



St. Thomas Police Service

BOARD POLICY

Subject:	Collection, Preservation and Control of Evidence and Property
Policy Number:	LE – 020
Effective Date:	April 1, 2024
Reviewed:	April 22, 2026
Authorized:	Police Services Board

AUTHORITY/LEGISLATIVE REFERENCE

- *Community Safety and Policing Act, 2019 S.O. 2019, c. 1, Sched. 1*
- *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- *Ontario Regulation 395/23 – Investigations*

POLICY STATEMENT

The St. Thomas Police Services Board is committed to ensuring the secure and accurate management of property and evidence. The Board prioritizes compliance with legal standards, secure storage, and meticulous record-keeping in order to maintain public trust and support the fair administration of justice.

POLICY APPLICATION

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 shall:

- a. ensure compliance by members of the St. Thomas Police Service with sections 258, 259 and 260 of the Community Safety and Policing Act;
- b. establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the Handbook of Forensic Evidence 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 the property and evidence held by the Service is conducted by a member or members not routinely or directly connected with the property or evidence control function; and
- e. 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.