

## Mackenzie County

<b>Title</b>	<b>Peace Officer Property Control Policy</b>	<b>Policy No:</b>	ENF007
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<b>Legislation Reference</b>	<b>Peace Officer (Ministerial) Regulations</b>
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### **Purpose**

To establish a Policy to establish a procedure for the property control of found, or confiscated items for evidence to or by a Peace Officer as per the Peace Officer (Ministerial) Regulations.

### **Policy Statement:**

Mackenzie County recognizes that property may be turned into the County as a found item, or a Peace Officer may confiscate an item as evidence which be logged and secured for a period of time as established within this policy.

### **Evidence Control:**

1. All properties would be logged by a Peace Officer including;
  - Property Owner
  - Date
  - Time
  - Location
  - Description of item(s)
  - Case number
  - Officers name & signature
2. Evidence would be stored in a locked cabinet if property size permits. If items are too large for locked cabinet, items would be stored in a secure yard site.
3. Firearms or any weapons would be surrendered to the R.C.M.P. for further investigation and storage if the R.C.M.P. deem necessary.
4. If evidence is required to be moved from secure/locked storage, a chain of command log will be completed same as item 1 above.

### **Investigation Completion:**

5. If the item was confiscated for evidence in an investigation, at the conclusion of the investigation the property may:
  - (a) be returned to the owner;
  - (b) destroyed if ordered to do so by the courts;
  - (c) donated for charity;

- (d) sold at location auction;
  - (e) advertised for sale by way of public request for tender.
6. If the item was found, after 365 days from the logged in date, the finder would be contacted and given the option to take possession of the item.
7. If the finder does not wish to claim the item, the County may;
- (a) destroyed if ordered to do so by the courts;
  - (b) donated for charity;
  - (c) sold at location auction;
  - (d) advertised for sale by way of public request for tender.

**Destruction of Property**

8. Evidence will be destroyed as per the Records and Retention Schedule.
9. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2017-06-13	17-06-420
<b>Amended</b>		
<b>Amended</b>		