



Kingston Police

Public Agenda Information Report

To: Kingston Police Services Board
From: Scott Fraser, Acting Chief of Police
Subject: Report on Property/Evidence Annual Audit
Date: March 16, 2023

Recommendation:

That the Report on Property/Evidence Annual Audit, Report Number 23-12 is for information only.

Purpose

The purpose of this audit is to examine the collection, preservation, and control of evidence and property by the Kingston Police in order to ensure compliance with all legislative, regulatory, internal and Board requirements.

Scope

The scope of this audit included all categories of property stored or retained by the Kingston Police Property and Stores Unit and sought to ensure compliance with the *Police Services Act*, the Adequacy Standards Regulation, and Kingston Police General Orders.

Method

For the purpose of this audit, property currently stored and controlled by Kingston Police Property and Stores Unit (General Storage, Money and Jewelry, Firearms, Biological Exhibits, Reference Material, Cold Case/MCM files/Large items, CDSA, Bicycles and Flammable/Explosive materials) were subjected to:

- Review and confirmation of compliance with the *Police Services Act*.
- Physical examination to ensure security and adequacy of storage locations.

- Sampling of property and related documentation to ensure proper continuity procedures were followed and that property could be easily located and accounted for (some areas in their entirety, with random sampling of others).
- Interviews with relevant stakeholders.

The Kingston Police occupy a two-story facility located at 705 Division Street. The Property and Stores office and main storage area are located on the main floor of the building. The Property and Stores Unit is staffed by two full time civilian employees, Jamie-Lynn Murray and Ben Mastin. The Property Unit is supervised by a full time Sergeant, Alyson Watt.

The unit has an office and general storage areas on the main floor of the building with additional storage areas on the basement level. A surplus bicycle storage area is located at 717 Division Street in a separate structure at the rear of the main building. There is also an unheated small brick outbuilding on the south lot adjacent to the loading bay doors that is used to store flammable and hazardous items such as gasoline cans, gun powder, or paints.

The general storage area consists of 5 rows of shelving with plastic bins to store small to medium sized property. These bins can be sealed with plastic tags bearing serial numbers to further ensure continuity of major cases. Housed within the general storage area are 2 smaller independently secured rooms, one for firearms and the other for money and jewelry. The doors to both of these rooms remain locked and are under recorded video surveillance. Additionally, cameras have been installed inside the money/jewelry room and the gun room. The general storage is also the area where biological exhibits are stored in a fridge, or one of 3 freezers that are monitored for temperature control. The fridge was acquired after the 2016 audit as per the instruction of the Centre for Forensic Sciences (CFS) that specimens must be stored 'unfrozen' for the first 30 days of submission and then be moved to frozen storage.

The additional storage areas in the basement are utilized for large articles, Cold Case/Major Case files, bicycles, and controlled drugs and substances (CDSA). Large items for auction are held at 717 Division Street.

As per General Orders, any property that is found or seized by employees of the Kingston Police has a property tag affixed to it and is then submitted to the Property and Stores office through an intake process. There are secure intake lockers located just outside of the main property office, as well as a large intake room located in the basement. Both areas are under recorded video surveillance.

The intake areas are checked daily (Monday to Friday) by the property personnel. When property is removed from the intake areas, it is added to a computer software program known as RMS (Records Management System) and assigned a bar code sticker. The RMS entry and bar code data are based upon information that appears on the affixed property tag. The RMS entry and bar code data contain information that describes the property, as well as information as to where the property is being stored. The storage information can be as general as a room, or as specific as a shelf and bin number.

Property that requires drying or forensic analysis is also tagged; however, it is submitted directly to the Forensic Identification Unit first. The Forensic Identification officers maintain the integrity of the property until it is ready to be submitted to the property office.

The name and badge number of the officer who submitted the property is on the property tag and that officer is designated as being responsible for the final disposition of the property. This designation is applied by the property personnel when intake items are added to RMS. A disposition review date is also applied to the items and when that date matures, the property personnel send a disposition review to the submitting officer's workflow in RMS. The officer then provides the property personnel with instructions on whether to hold, return, file as reference, or destroy the item. They can also request an extension on the disposition review by providing a valid reason.

Conclusion

This audit indicates that all property collected, preserved, and controlled by the Property Stores Unit of the Kingston Police is done so in accordance with Kingston Police policies, and complies with the rules and regulations of the Board and Police Services Act. The storage of the property was found to be organized and accurate and the staff assigned to this unit were knowledgeable and efficient.



Scott Fraser
Acting Chief of Police