



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Collection, Preservation and Control of Evidence and Property
Policy Number:	LE-020
Effective Date:	December 4, 2024
Reviewed:	
Amended:	

Authority/Legislative References

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 Woodstock Police Service Board (the "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 to maintain public trust and support the fair administration of justice.

Policy Application

1. 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 (the "Chief") shall:
 - a. ensure compliance by members of the Woodstock Police Service (the

"Service") with sections 258, 259, and 260 of the *Community Safety and Policing Act* (the "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/evidence held by the Service is conducted by a member(s) not routinely or directly connected with the property/evidence control function; 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.