

CHAIN OF CUSTODY TOOL

Purpose: The Chain of Custody Tool records critical information about evidence gathered during an investigation, documenting details about each piece of evidence, including whenever the evidence is transferred or changes hands. The chain of custody is an important part of the structured and transparent and fair principles in SEAH investigations.

How to use this tool: When investigators gather evidence (physical evidence, documents, electronic records etc.), they must record the name of the person from whom the item was obtained, and the name of the person who obtained it, along with the signature of both); the date it was obtained; and the investigation case number. As many details about the piece of evidence should be included. Additional information on the chain of custody can be found in section 3.2.1.1 of the *Sexual Exploitation, Abuse, and Harassment Investigation Guide*.

Definition of key components

- **Substantiated:** The individual from whom investigators received the evidence.
- **Temporary disposition of item:** The location where the item is stored during the investigation.
- **Released by:** When evidence is transferred, moved, or changes hands, the individual who provides the evidence or releases the evidence.
- **Released to:** When evidence is transferred, moved, or changes hands, the individual to whom the evidence is provided.

Description of item (model, serial number, type, and name of document) WhatsApp and SMS messages from December 2021, January 2022, February 2022 Android phone, model 11223344.		
Obtained from: (Name, title, office, location) Adam Mee, IT Manager, ThriveBridge NGO Regional Office, Escar		
Printed name of investigator: Kamran Bee	Signature of investigator:	Date obtained:
Case number: 123456789		
Temporary disposition of item(s) (where stored):		
Released by: (printed name and signature)	Released to: (printed name and signature)	Date:

Temporary disposition of item(s): (where stored)

Released by: (printed name and signature)

Released to: (printed name and signature)

Date:

Temporary disposition of item(s): (where stored)

Released by: (printed name and signature)

Released to: (printed name and signature)

Date:
