



Kingston Police

Public Agenda Information Report

To: Kingston Police Service Board

From: Scott Fraser, Chief of Police

Subject: Property and Stores Audit 2024

Date: September 16, 2025

Recommendation:

That the Property and Stores Audit 2024, Report Number 25-62 is for information only.

Overview:

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, and is supervised by a full-time Sergeant.

The unit has an office and general storage areas on the main floor of the building with additional storage areas on the basement level. There is also an unheated small brick outbuilding in 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. The freezers 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 Kingston Police Procedures, 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.

The purpose of this audit is to examine the collection, preservation, and control of evidence and property by the Kingston Police 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 *Community Safety and Policing Act*, *Police Services Act*, the Adequacy Standards Regulation, and Kingston Police Procedures.

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* and *Community Safety and Policing 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); and
- Interviews with relevant stakeholders.

Property Audit:General Storage

- The General Storage area is where Kingston Police store the majority of seized items. These are mostly items seized in relation to a Criminal Investigations as evidence, or items that in certain circumstances are be stored for safe keeping
- At time of audit there were 9672 items in the general storage area (main floor of headquarters), this is approximately 850 items more than reported in the previous year

Valuable Items

- Money and jewelry are stored in a small, locked room within the main storage area known as the “valuables room.” This room is under constant video

surveillance, with access being controlled by a key only available to Property Room Staff

- At time of this audit there were 17 jewelry items, and 368 Cash exhibits, all of which were accounted for. This is the same number of jewelry exhibits as last year, and an increase of 39 Cash exhibits from the previous year

Firearm Exhibits

- All firearms are stored in a small, locked room within the main storage area known as the “gun room.” Property personnel control the key to the gun room which is under recorded video surveillance both inside and out
- At time of this audit there were 216 firearms in the possession of the Kingston Police. The number of exhibits was up from the 183 firearms in storage at the time of the 2023 property audit

Biological Exhibits

- Exhibits are stored in one of 3 commercial grade freezers or 1 fridge upon the advice of the Centre for Forensic Sciences
- These exhibits are stored this way to preserve evidence that may be required for Criminal investigations and prosecutions

Controlled Drugs and Substances

- Controlled Drugs and Substances are seized and stored as per Kingston Police Policy, the *Community Safety and Policing Act*, The Adequacy Standards Regulation, and guidelines set out by Health Canada as they are responsible for the testing of these items
- All drug exhibits are stored in a secure room in the basement of police headquarters. This is commonly referred to as the “drug vault.” There is only one door to the room and there are no windows. Only person(s) with an authorized electronic access card can gain entry to this room
- The exterior of the door to the drug vault is under recorded video surveillance. The interior of the drug vault is captured by surveillance video cameras
- At the time of audit there were 2,177 drug exhibits in the “Drug Vault,” compared to 2,064 in 2023

Conclusion:

This audit indicates that all property stored by the Property Stores Unit was done so in accordance with Kingston Police procedures, and complied with the rules and regulations of the Board and the *Community Safety and Policing Act*. The storage of the property was found to be organized and accurate. The staff assigned to this unit were knowledgeable and efficient.

Contact:

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