



**SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE**

EVIDENCE

Effective Date: May 9, 2005

POLICY

1. All evidence arising from investigations will be:
 1. acquired, handled and disposed of in a manner that complies with legal requirements, and
 2. processed in a manner that:
 - a. identifies and records each item of evidence,
 - b. lists the source of the item or items,
 - c. ensures the preservation of the condition of the evidence,
 - d. names the person collecting the item or items,
 - e. provides continuity of possession by recording each time a transfer of possession takes place, and
 - f. meets the requirements of the investigation and prosecution of the case.
2. All evidence submitted to a laboratory for examination will include prior possession information, including:
 1. name of the Member last having custody of the item,
 2. date and time of submission or mailing and method used for transmission,
 3. date and time of receipt in the laboratory, and
 4. name and signature of the person in the laboratory receiving the evidence.
3. All evidence submitted to a forensic laboratory for examination will be done so in a timely manner and guided by the conditions relative to the investigation.

REASON FOR POLICY

4. To ensure that the acquisition, handling and disposal of evidence, as an aid to an investigation and prosecution, is carried out in manner that:
 1. complies with legal requirements, and
 2. will not compromise the admissibility and value of evidence.

PROCEDURES

Processing Evidence

5. Members should consult with their Supervisor or JPD Forensic Identification Services to determine the proper handling method (for example, Members will be trained in the proper methods for gathering evidence; however, there may be some uncertainty on how to handle unique items).
6. All exhibits will be marked and labeled.

[See also: OD020 – General Criminal Investigations, OD030 – Crime Scene, OD120 – Search, OD130 – Seizure, OF020 – Exhibit/Property Control]