

# County of Lethbridge Policy Handbook

**EFFECTIVE:** September 20, 2012      **SECTION:** 200 NO. 211 Page 1 of 2

**APPROVED BY:** County Council      **SUBJECT:** Community Peace Officer  
- Record Keeping and Exhibit  
Handling

**REVISED DATE:**

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Goal: Record keeping established with best practices and standard record keeping expectations. To ensure that these goals are met, at a minimum, the following management system of records and exhibits shall be practiced as they relate to peace officer duties.

**A.**      Peace Officer employee files showing at a minimum:

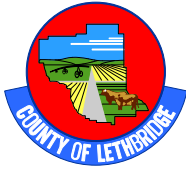
1. Training and certificates.
2. Copies of complaints, investigative results, and disposition. Any discipline resulting from complaints may be kept on the peace officer's file at the employer's discretion.
3. Date of cessation of employment and reason for such.
4. Oath of office.
5. Peace Officer appointment.

**B.**      Operational data showing at a minimum:

1. Investigations relating to authorities found on the authorization that includes at a minimum:
  - a) file number unique to each investigation;
  - b) complainant's name, contact information, address;
  - c) date of occurrence;
  - d) suspect's name, contact information, address (if applicable);
  - e) details of investigation;
  - f) disposition of investigation and date concluded; and
  - g) notification of complainant about disposition (if applicable).
2. An exhibit handling process showing records pertaining to storage and disposal, that includes at a minimum:

Exhibit seizure forms that include:

- a) associated investigative file number;
- b) name of owner(s) if known;
- c) name of suspect or accused, if applicable;
- d) bags or labels to identify individual exhibits; and



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- e) An exhibit log for recording the seizure, movement and disposition of seize items.

Physical storage of exhibits:

- f) agency size and nature of duties will dictate the type of exhibit storage required.
  - g) a separate room with exhibit custodian may be appropriate for one agency while a secure cabinet accessible only by the investigator will be appropriate at another.
  - h) Exhibits that are documentary in nature will not be stored within an investigative report. Documents will be labeled and stored in an envelope or folder separate from the investigative report.
  - i) Supervisors may access exhibit storage facilities for the purpose of quality control but the access must be recorded on an exhibit log.
3. Record system capable of documenting calls and complaints that are made to the authorized employer.
  4. Record system capable of documenting all serious incidents involving the authorized employer and peace officers.
  5. MOUs in effect with police agencies.
  6. Expired MOUs.

With the exception of public complaint records which must be kept for a minimum of five years, all of the above records must be kept for at least three years.

*Reference: Public Security Peace Officer Program, Policy and Procedures Manual, February 2012, Administrative Requirements, Section 19.1, Page 41*