



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-LE-020

Subject: Collection, Preservation and Control of Evidence and Property	Effective Date: September 14, 2023
Replaces: SPS-BP-LE-014	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Sections 132, 133 and 134 of the **Police Services Act** address the effective management, storage and disposition of personal property, money and firearms, which come into the possession of the police service.

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy with respect to property and evidence control and the collection, handling, preservation, documentation and analysis of physical evidence.

In addition section 13(1)(n) requires the Chief of Police to establish procedures and processes in respect of property and evidence control. Furthermore, section 14(1)(b) requires the Chief of Police to establish procedures and processes in respect of the collection, handling, preservation, documentation and analysis of physical evidence.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to property and evidence control and the collection, preservation, documentation and analysis of physical evidence that the Chief of Police will:
 - (a) Ensure and report back on compliance by members of the police service with sections 132, 133 and 134 of the **Police Services Act**;

- (b) Establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the Laboratory Guide for the Investigator, for the safe and secure collection, preservation, control, handling and packaging of evidence;
- (c) Establish procedures for the secure collection, preservation and control of property;
- (d) Ensure that an annual audit of all property/evidence held by the police service is conducted by a member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board; and
- (e) Where a member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of all property/evidence in that area.