



Policy Name:	EXHIBITS REQUIRING FORENSIC EXAMINATION		
Policy #:	OP 5.1.3	Last Updated:	2022-04-07
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

OP 4.15 Cyber and Technology Crimes

OP 5.1 Seized Property

OP 5.1.4 Firearms

OP 5.2 Retention of Property for Court Purposes (Form 5.2)

OP 6.3.2 Forensic Services

1. PURPOSE

- 1.1. To outline the procedures for Surrey Police Service (SPS) Members to follow to ensure property requiring forensic examination is properly seized, itemized, retained and submitted for forensic analysis.

2. SCOPE

- 2.1. This policy applies to all Members.

3. POLICY

- 3.1. When Members seize property that requires forensic examination for an investigation, they must follow certain procedures to ensure that the integrity the item is maintained to preserve any potential forensic evidence on the property.
- 3.2. Members must ensure that the property requiring forensic examination is also recorded to maintain continuity of the items if forensic evidence is found and later required for court purposes.

4. PROCEDURE

Items Seized for Forensic Examination

- 4.1. When Members seize items (e.g., records, weapons, etc.) that require examination by the Lower Mainland Division Integrated Forensic Identification Service (LMD IFIS), Members must follow procedures for seizing property (refer to OP 5.1 *Seized Property*) and procedures for detaining seized property (refer to OP 5.2 *Retention of Property for Court Purposes (Form 5.2)*). In addition, Members must:
- i. when seizing the item, carefully package it in a paper or plastic evidence bag to preserve potential forensic evidence (e.g., fingerprints, trace DNA);
 - ii. create a PRIME-BC General Occurrence (GO) report outlining the circumstances of the incident;
 - iii. enter the item requiring forensic examination into the PRIME-BC Property Module;
 - iv. print a property tag sticker and attach the sticker to the OUTSIDE of the evidence bag (DO NOT attach the property tag sticker to the item as the sticker may destroy potential forensic evidence);
 - v. place the packaged item into the designated Forensic Identification Service locker and complete a “Forensic Identification Service Submission Form” clearly indicating the:
 - a. incident number;
 - b. name and badge number of the primary investigator (and name and badge number of Member submitting the item, if different from primary investigator);
 - c. description of item being submitted, and;
 - d. forensic examination requested;
 - vi. enter a Police Statement (PS) page in the PRIME-BC GO report with the subject heading “Forensic Examination Requested” and outline the type of forensic examination required (e.g., DNA swab, fingerprinting, etc.); and
 - vii. complete Form PCR 087 (Form 5.2 Report To A Justice) and give it to the Court Liaison Clerk for submission.
- 4.2. If an LMD IFIS Member obtains DNA swabs from the seized item, the LMD IFIS Member must:
- i. enter the DNA swabs as separate exhibits in the PRIME-BC GO Property Module;
 - ii. print and attach a property tag sticker to the OUTSIDE of the DNA swab exhibit packaging;
 - iii. place the DNA swab exhibit into a temporary locker at the Property Office;
 - iv. create a PS page in the PRIME-BC GO report recording their actions and attach any photographs to the report; and
 - v. update the primary investigating Member that DNA swabs have been obtained.

- 4.3. If an LMD IFIS Member obtains fingerprints of value from the seized property item, the LMD IFIS Member must create a PS page in the PRIME-BC GO report recording their findings and attach any photographs to the report. The LMD IFIS Member must secure the original item in an evidence locker at the Property Office for secure storage.

Items Requiring DNA Analysis by the RCMP National Forensic Laboratory Service (NFLS)

- 4.4. Members who have seized evidence requiring analysis by the RCMP National Forensic Laboratory Service (NFLS) may submit the exhibit directly to the NFLS. Members will:

- i. record the item seized in their notebook;
- ii. carefully package the item in a paper or plastic evidence bag to preserve any potential forensic evidence (e.g., DNA);
- iii. create a PRIME-BC GO report outlining the circumstances of the incident;
- iv. enter the item requiring forensic examination into the PRIME-BC Property Module;
- v. print a property tag sticker and attach the sticker to the OUTSIDE of the evidence bag (DO NOT attach the property tag sticker to the item as the sticker may destroy potential forensic evidence);
- vi. place the item in a temporary storage locker at the Property Office; and
- vii. complete RCMP Form C-414 (Request For Forensic Laboratory Analysis) and include the following information:
 - a. a detailed synopsis of the circumstances of the investigation. For sexual offences, Members must also provide information regarding any consensual sexual partners in the 7 days prior to the offence as this will determine how the NFLS processes the sample and interprets the results;
 - b. charges being considered;
 - c. detailed description of the exhibit requiring analysis and how it relates to the investigation;
 - d. the type of analysis requested. (Regarding sexual offences, Members must clearly and specifically request that the item be analyzed for the presence of semen);
 - e. full name and date of birth of the victim and suspect(s);
 - f. name, badge number, phone number, and e-mail address of primary investigator (and submitting member, if different); and
 - g. the PRIME-BC GO report incident number.

- 4.5. The Member must scan/e-mail a copy of the completed RCMP Form C-414 to the NFLS at facej@rcmp-grc.gc.ca or fax the hardcopy of the RCMP Form C-414 to the NFLS fax number at **877-243-5047** for review. Members must call the NFLS at 866-677-5227 if assistance is required.

- 4.6. Once the submitted RCMP Form C-414 is reviewed, the Member may either receive a confirmation e-mail from the NFLS authorizing the submission of the exhibit for analysis or an e-mail indicating that the exhibit is not being accepted.

- 4.7. If NFLS accepts the exhibit for analysis, the e-mail will include an authorization number, address to deliver the exhibit, instructions on how to handle and package the exhibit for delivery and any special instructions (if applicable). The primary investigator (or another assigned follow up Member) must:
- i. remove the exhibit from the Property Office;
 - ii. write the NFLS authorization number on the completed RCMP Form C-414;
 - iii. include the completed RCMP Form C-414 with the exhibit being delivered to the NFLS;
 - iv. create a new PS page in the PRIME-BC GO report with the subject heading "Request for Forensic Laboratory Analysis" outlining the authorization of the exhibits by NFLS, diary dates, and analysis requested;
 - v. update the PRIME-BC GO report with the results of the analysis once the Member has received the "Forensic Science and Identification Services Laboratory Report" by NFLS; and
 - vi. scan all documents and reports received from NFLS into the PRIME-BC GO report as attachments.
- 4.8. The NFLS may not authorize or accept exhibits for forensic examination. Members may call the NFLS for clarification at **877-243-5047**. Members may consider reviewing the synopsis submitted on the original RCMP Form C-414 and adding additional details or clarifying the importance of the forensic examination request. Once completed, Members may resubmit the RCMP Form C-414 to the NFLS.

Wet Exhibits or Exhibits with Live Biological Evidence

- 4.9. Upon seizing an item that is wet and requires forensic examination, the item must be dried prior to submitting it to LMD IFIS for examination. Members must follow the general property procedures (refer to OP 5.1 *Seized Property*) when tagging and securing items at the Property Office. Member must ensure:
- i. the wet item is dried using the designated drying locker and lock it to ensure continuity and court purposes;
 - ii. to enter the seized item into the PRIME-BC GO report Property Module;
 - iii. to print a property tag sticker and place the sticker in the designated location near the drying locker to indicate what item is being dried and which locker is being used. DO NOT stick the property tag directly to the item to prevent potential disturbance or destruction of forensic evidence; and
 - iv. to place the seized item into a freezer in the Property Office if the item is contaminated with bugs, insects, or vermin. In these instances, attach the property tag sticker to the outer exhibit packaging. Members must NOT store these items in a drying locker.
- 4.10. Once the Member has confirmed that the item is dry and safe for forensic examination, the Member can submit the item to LMD IFIS or NFLS, as applicable.

Firearms

4.11. When Members seize firearms for forensic analysis, Members must follow the general property procedures (refer to OP 5.1 *Seized Property*) and the general procedures for storing seized firearms (refer to OP 5.1.4 *Firearms*). Members will follow the applicable procedures listed under paragraphs 4.1 to 4.8 when further forensic examination is required.

Seized Vehicles

4.12. Any vehicles seized for forensic examination (e.g., motor vehicle incident with deployed air bags, DNA swabbing, fingerprinting and photographing) must be towed to the designated secure LMD IFIS vehicle examination bay.

4.13. Members must complete the designated form outlining a brief synopsis of the incident, incident number, and type of forensic examination required by LMD IFIS.

4.14. Members will follow the applicable procedures listed under paragraphs 4.1 to 4.8 above when further forensic examination is required.

4.15. Members will route their PRIME-BC GO report to the appropriate investigative sections as necessary (e.g., Road Safety Section – Collision Investigation Unit, LMD IFIS, Major Crime/Special Investigation Section).

Digital or Electronic Devices

4.16. Members must follow the general property procedures in OP 5.1 *Seized Property* and OP 4.15 *Cyber and Technology Crimes* when seizing electronic devices for forensic examination.

4.17. Members will route their PRIME-BC GO report to the Digital Forensics Unit who will examine the electronic devices.

Counterfeit Currency

4.18. For all counterfeit currency seizures that require forensic examination by the National Anti-Counterfeiting Bureau (NACB), Members will follow the counterfeit currency procedures listed in paragraphs 4.10 to 4.12 in OP 5.1.1 *Currency and Cryptocurrency*.

APPENDIX A: DEFINITIONS

“Digital and Electronic Devices” means, but is not limited to, computers, hard drives, tablets, cellular devices, other mobile devices, and electronic storage media including CD/DVDs, USB thumb drives, memory cards, and digital cameras.

“Firearm” means a barrelled weapons that discharges projectiles capable of causing bodily harm or death, or anything that can be adapted as a firearm (section 2 of the *Criminal Code*).

“Form 5.2” means a federal Form 5.2 Report to a Justice to record seizures under the *Criminal Code*, section 489.1. This section requires that where a peace officer seizes anything during the execution of their duties where either ownership is in dispute or the continued detention of the thing seized is required for the purposes of any investigation or court proceedings, the peace officer will report the items seized to a justice using a Form 5.2.

“LMD IFIS” means the Lower Mainland District Integrated Forensic Identification Services.

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

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

“NFLS” means the RCMP’s National Forensic Laboratory Services.

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

“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

Criminal Code, R.S.C. 1985, c. C-46

Public Prosecution Service of Canada, *Section 490 Detention Extension Applications*, November 2, 2021