

HALTON REGIONAL POLICE SERVICES BOARD

ADEQUACY STANDARDS POLICY DOCUMENT

Policy No. & Subject:	B-LE-020 – Collection, Preservation and Control of Evidence and Property
Date Approved:	November 23, 2000
Effective Date:	January 1, 2001
Reporting Requirement:	Annual Audit
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Service Directive Linkage:	CPO-012 Collection, Preservation and Control of Evidence and Property CPO-015 Seized Funds INV-005 Drug Investigations IDN-003 Property Seized for Identification Purposes EXE-008 Audits

1. **Collection, Preservation and Control of Evidence and Property (pursuant to O. Reg. 3/99 and PSM Guideline No. LE-020)**

- 1.1 It is the policy of the Board to ensure the effective management with respect to property and evidence control and the collection, preservation, documentation and analysis of physical evidence the Chief of Police shall:
- a) ensure and report back to the Board on compliance by Members of the Service with sections 132, 133 and 134 of the *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 the annual audit(s) of the property/evidence held by the 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 the property/evidence in that area.