



Policy Name:	PROPERTY RECORDS		
Policy #:	AD 9.13	Last Updated:	2022-06-08
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

AD 9.3 *Canadian Police Information Centre (CPIC)*

OP 5.1 *Seized Property*

OP 5.2 *Retention of Property for Court Purposes*

OP 5.3 *Release of Seized Property*

1. PURPOSE

1.1. To ensure Surrey Police Service (SPS) establishes and maintains a central records function that will:

- i. establish and maintain a standard process for the responsibility, accountability, classification, indexing, retention and disposition of information regarding found, recovered and evidentiary property; and
- ii. establish and maintain procedures to ensure that identifiable stolen property and all identifiable recovered property will be entered on Canadian Police Information Centre (CPIC).

2. SCOPE

2.1. This policy applies to all SPS Employees.

3. POLICY

3.1. Employees will enter all identifiable lost or stolen property and all identifiable recovered property on CPIC.

3.2. Employees will ensure that all identifiable lost or stolen property and recovered property is properly recorded by name, make, description, serial number, or monogram, colour, value, and

any other descriptive or distinguishing marks or size, and as soon as practicable have this information added to the CPIC system.

3.3. SPS will use the Property Module in the Versadex Records Management System (PRIME-BC) as the method to accurately tracking all property.

3.4. All property that comes into the custody of SPS will be entered in the Property Module for an accurate accounting of the property from the time of acquisition to the time of disposal. The Property Module subsystem records comprehensive information on property belonging to three categories:

- i. in-custody property (seized, found, relinquished, etc.);
- ii. lost or stolen property; and
- iii. pawned property.

4. PROCEDURE

4.1. SPS has two systems in place for indexing property:

- i. only identifiable property is entered on CPIC; and
- ii. all property (reported lost, stolen, recovered, seized, etc.) is entered in PRIME-BC.

CPIC

4.2. The CPIC Reference Manual determines what records will be entered on CPIC.

4.3. Expiry dates for CPIC entries are set in the CPIC Reference Manual.

4.4. SPS complies with the CPIC Reference Manual retention schedule for all property.

PRIME-BC

4.5. Once an in-custody property item has been added in PRIME-BC, a Property Control (PC) record can be created to record the storage location and the owner/finder information of the item while it is in police custody. The PC record is also used for managing the disposal of property.

4.6. The Property Module provides functionality specifically devoted to tracking the movements of evidence. The Evidence Continuity (EC) record track evidence movement and record the chain-of-custody. EC will record the location/date/time the property came into SPS custody and every subsequent movement of the evidence until disposition (e.g., moving the evidence to court for trial, or sending it to the lab for analysis, etc.). At least one of the "Verify" fields (electronic signature) must be completed for each completed EC's "Transfer Information" and each completed EC's "Returned Information".

4.7. SPS will restrict access to the PC and EC records based on operational needs and business practices.

4.8. The PRIME-BC Property Module supports property item detail pages for the following categories:

- i. articles;
- ii. securities;
- iii. firearms;
- iv. jewellery;
- v. bicycles;
- vi. drugs;
- vii. alcohol;
- viii. watercraft;
- ix. motors;
- x. vehicles; and
- xi. miscellaneous items.

4.9. Employees should limit the use of the “Miscellaneous Items” category when entering property into PRIME-BC Property Module as it reduces the ability of investigators or other Employees to later locate this property.

4.10. When property is entered into the Property Module and it is identifiable (e.g., firearms, an item with a serial number or three identifying marks) this property will be automatically entered onto the CPIC system without duplicate data entry. The CPIC entry may however need to be modified, depending on CPIC policy.

4.11. The disposition of property is recorded within the “Disposal Details” section of the PC record.

4.12. Disposition of property requires two “Verify” fields (electronic signatures) to be completed by two Employees if the property being disposed of is securities, firearms, jewellery, drugs, alcohol, items of value, or property that was ordered to be destroyed by the courts. PRIME-BC policy does not require the two “Verify” fields for disposition be completed if hardcopy documentation with the actual Employee signatures is retained by SPS.

APPENDIX A: DEFINITIONS

“CPIC” means the Canadian Police Information Centre computer system, a national Police Service administered by the Royal Canadian Mounted Police (RCMP).

“EC” means Evidence Continuity – a PRIME-BC record used to track the movement of evidence from the crime scene to the time it is disposed, and all movements in between.

“Found Property” means any property that is found by the Member to not be in the possession of the lawful owner, or person who claims to be the owner, and is not linked to an investigation or required for a future investigation.

“GO” means a General Occurrence Report submitted in the PRIME-BC records management system.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“PC” means Property Control – a PRIME-BC record created to record the storage location and the owner/finder information of property while it is in police custody.

“PRIME-BC” means the Police Records Information Management Environment, the provincial police records management system.

“Property Module” means a function in PRIME-BC to accurately track all property.

“Relinquish” means any property that is voluntarily turned over to the police by the owner or possessor of the property with the knowledge that the property will not be returned to them and will be otherwise disposed of by the police. Anyone in possession of property is deemed, in law, to be in lawful possession of the property, unless it is proven otherwise in a court of law.

“Seized Property” means any property that comes into the possession of a Member during an investigation, and is not considered found property, relinquished property or property for safekeeping.

“SPS” means Surrey Police Service.

APPENDIX B: REFERENCES

Canadian Police Information Centre (2018). *CPIC User Manual*. Policy and Procedures Unit

Royal Canadian Mounted Police (2019). *CPI Centre Systems Policy Manual*

PRIME-BC Operational Policy and Procedures: Part 4 Investigative Functionalities

PRIME-BC RMS Reference Standard

Versaterm Canadian User Guides