




Exhibit Handling

Effective Date: May 7, 2020

Review Date: May 7, 2025

CAO Signature: 

Purpose: Lac Ste. Anne County understands that during normal duties of a Community Peace Officer (Officer) he/she will seize exhibits in relation to an investigation. This policy will outline the requirements for Exhibit Handling.

Guidelines: When any type of exhibit comes into the possession of a Community Peace Officer (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. The Officer making the seizure will cause the exhibit to be properly tagged or marked for future identification – that is to say, the date, exhibit number, Officer's regimental number and his initials are on the exhibit itself or on the identification tag affixed to the exhibit.

1. Exhibit Card (Report)

Whenever a seizure is made, the officer making the seizure will, without delay, compile an exhibit report, using the Exhibit Card, to list the item or items with a full description of the item(s) to be contained in the body of the report.

Officers shall mark all articles seized or found to ensure future identification for evidence purposes.

All items, whether seized by an officer or handed in to this office will be shown on an exhibit report.

2. Storage & Security of Exhibits

Exhibits that have been properly tagged/labelled and recorded on the Exhibit Card will be secured in a locked cabinet, located at the Lac Ste. Anne County Administration Office, with restricted access. One copy (or original) of the Exhibit

Card will accompany the exhibit while another copy will be attached to the occurrence report.

All exhibits placed into the exhibit locker or removed from the exhibit locker will have the movement recorded in the Exhibit Locker Ledger that is kept in the area of the locker.

3. Specific Seizure Requirements

3.1. 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 an Exhibit Card completed. These items are to be returned to Alberta Registries and the Exhibit Card receipted.

3.2. 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.
- If necessary, the empty bottle will be kept as an exhibit and stored as such.

3.3. Cannabis

Cannabis exhibits must be stored or maintained for the purposes of court. These exhibits will be kept in an air-tight container, inside the exhibit locker.

3.4. Illegal Drug(s)

If an Officer comes into contact with drugs during the normal course of duties the Officer will advise the RCMP and turn over the exhibit to a sworn member of the RCMP. Officers shall not store drugs exhibits.

3.5. Found Property (Authority – Section 610 MGA)

When found property is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Exhibit Card, and an occurrence report submitted. However, where possible, the items with all pertinent information should be turned over to local RCMP.

3.6. Criminal Proceedings

Any property seized to be used as evidence in a Criminal Code proceeding shall be turned over to the R.C.M.P. immediately, after pertinent information, date, name, and rank of the officer of the force to whom the property was given is recorded. A signed receipt obtained on the appropriate Exhibit Card.

4. Returning Exhibits

Upon court disposition and pending an appeal period, exhibits will be auctioned, destroyed or returned to the owner. The method of disposition and name of recipient will be clearly documented on the Exhibit Card and the follow-up information will be added to the occurrence report.