



WATERLOO REGIONAL  
POLICE SERVICE  
BOARD

## WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

**Policy Number: 057**

### COLLECTION, PRESERVATION AND CONTROL OF EVIDENCE AND PROPERTY

Date Approved:	January 18, 2001
Dates Amended:	July 12, 2006 July 7, 2021 March 19, 2025
Date to be Reviewed:	March, 2028

#### Policy of the Board

1. It is the policy of the Waterloo Regional Police Service 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 and report back, as required, on compliance by members of the Service with sections 258, 259 and 260 of the *Community Safety and Policing Act*;
    - i. When the Waterloo Regional Police Service comes into the possession of gift cards and other like forms of payment in the course of their duties, such items will be treated as money, as per Section 259 of the *Community Safety and Policing Act*. If section 259(3) applies, the Chief of Police is authorized to donate gift cards and other like forms of payment to local charities.
    - ii. The Board will receive an annual report that provides:
      - the disposition of found, surrendered or seized gift cards and other like forms of payment for goods and services, which will include the value of gift cards and other like forms of payment for goods and services donated, and the charities selected for donation;
      - seized, found/surrendered money; and
      - auction of unclaimed property.
  - 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 the property/evidence held by the Service is conducted by members not routinely or directly connected with the property/evidence control function, and report the results to the Board; 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 all property/evidence in that area.