOC.

4. Terms and Definitions

4.1 Acronyms

ARO	Armed Response Officer
CJ	Criminal Justice
CSI	Crime Scene Investigator
ePMS	Evidence Property Management System
FCC	Force Contact Centre
GMP	Greater Manchester Police
OIC	Officer in the Case
PACE	Police and Criminal Evidence
PCSO	Police Community Support Office
PIRM	Code of Practice on Police Information and Records Management
SPOC	Single Point of Contact

5. Associated Documents

[Criminal Procedure and Investigations Act 1996 \(CPIA\)](#)
[Criminal Procedure and Investigations Act \(Code of Practice\) Order 2015](#)
[Police and Criminal Evidence Act 1984](#)
[Criminal Justice Act 2003](#)
[Police Reform and Social Responsibility Act 2011](#)
[Police Act 1996](#)
[Victims Code \(Victims Right to Review\)](#)
[Criminal Cases Review Commission \(CCRC\) under the Criminal Appeals Act 1995](#)
[Management of Police Information Authorised Professional Practice MoPI](#)
[Protection of Freedoms Act 2012](#)
[The Powers of Criminal Courts \(Sentencing\) Act 2000](#)
[The Police \(Property\) Act 1897](#)
[The Police \(Property\) Regulations 1997](#)
[Proceeds of Crime Act 2002](#)
[Torts \(Interference with Goods\) Act 1977](#)
[Public Inquiries Act 2005](#)
[Protection of Freedoms Act 2012](#)
[NPCC Guidance Regarding the Storage, Retention and Destruction of Records, and Materials that have been seized for Forensic Examination.](#)

6. Statutory Compliance & Consultation

6.1 Statutory Compliance

6.1.1 Equality Act (2010)

The Equality Impact Assessment can be found [here](#).

Once the policy and associated EIA have been considered by Chief Officers at Senior Command Team (SCT) meeting, you must complete the below tables.

Date of SCT meeting where Chief Officers reviewed the EIA	30th April 2025
Summary of Chief Officer discussions/considerations at SCT	Approved SCT

State below whether Chief Officers agreed with the EIA, or selected a different outcome:

Outcome	EIA recommended	Chief Officer Decision
Approve – no changes. The policy is robust, and the evidence shows no potential for discrimination. All appropriate opportunities to advance equality and foster good relations between groups have been taken.	✓	✓
Approve – subject to amends. Changes are required to remove barriers, better advance equality or mitigate potential effects. This should be done before the policy is implemented.		
Approve – continue with policy. Despite any adverse effect or missed opportunities to advance equality, provided that it does not unlawfully discriminate. The objective justification must be recorded.		
Reject – stop the policy. If there are adverse effects that are not justified and cannot be mitigated, or any unlawful discrimination.		

6.1.2 The UK General Data Protection Regulation (UK GDPR) and Data Protection Act (2018)

Greater Manchester Police has a duty to ensure, so far as is possible, that all staff comply with the provisions of the GDPR and the Data Protection Act 2018, particularly relating to their access to, and dissemination of, a wide variety of personal information and intelligence.

This procedure has been assessed for compliance issues by the Information Compliance and Records Management Unit (ICRMU) and is compliant with the legislation as there is a clear lawful basis for the processing of personal data, special category data and criminal offence data. It should be read in conjunction with GMP's Data Protection Policy and guidance issued on the Data Protection Intranet pages.

For further information on Data Protection, you should refer to the Force Data Protection Policy or consult the ICRMU via email dataprotection@gmp.police.uk

6.1.3 Freedom of Information Act (2000)

The Freedom of Information Act 2000 (FOIA) grants a general right of access to all types of recorded information held by public authorities. This document is classified as 'Official' and is disclosable under the FOI Act to the public upon request. However, any requests for its disclosure will need to be managed by the Information Compliance and Records Management Unit.

For more information on FOI, please contact ICRMU at FreedomOfInformation@gmp.police.uk

