



Sarnia Police Services Board Policy

Issue Number:

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Subject: Collection, Preservation and Control of Evidence and Property	Effective Date: January 23, 2025
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Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by **Section 10** of the **CSPA**.

Subsection 38 (2) of the **CSPA** provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing.

0. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services.

Subsection 6 (1) 4 (xv) of 0. Reg. 392/23: Adequacy and Effective Policing (General) requires the Chief of Police to establish written procedures in respect of property and evidence control.

Section 13 of 0. Reg. 395/23: Investigations prescribes requirements respecting the collection and control of evidence in the course of investigations.

B Policy Statement

1. The Sarnia Police Service Board recognizes that the collection, preservation and control of evidence and property are integral parts of both investigative policing and the prosecution of criminal offences, and it is therefore the policy of this Board that issues relating to collection, preservation and control of evidence and property be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief of Police.

C 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 shall:
 - (a) Establish a written procedure for the secure collection, preservation and control of property;
 - (b) Ensure that the written procedure complies with **Section 258** of the **CSPA, Appendix A, 0. Reg. 392/23: Adequacy and Effective Policing (General)**, and **Section 13 of 0. Reg. 395/23: Investigations**;
 - (c) 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
 - (d) Ensure written procedures for the secure collection, preservation and control of evidence that comply with **Appendix A 0. Reg. 392/23: Adequacy and Effective Policing (General)**, and **Section 13 of 0. Reg. 395/23: Investigations**;
 - (e) Ensure that where a member who has responsibility for a property or evidence storage area is transferred or replaced, ensure that an inventory is taken of the property or evidence in that area.
2. The Chief shall make a written report to the Board on or before August 30th of each year in respect of the collection, preservation and control of property and evidence. The report shall include:
 - (a) A summary of the written procedures concerning the collection, preservation and control of Property and evidence;
 - (b) Confirmation that the written procedures comply with **Section 258** of the **CSPA**;
 - (c) The status of Service compliance with the said procedures; and
 - (d) The result of the annual audit of the Property and evidence held by the Police

Service.