



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

EXHIBIT / PROPERTY CONTROL

Effective Date: May 9, 2005

Revised: April 3, 2006

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will establish and maintain an exhibit/property management function for seized and found property, that will:
 1. provide for the safe receipt, recording, storing, handling and disposition of seized and found property in a consistent manner,
 2. ensure the security of seized and found property by:
 - a. storing property in a designated secure area(s), conforming with all environmental and safety requirements,
 - b. storing items of property requiring added protection in separate, locked, secure areas located within the SCBCTAPS property storage area(s), and
 - c. limiting access to the property storage area(s) to authorized personnel,
 3. provide for the security of found and seized property during periods when the property room is closed,
 4. ensure the integrity of the property management system through an annual, documented audit of seized and found property,
 5. provide for the disposition and disposal of found, recovered and evidentiary property within twelve (12) months after legal requirements have been satisfied,
 6. be described and maintained in writing, and
 7. be administered under the authority of the Chief Officer and the responsibility of the Deputy Chief Officer.
2. SCBCTAPS disposal of property will comply with the Police (Disposal of Property) Regulation.

REASON FOR POLICY

3. To provide and maintain consistent standards and processes for the handling of seized and found property under the control of the SCBCTAPS.
4. To provide for the security, integrity and continuity of seized and found property while providing access to the property for evidentiary purposes and the eventual disposition of the property.

PROCEDURES

GENERAL

5. All property coming into the possession of a Member of the SCBCTAPS for evidentiary purposes, safekeeping or destruction will be processed prior to the end of the Member's shift, unless authorized to do so otherwise by a Supervisor.
6. All items seized will be recorded into the PRIME Property sub-system (or system otherwise determined by the Chief Officer) and, unless otherwise directed by policy, all property will be logged into the SCBCTAPS Exhibit Room.

Member

7. The Member will follow procedures outlined:
 1. open a General Occurrence (GO) file in PRIME and go to the Property page and enter the property/exhibit details,
 2. complete the exhibit tag and affix to the exhibit, using the GO# and item number (badge# - exhibit number, e.g., 99-01),
 3. each exhibit will be tagged individually and marked in such a manner as to prevent destruction or defacing,
 4. property that may be dangerous or hazardous to one's health will be:
 - a. entered as biohazard/dangerous property with the exhibit description in the "Remarks" field,
 - b. marked with biohazard exhibit tags, and
 - c. a warning sign must be placed on the outside of the overnight locker indicating the type of hazard, with the GO# indicated,
 5. clearly document on the PRIME Property sub-system instructions for disposition of the property as follows:
 - a. Hold for court
 - b. Forward to JPD Forensic Identification Section
 - c. Forward to Master File
 - d. Return to owner
 - e. Return to JPD* (See note)
 - f. Destroy,

Note: If the property is to be returned to a JPD, enter this information in the "Remarks" field, as there is no field in PRIME for this.
6. place the article inside the temporary exhibit locker,
7. lock the door of the temporary exhibit locker,
8. make a notebook entry of the locker # that the property is placed in,
9. complete in PRIME the Form 5.2 Report to Justice (following seizure of property and/or warrant search), as required, and place a hard copy in the investigation file.

Exhibit Custodian

8. The Exhibit Custodian will retrieve the property from the temporary exhibit locker and transfer it to a secure property locker, and then log the movement information on the PRIME Property sub-system,
 1. any subsequent movement of an exhibit will be recorded on the PRIME Property sub-system.

Supervisor

9. The Supervisor will review all Property pages and ensure items are described fully and policy is being adhered to.

Perishable Goods

10. The SCBCTAPS does not maintain facilities to store perishable goods. If they must be seized, perishable goods should be returned to the owner, destroyed, or turned over to the JPD as soon as possible. Photographs will be taken for evidentiary purposes, if required.

Audit

11. An annual audit of seized and found property will be conducted in order to maintain the integrity of the exhibit system.

STORAGE/HANDLING OF PROPERTY

General Exhibits

12. Property that is wet or bloodied and that requires DNA testing is to be transferred to the appropriate JPD in accordance with protocols established.
 1. The movement of the property will be documented on the PRIME Evidence Continuity page.
13. Any sharp object such as knives, scissors, broken glass, etc. will be wrapped or stored in a safe manner before submitting to the Exhibit Room.
14. Items that are contaminated contain body fluids or dry blood will be clearly marked with a biohazard exhibit tag and stored in a safe, secure manner.

Key Material

15. Members submitting key material envelopes containing evidence to file must:
 1. submit a report with the envelope,
 2. place originals of statements, rough notes, photographs, FareCards, transit passes, etc. in the key material envelope,
 3. seal the envelope,
 4. complete the front of the envelope,

5. place a photocopy of the materials in the mater file, where any movement of the key material envelope will be noted, and
6. fare media seized on Provincial Statute authority may be attached to the violation ticket.

Authorized Access

16. Only authorized personnel may access areas used for storage of exhibits/property. Authorized personnel consist of the Exhibit Custodian, Exhibit Custodian Assistant, and Deputy Chief Officer.

JPD Controlled Investigation

17. When a Member is assisting a JPD member in an investigation, the Member will take care not to handle any exhibit that the JPD will need to seize.

Items for Fingerprinting

18. All property for fingerprinting should be placed in an unsealed paper bag (not plastic) or as is and submitted for examination.
 1. An exhibit label should be attached to the outside of the paper bag or left with the exhibit, which can then be attached when the examination is completed.
19. Members will submit the property to be examined to the appropriate JPD Forensic Identification Section, with the appropriate request form.

Money and Valuables

20. The Member will immediately count all money seized, received, or found. A second Member will verify/count the money.
21. Both Members will record the amount in their personal notebooks, and describe any credit cards or valuables found.
22. The Member will:
 1. seal the money and credit cards in an envelope and sign the envelope without unnecessary delay,
 2. complete a property tag, and
 3. place the money or valuables and property tag in an exhibit locker.
23. The Exhibit Custodian will place into the safe, all money in excess of \$20 and personal effects in excess of \$100.
24. If money or valuables are received from another person, the Member will:
 1. count the money or list the valuables in the person's possession,
 2. have the person certify that the inventory is correct and sign the report or receipt. In the absence of an official receipt form, make an entry on a separate page of his/her notebook and have the person sign the notebook, and
 3. place a photocopy of the receipt on file.

Suspected Counterfeit Bills

25. Money seized will be placed in a sealed envelope and contents documented on the face of the envelope, initialed and dated.
 1. The money will be counted in the presence of another Member, who will also initial the envelope.
26. Suspected counterfeit money must be checked on CPIC.
 1. If charges are pending, the bill must be sent with a completed C414 Analysis Report to the Central Bureau for Counterfeits (CBFC), CDL Ottawa immediately upon seizure.
 2. If there are no charges and the money is believed to be counterfeit, the Exhibit Custodian will send the money to CBFC for their disposal.
27. If the money is genuine, the investigating Member will return it to the owner. If no owner is identified the money will be treated as found property.

Credit Cards/Money Cards

28. The legal owner of a credit card/money card is the issuing institution. All cards coming into the possession of Member will be submitted to the property office in accordance to general property procedures outlined in this chapter.
29. The Exhibit Custodian or designate will destroy (with consent of issuing institution) or return to the issuing institution all cards except for:
 1. cards held for evidentiary purposes,
 2. cards held for safekeeping and where there was no opportunity for the card to be used illegally (e.g., cards tagged as effects from a person deceased or in detention), and
 3. for these exceptions, the Exhibit Custodian may, as appropriate, return cards to the cardholder.

Passports

30. When Members recover or receive a lost or stolen passport (Canadian, or any other country) they will not return it to the individual who appears on the passport.

Note: *Before a report can be taken by a Member, complainants reporting a lost or stolen passport must produce identification, or be identified through other means, and provide the passport number and expiry date.*

31. Members will submit all passports to the Exhibit Custodian in accordance to general property procedures outlined in this chapter, and the document information will be sent via CPIC to the originating agency that entered the lost/stolen property information on CPIC.

32. The Exhibit Custodian is responsible for forwarding all recovered passports to the appropriate agency.

Flammable and Dangerous Goods

33. No flammable or hazardous materials will be stored at the SCBCTAPS facility. If required for court, New Westminster Police Service (NWPS) has a Flammable Room and the Patrol Supervisor will contact the NWPS to arrange storage.

34. Members, whose investigations involve dangerous, biologically contaminated, or explosive substances will make every attempt to have the substance photographed if the substance(s) may be required as an exhibit in a court case.

1. Members must determine that the dangerous goods, etc. can be photographed without danger - flash photography may cause an explosion.
2. Under no circumstances should a Member attempt to enter a dangerous, biologically contaminated substance(s) as a court exhibit.
3. If the substance requires laboratory analysis, trained JPD personnel and/or the RCMP Disposal Unit must be contacted to ensure proper handling of the substance.

35. Members seizing property that may be dangerous will first determine that the property may be safely handled and stored by police personnel.

1. The dangerous goods will be clearly marked "Dangerous" and the property tag will indicate what type of dangerous goods the property is.
2. The exterior of the temporary exhibit lockers will be clearly marked as "Dangerous", with the GO# indicated.

Drug and Hypodermic Equipment Exhibits

[Also see: OB100 – Drugs]

36. All drugs seized will be placed in sealed containers.

1. Drugs for analysis will be placed in an HC envelope and put in the temporary exhibit locker.
2. All drug exhibits must be documented on a Form HC 3515 by the investigator.
3. "No Case" seizures will be submitted to Exhibit Custodian with a copy of a completed Form HC 3515.

37. Only Hypodermic Equipment seized for court will be submitted to the Exhibit Room.

1. All other hypodermic equipment is to be disposed of immediately in the Sharps Containers placed throughout the police facility.

Firearms/Ammunition

38. Firearms must be unloaded and disabled before being submitted to the Exhibit Room by way of a trigger lock or passing a soft plastic-coated wire down the barrel of the weapon.

39. Do not wire a weapon that is being forwarded to the RCMP Crime Detection Laboratory (CDL) for examination.

1. The weapon will be wired by the CDL before returning it to the sending agency.

40. Ammunition for destruction will be delivered to the Exhibit Room.

1. A file must be generated and ammunition clearly tagged.

41. The Exhibit Custodian will report to the Canadian Firearms Registry all firearms that come into the possession of the SCBCTAPS, as required by Regulations.

Counterfeit Fare Media

42. The Manager-TransLink Revenue and Risk Management will be advised/consulted in relation to counterfeit fare media.

43. If the fare media is fraudulent and charges pending, the fare media will be seized as evidence. If no charges are pending, the fare media will be held on the master file.

Photographs and Film or Digital Images

44. Evidentiary photographs and film taken by Members or civilians, or seized as a result of an investigation should be treated as an exhibit.

1. If required, film can be submitted to the appropriate JPD Forensic Identification Section for processing, in accordance with protocols established.
2. Evidentiary images transferred from camera to storage should be made subject to an exhibit.

DISPOSAL OF PROPERTY

General Exhibits

45. Authorization for the disposal or destruction of property will be entered on the PRIME Property sub-system by the investigating Member.

1. This does not include drugs, liquor (unless held for court), or found property.

46. If there is an owner for the property, the investigating Member will make every effort to contact the owner and advise the owner to make arrangements to pick up his/her property.

1. The Exhibit Custodian must be advised the property can be released. Items will not be released without written authorization from the investigating Member.

47. Once the disposal/destruction authorization has been given to the Exhibit Room, the Exhibit Custodian will determine the method of disposal as set out below.

Found Property

48. All found property items will be held 90 days in the Exhibit Room.
49. Members will advise the finder that if the property is not claimed in 90 days, it will be disposed of in accordance with SCBCTAPS policy.
1. Should the finder lay claim to the found property, he/she is required to apply to the SCBCTAPS in writing and it will be returned to the finder. Property with an estimated value of over \$100 will be turned over to the JPD for disposal.
 2. Under no circumstances will any Member inform a finder of property that they may have the property once the 90-day holding period has expired.
50. When the 90-day period has expired, the Exhibit Custodian will determine the disposal method of the item.
1. The final disposition of the property will be accomplished within twelve months after the expiration of the 90-day period.
51. Unclaimed/relinquished and found property may be disposed of by:
1. **Transfer** - Items of an estimated value of over \$100 will be turned over to the JPD for their disposal.
 2. **Donated** - Items of an estimated value of under \$100, may be donated to a charitable organization (i.e., Salvation Army).
 3. **Destruction** - Items may be authorized for destruction at the discretion of Exhibit Custodian.
 - a. The method of destruction (trash, incinerator, shredder, etc.) will also be at the Exhibit Custodian's discretion.
 4. **SCBCTAPS Use** - Items that can be used by the SCBCTAPS will be signed over to the Deputy Chief Officer who will determine where the property will be placed.
 - a. The Exhibit Custodian will keep an inventory of all items issued to SCBCTAPS.
 5. **Money of Value Under \$100** – Items of value under \$100 will be forwarded to the Manager-TransLink Revenue and Risk Management.

Item Not Claimed By Owner / No Owner Found

52. SCBCTAPS Members who are finders of property while on duty are not eligible to make claim for the property if it remains unclaimed.
53. Members will make every reasonable effort to find owners of property and contact them.
1. If no owner is found, exhibits will be treated as found property and disposed as such.

2. If an owner is found and contacted and the property is not claimed within 90 days of contacting the owner, the investigating Member will authorize the property to be disposed of as found property.
3. The Member will advise the owner that the property will be disposed of after 90 days if not claimed.

Drug and Hypodermic Equipment

54. Two Members of the SCBCTAPS must destroy drug paraphernalia.
 1. The Destruction of Drug Exhibits Report will be signed and witnessed.
 2. Drugs will be turned over to the NWPS for destruction, in accordance with any protocols established.
55. Money from drug seizures will be sent to the Receiver General of Canada.

Firearms / Ammunition

56. All firearms for destruction will be sent to the CDL.
57. All ammunition for disposal will be collected and disposed of by a JPD, in accordance with established protocols.

Liquor

58. All open liquor may be disposed of immediately unless it is seized pursuant to Section 69(1) of the Liquor Control and Licensing Act.
59. The person from whom the sealed liquor is seized will be advised that he/she may, within 30 days of the seizure, make application for its return to the:

**General Manager
Liquor Control and Licensing Branch
Parliament Buildings
Victoria, BC
V8V 1X4**

1. If no claim is made the liquor will be destroyed after 30 days.

[See also: OD130 – Seizure]