Timmins Police Service Board
POLICY

POLICY NUMBER: BP-LE-0020

Policy Name:	Collection, Preservation and Control of Evidence and Property
Legislative Reference/Authority:	*Community Safety and Policing Act* and Regulation(s)
Replaces:	Policy – BP – LE - 0020 (Formerly associated to the Police Services Act)
Last Revised:	April 22, 2026
Approved By:	Board Chair

BOARD POLICY

1. As prescribed in the *Community Safety and Policing Act* and through Regulation(s) the Timmins Police Service Board shall establish policy(ies) consistent with the *Act,* Regulation(s) and any other applicable legislation.

2. It is the policy of the Timmins Police Service Board with respect to collection, preservation, documentation and analysis of physical evidence that the Chief of Police shall:

    a. Ensure and report back on compliance by members of the police service with Sections 258, 259 and 260 of the *Community Safety and Policing Act, 2019;*
    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 and control of property;
    c. Ensure that an annual audit of the 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; and
    d. Where a member has a responsibility for a property/evidence is transferred or replaced, ensure that an inventory is taken of the property/evidence in that area.

Dated this 29th day of October, 2026.

Signed electronically by the
Board Chair
Timmins Police Service Board