

Local authority guidance for handling evidence

- Local authority staff need a process to follow when handling evidence. This will ensure that any later investigations and forensic analysis can be carried out by the police as necessary and without damage to potential evidence.
- Staff should wear latex/plastic gloves when handling suspicious documentation.
- Staff should avoid handling suspicious documents as much as possible, touching them only on the edges and placing them in individual plastic, transparent wallets.
- Staples should not be removed and the document should not be flattened or altered in any way.
- Suspicious documents enclosed within a transparent wallet should be photocopied so that the work of the Electoral Services can continue – this will also assist in the recording of the documents involved.
- The police will advise on how to package and submit any such documentation.
- Local authority staff must comply with the legislation, but should also consider what additional actions can be taken to secure, protect and preserve evidence while still meeting the legal obligations.