

Policy Title: EXHIBIT HANDLING	Policy #: PO-7-1
Authority Approval: Mayor and Council	Resolution #: 114-2019-05-27
	Effective Date: May 27, 2019
Distribution:	
<input checked="" type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Library
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation

Policy Purpose: To create a policy and procedure for the handling and storage of exhibits that comes in to the custody of Town of Beaverlodge Enforcement Services. 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 officer's responsibility to make sure that the exhibit is safeguarded.

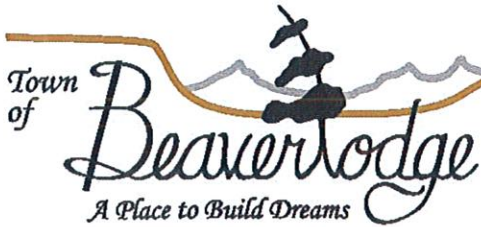
Documentation: Whenever a seizure is made, the officer making the seizure will, without delay create a case report in Report Exec. The officer will list the item or items with a full description in the "Note" section.

Seizure of Motor Vehicle License: 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.

Liquor Exhibits: Unless there are extenuating circumstances, liquor exhibits can be destroyed on site. If possible, have offender witness destruction. Record in notebook or Police Copy of Violation Ticket the details and what was destroyed. If possible, utilize the In Car Video System to record the seizure/destruction.

Drug Exhibits: Drug exhibits will not be seized by the Peace Officer, instead the officer shall notify the RCMP.

Storage of Exhibits: All exhibits will be stored in the Enforcement Services exhibit locker upon completion of an exhibit report. Where practicable Peace Officers will use an evidence bag, print out a Property Report, and place it in the bag before sealing to ensure future identification for evidence purposes. The Exhibit Log will be completed when placing any exhibits in the evidence locker. Access to the Exhibits locker will be limited to the Peace Officer and Chief Administrative Officer. Exhibits shall be stored in the evidence locker in accordance with the Town's retention policy as well as any applicable laws in Alberta and Canada. Exhibits and lost and found items will not be stored together under any circumstances.




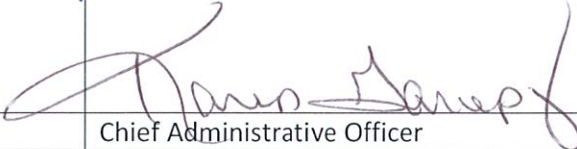
Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Criminal Proceedings:

Any property seized to be used as evidence in a Criminal Code proceeding shall be turned over to the RCMP detachment of jurisdiction immediately, after pertinent information, date, name and rank of the RCMP member to whom the property was given is recorded.

Date:	May 27, 2019
	
Mayor	Chief Administrative Officer