Peterborough Police Service Board

Policy
Collection, Preservation & Control of Evidence & Property
2026-LE-044

Contents

1.0 Authority
2.0 Definitions
3.0 Board Policy
4.0 Direction to the Chief
5.0 Report to the Board
6.0 Implementation

1.0 Authority

1.1 Subsection 37(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1,* ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by section 10 of the CSPA;

1.2 Subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the police service or the provision of policing;

1.3 O. Reg. 392/23: Adequacy and Effective Policing (General) ("the Adequacy Regulation") prescribes standards for adequacy and effectiveness of police services;

1.4 Subsection 6 (1) 4 (xv) of the Adequacy regulation requires the Chief of Police to establish written procedures in respect of property and evidence control;

1.5 Section 13 of O. Reg. 395/23: Investigations prescribes requirements respecting the collection and control of evidence in the course of investigations;

1.6 The Board deems it appropriate to require the Chief of Police to establish procedures and processes in respect of the collection, handling, preservation, documentation and analysis of physical evidence;

NOW THEREFORE THE PETERBOROUGH POLICE SERVICE BOARD APPROVES AND ADOPTS THE FOLLOWING:

2.0 Definitions

In this Policy:

2.1 **"Act" or *"CSPA"*** means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, as amended;

2.2 **"Board"** means the Peterborough Police Service Board;

2.3 **"Chief"** means the Chief of the Peterborough Police Service;

2.4 **"Member"** means a member of the Peterborough Police Service;

2.5 **"Property"** means articles or personal property of all kinds that come into possession of the police pursuant to the CSPA and regulations made thereunder, but not including:

a) licit and illicit drugs; and
b) motor vehicles;

2.6 **"Service"** means the Peterborough Police Service.

3.0 Board Policy

3.1 The Board recognizes that the collection, preservation and control of evidence and property are important parts of both investigative policing and the prosecution of criminal offences, and it is therefore the policy of this Board that issues relating to collection, preservation and control of evidence and property be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4.0 Direction to the Chief

4.1 **Procedure for Dealing with Collection, Preservation and Control of Evidence and Property**

4.1.1 The Chief shall establish a procedure for the secure collection, preservation and control of property.

4.1.2 The Chief shall establish procedures for the secure collection, preservation and control of evidence that comply with the Adequacy Regulation and Section 13 of O. Reg. 395/23: Investigations.

4.1.3 The Chief shall ensure that the procedure outlined in section 4.1.2 above complies with section 258 of the CSPA, the Adequacy Regulation and section 13 of O. Reg. 395/23: Investigations.

4.2 **Audits and Monitoring of Evidence and Property**

4.2.1 The Chief shall ensure that an annual audit of evidence held by the police Service is conducted by a Member or Members not routinely or directly connected with the evidence control function.

4.2.2 The Chief shall ensure that an annual audit of property held by the police Service is conducted by a Member or Members not routinely or directly connected with the property.

4.2.3 The Chief shall, where a Member who has responsibility for a property or evidence storage area is transferred or replaced, ensure that an inventory is taken of the property or evidence in that area.

5.0 Report to the Board

5.1 The Chief shall make an annual written report to the Board on the Service implementation of this policy.

5.2 During each year, the Chief shall report as follows:

5.2.1 In response to questions from the Board regarding Service procedures developed pursuant to the policy, either verbally at a meeting when the question is asked, or in writing at the next regularly scheduled Board meeting, as directed by the Board; and

5.2.2 Within thirty days of the Chief becoming aware of a breach of Service procedures developed pursuant to this policy that the Chief in his sole discretion determines to be a significant breach that is likely to result in liability for or reputational damage to the Board or the Service, the Chief shall:

a) report to the Board verbally regarding the matter at its next regularly scheduled meeting;

b) provide periodic verbal updates as directed by the Board at subsequent meetings pending completion of internal and external proceedings regarding the matter; and

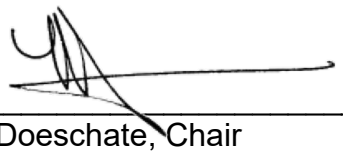
c) after the conclusion of all internal and external proceedings regarding the matter, provide a written report to the Board explaining:

i) the breach;
ii) the circumstances surrounding the breach;
iii) the Chief's liability or reputational concerns; and
iv) the corrective measures taken, including amendments to the procedure to guard against future breaches.

6.0 Implementation

6.1 That the Board approves and adopts this Policy #2026-LE-044 Collection, Preservation and Control of Evidence and Property which shall come into force on October 21, 2026.

6.2 That Policy #LE-020 Collection, Preservation and Control of Evidence and Property, enacted on October 20, 2014, is hereby repealed effective October 21, 2026.



Mary ten Doeschate, Chair
Peterborough Police Service Board

October 20, 2026
Date



Lisa Wilson, Executive Assistant
Peterborough Police Service Board

October 20, 2026
Date