
**Peace Officer Exhibit
Handling**

Policy No.: 4192
Department: Administration
Authority: Council
Current Approved Date: 2013

Policy Statement:

Lamont County understands that during the normal duties of a Peace Officer he/she will seize exhibits in relation to an investigation

Purpose:

To outline procedures for Exhibit Handling

Application of This Policy:

1. When any type of exhibit comes into the possession of an officer, care must be taken to preserve the exhibit in its original form. Further, it is the Community Peace Officer's responsibility to make sure that the exhibit is safeguarded. The Community Peace Officer making the seizure will cause the exhibit to be properly tagged or marked for future identification - that is to say, the date, occurrence file number, exhibit number, Community Peace Officer's regimental number and his/her initials are on the exhibit itself or on the identification tag affixed to the exhibit.
2. Whenever a seizure is made, the Community Peace Officer making the seizure will, without delay, compile an Exhibit Report form listing the item or items with a full description of the item(s) to be contained in the body of the report.
3. All items, whether seized by a Community Peace Officer or handed in to the office will be shown on an exhibit report.
4. Exhibits that have been properly tagged/labeled and recorded on an exhibit seizure form will be secured in a locked cabinet with restricted access. One copy (or original) of the seizure form will accompany the exhibit while another copy will be attached with the occurrence report.
5. All exhibits placed into the exhibit locker or removed from the exhibit locket will have the movement recorded in the exhibit locker ledger that is kept in the area of the locker.
6. All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and exhibit report completed. These items are to be returned to Alberta Registries and the exhibit report receipted.

7. Found bicycles will be turned over the RCMP after an exhibit seizure report and an occurrence report have been completed.
8. Drug exhibits will not be seized.
9. LIQUOR EXHIBITS
 - a. In consultation with the local Crown Prosecutor and with their approval, liquor exhibits may be disposed of on site.
 - b. If possible, have offender witness the disposal.
 - c. Record in notebook or Police Copy of Violation Ticket the details and what was destroyed.
 - d. If possible, utilize the In-Car Video System to record the seizure/destruction.
 - e. Submit the empty liquor container as an exhibit
10. All exhibits will be stored in a locked cabinet upon completion of exhibit report. Community Peace Officers shall mark all articles seized or found to ensure future identification for evidence purposes.
11. When found property is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Property Control Form, with tag, and an occurrence report submitted. However, where possible, the items with all pertinent information should be turned over to local RCMP.
12. Exhibits related to criminal offences must be turned over to the RCMP.
13. Upon court disposition and pending an appeal period, exhibits will be auctioned, destroyed or returned to the owner as per town policy. The method of disposition and name of recipient will be clearly documented on the exhibit seizure reports and the follow up information will be added to the occurrence report

Example of Property Control form

<div style="border: 1px solid black; padding: 5px; width: 60px; margin: auto;"> AGENCY LOGO </div>	POSSESSION OF PROPERTY REPORT				Case File No. Cross Reference No.
Occurrence Type		Occurrence Date	Seizure Date	Seizure Time	
Seizure Location			Peace Officer		
1	<input type="checkbox"/> Accused <input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder		Surname Given Names		Date of Birth
	Address		Sex	Charge	
		Home Phone		Work Phone	
2	<input type="checkbox"/> Accused <input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder		Surname Given Names		Date of Birth
	Address		Sex	Charge	
		Home Phone		Work Phone	
3	<input type="checkbox"/> Accused <input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder		Surname Given Names		Date of Birth
	Address		Sex	Charge	
		Home Phone		Work Phone	
4	<input type="checkbox"/> Accused <input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder		Surname Given Names		Date of Birth
	Address		Sex	Charge	
		Home Phone		Work Phone	
Circumstances Summary / Additional Subjects / Special Instructions / Release Instructions <hr/> <hr/> <hr/> <hr/>					
Item 1	Item Type		Quantity	Seized from Subj. #	Serial #
	<input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe		Make	Model	Owner Subj. #
	Additional Information / Remarks				
Item 2	Item Type		Quantity	Seized from Subj. #	Serial #
	<input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe		Make	Model	Owner Subj. #
	Additional Information / Remarks				
Item 3	Item Type		Quantity	Seized from Subj. #	Serial #
	<input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe		Make	Model	Owner Subj. #
	Additional Information / Remarks				
Submitted By		Signature	Date	Approved By	Date
Name					
Related Reports					Page
					of

