



KINGSTON POLICE SERVICE BOARD

Collection, Preservation and Control of Evidence and Property (LE-013)

Adopted: Aug. 27/26

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019; O.Reg. 392/23 and O.Reg., 395/23.

1. Policy Statement

The Kingston Police Service Board (the Board) recognizes that the collection, preservation and control of evidence and property are important parts of both investigative policing and the prosecution of criminal offences. 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.

2. Board Policy

It is the policy of the 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) Establish procedures for the secure collection, preservation and control of evidence that comply with subsection 6(1)4(xv) O. Reg. 392/23: Adequacy and Effective Policing (General), and Section 13 of O. Reg. 395/23.
- 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.
- 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.

"original signed by Chair"
Chair

"original signed by Board Administrator"
Board Administrator