



TORONTO POLICE SERVICES BOARD

COLLECTION, PRESERVATION AND CONTROL OF EVIDENCE AND PROPERTY

DATE APPROVED	October 26, 2000	Minute No: P439/00
DATE(S) AMENDED	December 11, 2003 August 10, 2006 November 15, 2010	Minute No: P346/03 Minute No: P244/06 Minute No: P292/10
DATE REVIEWED	November 15, 2010	Minute No: P292/10
REPORTING REQUIREMENT	Annual, on a three-year cycle (General Warehouse, Drug Repository and Firearms Storage Vault).	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 132-134. <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 13(1)(n), 14(1)(b).	
DERIVATION	Adequacy Standards Regulation - LE-020	

It is the policy of the Toronto Police Services Board that:

1. The Chief of Police will ensure and report back on compliance by members of the Service with sections 132, 133 and 134 of the *Police Services Act*;
2. The Chief of Police will 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;
3. The Chief of Police will establish procedures for the secure collection, preservation and control of property;
4. The Chief of Police will ensure that internal control checks of the property/evidence held by the Service are conducted by a member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board; and
5. Where a member who has responsibility for a property/evidence storage area is transferred or replaced, the Chief of Police will ensure that internal controls are established to ensure the integrity of Property and Evidence Management Unit processes.