



NYP Knife Bin Procedure/Policy – Draft

Instructions:

The responsibility for the bins wherever sited will rest with the local area neighbourhood policing team, supervised by the local area Sergeant and overall responsibility held by the area Inspector.

- As the bins are not within Police buildings, checks on the bins will be deputed to staff from the Neighbourhood Policing Team. This will be delegated out by the Sergeant on the team to depute staff as part of their tour of duty.
- Checks on the Knife Amnesty Bins will be done every day, this is to ensure that the integrity of the bins is maintained, and they have not been subject to damage which in turn may leave them vulnerable to theft. The following will be noted;
 1. Name of Officer performing the check and at which Knife Amnesty Bin
 2. Time of the check
 3. Integrity of the Knife Amnesty Bin, has there been any damaged caused?
- **If the Knife Amnesty Bins are found to be damaged on daily checks, the bin should be emptied immediately by the attending officer and damage reported to the Sergeant so repairs can be completed prior to re-use.**
- Clearance of the Knife Amnesty Bins will be conducted once per week on Sundays.
- Officers performing clearance will always be double crewed and in possession of PPE. Due to the nature of the items being recovered this task **MUST** be performed by Police Officers in full possession of their PPE. Again, this tasking will be managed and deputed by the Neighbourhood Policing Sergeant who can delegate this task accordingly.
- Should there be no Neighbourhoods Team Staff on duty, this task can be delegated to staff on the Local Response Team through liaison by the Sergeants from both the respective teams.
- *****It is extremely important that this task is completed every week. The bins are not under full control of the police service and therefore initially, whilst this procedure is in its infancy, weekly recovery of any items is to ensure dangerous weapons are removed from the locality. This is also balanced that the Knife Amnesty Bins are there as an anonymous way for persons to discard offensive and dangerous weapons and therefore too much police attention and activity near to them will dissuade people from using the Knife Amnesty Bins.**

- Officers attending to clear the Knife Amnesty Bins will be in possession of PPE as mentioned. Further to that, they will be in possession of PPE for the safe recovery of offensive weapons including knives, swords and other weapons. Unfortunately, trends also see that the Knife Amnesty Bins are used by drug users to discard needles.
- Officers will wear anti-puncture/slash proof gloves whilst clearing out the Knife Amnesty Bins.
- Officers will be in possession of a sharps bin and suitable extendable grabbers in order to safely remove and dispose of needles in a sharps bin, needles would then need to be deposited at an appropriate place.
- Alternatively, this task could be requested to be performed by the local area council to perform at an agreed time
- Officers will remove offensive weapons to a police station so that the items can be logged. Again, this information required will be and will be logged on the duty handover sheet:
 1. Officer attending, time and location of Knife Amnesty Bin.
 2. Number of offensive weapons located (e.g 21 Knives, 2 Police Style Batons, total = 23)
 3. Type of weapons located
 4. Any weapons which appear to have a forensic opportunity (blood), or appears to match the description of a knife used in crime will inevitably be seized and forensic examination will be requested as per investigative procedure using forensic submission request [MG21].
 5. ****Any items seized for forensics will also be required to have an Intelligence Report submitted. This will include time and date of recovery, where from and why the item was seized and also any other information that may support the Intelligence Report, under Operation SCEPTRE.**
- For any urgent forensic requests, whereby an item is believed to have been used in crime, or may form crucial evidence in an ongoing investigation, advice should be sought from CSI as to best practice for recovery and also liaise with CID.
- Any items NOT believed to be of forensic value will be packaged appropriately using knife tubes for all knives and booked into the property system for destruction.
- Passwords/Codes / keys to the Knife Amnesty Bins will be held by the duty Sergeants and given out to the attending officers when required. Any compromise of the password or codes will require the Knife Amnesty Bins to be cleared and leave and taken out of use until a new password/code is set.