



# TOWN POLICY

## ADMINISTRATION POLICY:

### Peace Officer Property and Exhibits Policy

**DEPARTMENT:** Administration

**POLICY NUMBER:** ME-120

**EFFECTIVE DATE:** October 12, 2018

**SUPERSEDES:** ME-72

**UP FOR REVIEW:** October 12, 2023

#### Policy Statement:

This policy provides Community Peace Officers with the Town of Cardston directive on collection, storage and security of exhibits and property seized as a result of an investigation into an offence pursuant to a piece of legislation identified on the Peace Officer's appointment, or property taken into custody for the purpose of safekeeping, when said property is abandoned or found.

#### DEFINITIONS

1. In this policy,

"Property" means all items taken by and stored within Cardston Municipal Enforcement, including evidence, exhibits, items taken for safekeeping, lost or found property, and abandoned property.

"Safekeeping" includes any item that has been turned into Cardston Municipal Enforcement after being found, and prior to being claimed by an owner.

"Lost or Found Property" includes property found by an employee or citizen that has no apparent evidentiary value and where an owner cannot be readily identified or contacted.

"Abandoned Property" includes property found by an employee or citizen that appears to be intentionally left or discarded by the owner.

#### PROCEDURES

2. **Admission to the Secure Lock-Up**

2.1. Entry is restricted to sworn and appointed Community Peace Officers. Any officer who enters the Evidence Lock-Up shall document the date and time the officer entered the Lock-Up and whether or not he/she impounded or removed any item from the secure area, this shall be documented on the Exhibit and Safekeeping Log (*Form #ME-1519*), enclosed as Appendix "A". Any time an officer is removing any item from the secure area, the officer shall also follow procedures outlined in section 12 and/or 14 of this Policy.

2.2. All exhibits, evidence, found property or property being held by Cardston Municipal Enforcement shall be kept in the designated secure Lock-Up. This area shall have controlled





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entry to prevent the alteration, unauthorized removal, theft or other compromise of exhibits and or property stored by the department and to maintain chain of custody.

- 2.3. All exhibits/property must be entered into the Town of Cardston ReportExec system. Whenever abandoned or found property is received from someone other than the owner of the property, the name, address and telephone number will be recorded of the person turning in the property.

## General

### 3. Responsibilities:

- 3.1. Community Peace Officers are responsible for safeguarding the property of others. All employees will properly process and secure any property which may have been seized or which otherwise has come under their care.
- 3.2. All exhibits or property must be entered into the Town of Cardston ReportExec system and placed into the Secure Lock-Up by the end of the member's shift unless in exigent circumstances which may include, but are not limited to, weather related incidents or serious employee injury. The reason for the delay, name of supervisor who approved the delay and the method used for temporary storage will be documented in the Case Report.
- 3.3. Any officer that seizes or otherwise comes into possession of property or evidence, must complete an Exhibit or Property Seizure Form (*Form #ME-1517*), enclosed as Appendix "B", as soon as practical upon coming into possession of the property.
  - 3.3.1. If a single piece of property has several loose items (ie. a wallet or purse), the officer shall list each of the items enclosed in the original item on the Exhibit or Property Seizure Form and number each item.

### 4. Storage:

- 4.1. Storage for unstable or hazardous items, i.e. explosives (fireworks) or volatile liquids shall be stored in enclosed metallic containers with lids to prevent leakage. These items shall be placed within an explosives or dangerous materials locker within the Secure Lock-Up.
- 4.2. If at any time a Peace Officer receives monies, all monies shall be counted by the receiving officer and a witness. Monies shall arrive at the Secure Lock-Up pre-counted, with denominations separated and listed on the Town of Cardston ReportExec system. All monies submitted to the Secure Lock-Up shall be placed into a plastic evidence bag and sealed. The evidence bag seal must be initialed and include the ReportExec file number.
- 4.3. Perishable and oversized items: Municipal Enforcement will coordinate storage of oversized items, such as appliances and in most cases the officer shall take photos of the item and dispose of it, for example in an illegal dumping investigation. All perishable items will be photographed and disposed of.
- 4.4. Property Identification and Packaging:





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- 4.4.1. Knives and other sharp instruments shall be boxed in a cardboard box, ensuring the knife cannot cut through the box.
- 4.4.2. Hypodermic syringes and needles shall only be disposed of in a sharps container.
- 4.4.3. All items must be submitted utilizing Department approved/issued packaging.

## 5. Alcoholic Beverages:

- 5.1. If a Peace Officer seizes any type of Alcoholic beverage during an investigation pursuant to the *Gaming, Liquor and Cannabis Act RSA 2000, CG-1* or *Gaming, Liquor and Cannabis Regulation AB Reg 143/1996*, the beverage shall be photographed as soon as practical by the investigating officer. The beverage and container may then be disposed of in an approved manner, per section 14 of this Policy. Photographs taken by the investigating officer shall be placed on the Town of Cardston ReportExec system as soon as practical.
- 5.2. Whenever a Peace Officer seizes liquor, a report in writing of the particulars of the seizure must be made, if required by the Gaming, Liquor and Cannabis Commission (Commission), in the manner directed by the Commission.
- 5.3. If a Peace Officer seizes alcohol from a person who has been charged with an offence, as a result of an investigation, the Officer shall provide the owner of the alcohol with a Property Seizure Receipt (*Form #ME-1516*) enclosed as Appendix "C".

## 6. Cannabis:

- 6.1. If a Peace Officer seizes a legal quantity (<30 grams) of any type of cannabis during an investigation pursuant to the *Gaming, Liquor and Cannabis Act RSA 2000, CG-1* or *Gaming, Liquor and Cannabis Regulation AB Reg 143/1996*, the Peace Officer shall immediately place the cannabis in a plastic evidence security bag, with the information relating to the occurrence, including the ReportExec case report file number and officers information. The bag shall then be sealed and placed within the Secure Lock-Up, and within the locked cannabis container within the Secure-Lock Up, in accordance with section 5 of this policy. Disposal of the seized cannabis shall be determined as per section 15 of this policy.
  - 6.1.1. If a Peace Officer finds or is presented with a quantity of cannabis which he/she believes on reasonable grounds to be an illegal amount (>30 grams), the Peace Officer shall immediately contact the police of jurisdiction and not take possession of the cannabis. The officer shall instead take notes and continue to observe the situation, and report any observations to the responding police officer.
- 6.2. Whenever a Peace Officer seizes cannabis, a report in writing of the particulars of the seizure must be made, if required by the Commission, in the manner directed by the Commission.
- 6.3. If a Peace Officer seizes cannabis from a person who has been charged with an offence, as a result of an investigation, the Officer shall provide the owner of the cannabis a completed Property Seizure Receipt (*Form #ME-1516*) enclosed as Appendix "C".

## 7. Bicycles:

- 7.1. Bicycles shall be placed within the Town of Cardston Impound Facility.





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- 7.2. All bicycles must be entered into the Town of Cardston ReportExec system and include the serial number, make, model and colour.
- 7.3. Any officer impounding a bicycle within Municipal Enforcement shall query the bicycle's serial number through the online Canadian Police Information Centre (CPIC).
- 7.4. Officers shall affix a found item sticker to the bicycle in a conspicuous location, which outlines the date of impound and the corresponding ReportExec file number.
- 7.5. All bicycles shall be held for a minimum period of 60 days, after which time the bicycle may be disposed of as per section 14 and 15 of this policy.

## **8. Jewelry and Metals:**

- 8.1. Any jewelry or valuable metal that is received by an officer shall be sealed in an evidence bag. The bag shall contain the ReportExec file number and corresponding information.
- 8.2. Articles of valuable jewelry and valuable metals that are submitted to the Secure Lock-Up shall be identified as "WHITE STONES", "RED STONES", etc., and "WHITE METAL", "YELLOW METAL", etc.

## **9. Property Removal Authorization:**

- 9.1. Only the impounding officer, assigned investigator or his immediate supervisor are authorized to sign for and remove property for investigative purposes from the Secure Lock-Up. Property removed shall be utilized for official business only; e.g. court evidence and investigations. When property is signed out, responsibility shall rest with the officer until such property is returned or a court receipt showing disposition is furnished.
- 9.2. Except when admitted as court evidence, property removed for court purposes shall be returned to the Secure Lock-Up no later than 24 hours after removal.
- 9.3. If admitted as evidence, a Property Transfer or Destruction Form (*Form #ME-1518*) enclosed as Appendix "D", must be completed, signed by a representative of the court and attached to the ReportExec Case Report within 24 hours after the removal.

## **10. Item Numbering and Identification**

- 10.1. General: When more than one item is recorded in the Town of Cardston ReportExec system, the items shall be numbered (Property Number), as per section 6.3 of the policy.
- 10.2. Information Required: All pertinent information relative to the property must be reflected to include the following;
  - 10.2.1. Serial Number(s) and other identification data
  - 10.2.2. Case Number
  - 10.2.3. Impounding employee name and regimental number

## **11. Disposition of Property and Exhibits**





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- 11.1.** Evidence or Exhibits used to support a charge shall be disposed of sixty (60) days following the final disposition rendered by the court of jurisdiction, if no appeal has been filed.
- 11.2.** Found Property: All found property, which is not used to support a charge or cannot be returned to its original owner, is eligible to be disposed of ninety (90) days following the date of receipt of the article. Disposition of found property shall be in accordance with established procedure and governing legislation.

**11.2.1.** Return to Finder:

- Found property for which ownership cannot be established may be released to the finder by request. Requests will not be approved for a period of ninety (90) days from date of impoundment.
- Officers and Employees act as agents for the Town of Cardston and are not considered as the finder, therefore are not entitled to the return of the found property.

**11.2.2.** Return to Owner:

- Return of Exhibits/Property is authorized when a Property Transfer or Destruction Form (*Form #ME-1518*), prepared by the officer having jurisdiction, is completed.
- Owners are notified by phone, mail, or email when known and arrangements are made with the owner regarding the cost of shipping.
- Any owner attempting to claim property must produce valid identification for all property being returned.

## **12. Destruction or Disposal of Exhibits/Property**

### **12.1. Cannabis:**

**12.1.1.** Any time leafy, flower or other cannabis plant material is required to be destroyed and disposed of; cannabis shall be mixed with equal parts cat litter and a small amount of water in a plastic bag. This solution shall be mixed well. At this time the solution may be deposited into regular garbage collection. Whenever practical, this process should be witnessed by another officer, authorized agent of the Town, or witnessed by a Dash Camera or Body-Worn Camera.

**12.1.2.** Any time liquid cannabis material is required to be destroyed and disposed of, the senior Community Peace Officer may transport the liquid cannabis to the Town of Cardston Wastewater Treatment Facility, where under the direction of senior personnel, the liquid can be disposed of.

**12.2. Liquor:** Following the steps outlined in section 8 of this policy, liquor shall be forfeited to the Crown. This can be completed by dumping the liquor and destroying and disposing of the container. Whenever practical this process should be witnessed by another officer, authorized agent of the Town, or witnessed by a Dash Camera or Body-Worn Camera.





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- 12.2.1. Abandoned liquor shall be disposed of, as per section 108 of the Gaming, Liquor and Cannabis Act. The method identified in section 15.2 may be utilized to complete this.
- 12.3. **Bicycles:** Any bicycle that is not claimed by the owner or finder of the bicycle may be donated by Town of Cardston to a local non-profit organization, eg., Cardston Support Services.
- 12.4. **Other Property:** Any other property that needs to be disposed of or destroyed may be destroyed or disposed of through the Cardston Transfer Station.
- 12.5. **Property Transfer or Destruction Forms (Form #ME-1518):** A Property Transfer or Destruction Form shall be completed by the officer transferring or destroying any property.

## REVISION HISTORY

Date	Description
October 12, 2018	New Policy

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *October 12<sup>th</sup>, 2018*.....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





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## Appendix "A"

### Form #ME-1519 Exhibit and Safekeeping Log



### CARDSTON MUNICIPAL ENFORCEMENT EXHIBIT AND SAFE-KEEPING LOG



Date:	Time:	Description:	Evidence/Safe-Keeping (E/S)	Bag Number:	Member:	Disposition and Date:

Form: ME-1519B.....Town of Cardston.....Municipal Enforcement  
 Po Box 280 (67 3 Avenue West), Cardston, Alberta, T0K-0K0

The information on this form is collected for the sole purpose of the Town of Cardston and is protected under the Freedom of Information and Protection of Privacy Act, S 33(c), which regulates the collection use and disclosure of information.





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## Appendix "B"

### Form #ME-1517 Exhibit or Property Seizure Form

#### Exhibit / Property Seizure Form



File Number: \_\_\_\_\_

#### Section A: Investigator:

Name: \_\_\_\_\_ Regimental Number: \_\_\_\_\_

#### Section B: Exhibit Collection:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Collected By: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Accused/Suspect/Owner: \_\_\_\_\_

Scene Photograph Taken:  YES  No

Reason for Seizure:  Found Item (Safe-Keeping)  Exhibit/Evidence  Other: \_\_\_\_\_

#### Section C: Exhibit Details

No.	Description:	Manufacturer	Model	Serial No.	Baggie No.

#### Section D: Storage Details

Date and Time Stored: \_\_\_\_\_ / \_\_\_\_\_ hrs

Storage Location: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Form: ME-1517.....Town of Cardston.....Municipal Enforcement  
Po Box 280 (67 3 Avenue West), Cardston, Alberta, TOK-0K0

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## Appendix "C"

### Form #ME-1516 Property Seizure Receipt



## Property Seizure Receipt

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M.  P.M.

**Accused Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ I.D. # \_\_\_\_\_ Type: \_\_\_\_\_

**Offence Information:**

Location: \_\_\_\_\_

Offence: \_\_\_\_\_

Section/Act: \_\_\_\_\_

**Description of Articles:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer: \_\_\_\_\_ Reg # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form: ME-1516.....Town of Cardston.....Municipal Enforcement  
 Po Box 280 (67 3 Avenue West), Cardston, Alberta, T0K-0K0

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## Appendix "D"

### Form #ME-1518 Exhibit and Property Transfer and Destruction Form Front Page

**Cardston Municipal Enforcement**

**Exhibit and Property Transfer or Destruction Form**

Case Number: \_\_\_\_\_ Property Number: \_\_\_\_\_

**Type of Property:**

Bicycle  Cannabis  Liquor  Other (Specify): \_\_\_\_\_

**Full Description:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Colour: \_\_\_\_\_

Amount: \_\_\_\_\_ liters /milliliters/grams/pounds

Other Descriptors: \_\_\_\_\_

**Exhibit / Property Information:**

Was the property an exhibit supporting a charge?:  Yes  No

Date and time property was impounded at Secure Lock-Up: \_\_\_\_\_ / \_\_\_\_\_ hrs

Date and time property was removed from Secure Lock-Up: \_\_\_\_\_ / \_\_\_\_\_ hrs

**Method of Disposal :**

Donated to Non-Profit Organization  Forfeited to Crown  Destroyed  Disposed Other

Date and time of disposal or change of custody: \_\_\_\_\_ / \_\_\_\_\_ hrs

**For Cannabis Only:**

Receiving RCMP Member: \_\_\_\_\_ Date/Time: \_\_\_\_\_ / \_\_\_\_\_ hrs

Receiving RCMP Member Signature: \_\_\_\_\_

**For Bicycle Only:**

Receiving Employee: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Organization: \_\_\_\_\_



Form: ME-1518.....Town of Cardston.....Municipal Enforcement  
Po Box 280 (67 3 Avenue West), Cardston, Alberta, T0K-0K0

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## Appendix "D"

### Form #ME-1518 Exhibit and Property Transfer and Destruction Form Back Page

Cardston Municipal Enforcement

Exhibit and Property Transfer or Destruction Form

Witness to Evidence Disposal

I, \_\_\_\_\_, witnessed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
the disposal of this item performed by \_\_\_\_\_ in my presence.  
Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit / Property Release to Lawful Owner

This item is no longer needed as an exhibit or the owner of the property has come forward to claim it  
and therefore has been released by me, \_\_\_\_\_, to its lawful owner;  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer:

Name: \_\_\_\_\_ Reg Number: \_\_\_\_\_  
Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Peace Officer Approval

Name: \_\_\_\_\_ Reg Number: \_\_\_\_\_  
S/CPO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This form shall be scanned and placed on the Town of Cardston ReportExec system as soon as  
practical. The original shall be held within the hard case file.*



Form: ME-1518.....Town of Cardston.....Municipal Enforcement  
Po Box 280 (67 3 Avenue West), Cardston, Alberta, T0K-0K0

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