EVIDENCE LOG TOOL

Purpose: The Evidence Log Tool provides documentation and details on all evidence collected for the investigation, by whom, and when. The evidence log is part of the Structured Principle in sexual exploitation, abuse and harassment (SEAH) investigations, ensuring investigations are thorough, appropriately documented, and process-oriented.

How to use this tool: When gathering evidence, investigators must document every piece of evidence they obtain; where it was obtained; and diligently document who collected it, who logged it, what the evidence is, and provide a unique evidence ID number and the date and signature of the person who logged the evidence. It is important that investigators document evidence as soon as it is gathered. More information on this tool can be found in section 3.2.1 of the *Sexual Exploitation, Abuse and Harassment (SEAH) Investigation Guide.*

Definition of key components

- **Name of person collecting the evidence:** Refers to the name of the investigator or individual who obtained the evidence.
- **Name of person logging the evidence:** Refers to the name of the investigator or individual responsible for documenting the evidence in the evidence log.
- **Remarks:** Includes any important details about the evidence such as where it was obtained, who provided the evidence, what kind of evidence it is, etc.
- **Evidence ID number:** Every piece of evidence needs to be given a unique ID number and the evidence labeled with this ID number.

Evidence log							
Date collected:	Name of person collecting evidence:	Name of person logging evidence:	Description of evidence:	Remarks (where evidence obtained and from whom):	Evidence ID number:	Signed in by (signature required)	Date signed in
13 Feb 2022	Amanda Lee	Amanda Lee	Human resources (HR) file for the Subject of Complaint, Eric.	File obtained from ThriveBridge NGO HR Manager, Anna Dee	LMN9EV1		13 Feb 2022
16 Feb 2022	Kamran Bee	Kamran Bee	GPS tracking information of the driver's car to and from the distribution site.	Records obtained from the IT Manager at ThriveBridge NGO.	LMN9EV2		16 Feb 2022
18 Feb 2022	Kamran Bee	Amanda Lee	Video walk-through of site where incident took place.	LMN Village, Distribution Site 9, from the reporter, Ronald Zee	LMN9EV3		19 Feb 2022