



**THE CORPORATION OF THE TOWN OF LASALLE
POLICE SERVICES BOARD**

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| POLICY NAME: LE-020LPSB Collection, Preservation and Control of Evidence and Property | DATE APPROVED: January 1, 2001 |
| REVISION DATES: May 3, 2001 March 17, 2025 | REVIEW DATE: |
| RESCINDS: 220 Collection Preservation & Control of Evidence & Property | EXPIRES: Indefinite |

It is the policy of the LaSalle Police Services Board (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) Ensure the Police Service complies with section 258 of the *Community Safety and Policing Act*, 2019 (CSPA);
- b) Establish and maintain written 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 and maintain written 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; and

- f) Ensure that an auction of all property no longer needed as evidence and where the owner is unknown, is conducted at a minimum of every two (2) years, or as determined by the Chief of Police and that all proceeds of the property auction are reported to the Board at its next monthly meeting.



Chair

March 17, 2025

Date