



Ontario
Provincial
Police



Evidence/Property Collection, Preservation and Control Report

Occurrence and Property Information

- All property collected or released must be recorded in Niche RMS and in accordance with Police Orders Chapter 2 – Property Reporting.
- Any and all property disposition (i.e., a receipt, quit claim or disposal) requires a witness signature for completion.
 - In addition, the disposal of any property requires the recorded approval of Detachment Commander prior to completion.

Detachment Name	Location Code	Occurrence Number
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Location where property found and/or collected (address or physical location)

Property Classification

- Recovered and/or Found (by OPP)
 Surrendered (by public)
 Evidence/Seized
 Destroyed

Property Found By
 Owned By
 Seized By
 Surrendered By

Last Name | First Name

Property Chart

Item Number	Quantity	Description	RMS Tag Number

Date Received (yyyy/mm/dd)	Storage Location	Entered Into Niche RMS <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employee Name (please print clearly)	Employee Signature	Employee Number
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Property Disposition Record

Receipt

In the case of found/seized/surrendered property, I hereby acknowledge receipt of the above described property from the OPP and am satisfied with its condition. I understand that I am obliged to return the property if the owner is identified at any point (if applicable).

Type

- Receipt Quit Claim
 Disposal (indicate method) ▶

Quit Claim

Being the lawful owner/finder of the property described above by the OPP, I hereby relinquish all right, title, claim and possession to the property and declare that I am absolutely abandoning the property with no intention of ever reclaiming it.

Name of Receiver/Lawful Owner/Employee (please print clearly)	Signature	Employee Number (if applicable)
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Contact Information for Receiver/Lawful Owner	Witness Signature	Witness Employee Number (if applicable)
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<input type="checkbox"/> I, the Detachment Commander, approve of the disposal of the item(s) number(s) identified above.			
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Detachment Commander Name (please print clearly)	Signature	Employee Number	Date Approved (yyyy/mm/dd)
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Instructions and Definitions

Property Reporting

LE135 shall be completed in Niche RMS and shall include a meaningful description of the property or item (e.g., make, model, serial number, etc.) to inventory property coming into the possession of the OPP. If LE135 is completed by hand/snap-set, include a meaningful description of the property/item and ensure distribution rules are followed. **Note** – A hardcopy of LE135 may be printed from Niche RMS when required for purposes of obtaining receipt, quit claim or disposal signature, etc.

The Gasoline Tax Act

Where a motor vehicle has been collected, the LE135 shall contain a complete description of the vehicle including serial number/VIN number and type of fuel used in the description field of the Property Chart. Where a surrendered permit and licence plates are returned to the owner, the Property Disposition Record section of LE135 shall be completed. And where the permit and licence plates are returned to the owner by registered mail or approved courier service, the receipt shall be noted in the LE135 Property Disposition Record section.

Expert Examination

Where items/pieces of property are to be reviewed by “experts” regarding the investigation. To be logged in Niche RMS including expert name, dates signed in/out and location where property examined.

Property Classifications

- **Recovered/found** – Where a lost, missing, or wanted item/piece of property located, and now in the custody of the OPP; or the location of the item is known to police.
- **Surrendered** – Where an item/piece of property that was discovered by a member of the public is brought to an OPP location and remains in custody; can also refer to an item/piece of property discovered by an OPP employee.
- **Evidence/seized** – Where an item/property is seized under the authority of an Act of Parliament or pursuant to any warrant or any rule of law in connection with designated drug, enterprise crime or Proceeds of Crime offences.
- **Destroyed** – Where an item/property is collected either from a member of the public or through investigation, brought to an OPP location and remains in OPP custody for further destruction purposes; specifically referring to the state of the item/property, broken components to the property/item, in pieces, disrepair, etc.

Property Disposition

- **Disposal** – Where the LE135 is utilized for property disposal, the word “DISPOSED” along with the date of disposal, method and signature of the employee completing the disposal shall be entered into the LE135 Property Disposition Record section.
- **Receipt** – Where property is relinquished by the OPP to an “authorized person”, the receipt area of LE135 in the Property Disposition Record section, shall be signed by the said person as a record of receiving the property (receiver of property/item(s) does not have to be the lawful owner of the property, but agrees to surrender it if the owner is identified).
- **Quit Claim** – Where the lawful owner or finder of the property in the possession of the OPP relinquishes claim to the property, the lawful owner or finder shall be required to sign a quit claim located in the LE135 Property Disposition Record section.

LE018 Property Tag (if applicable)
