

**NORTH HURON POLICE SERVICES BOARD  
AGENDA**

**Date:** Tuesday, February 27, 2018  
**Time:** 7:00 pm  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. ACCEPT OR AMEND AGENDA</b> <i>THAT the North Huron Police Services Board hereby accept the Agenda for the February 27th, 2018 Police Services Board Meeting, as presented.</i>	
<b>3. DECLARATION OF PECUNIARY INTEREST</b>	
<b>4. MINUTES OF THE PREVIOUS MEETING</b> <i>THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held January 23rd, 2018; as presented.</i>	<b>4</b>
<b>5. DELEGATIONS / PETITIONS / INVITED GUESTS</b>	
<b>6. BUSINESS ARISING FROM THE MINUTES</b>	
<b>7. POLICE CHIEF'S REPORT</b>	
<b>7.1 DEPARTMENT UPDATE - FEBRUARY 2018</b> <i>THAT the North Huron Police Services Board hereby approves the Police Chief's Report for February 2018; as presented.</i>	<b>12</b>
<b>8. TREASURY REPORT</b>	
<b>8.1 BILLS &amp; ACCOUNTS</b> Police (2200) \$3,753.79 Police Station (2210) \$518.55 Total \$4,272.34 <i>THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$4,272.34 for the period ending February 22nd, 2018.</i>	<b>31</b>
<b>9. BY-LAWS AND POLICIES FOR CONSIDERATION</b>	
<b>10. CORRESPONDENCE</b> <i>THAT the North Huron Police Services Board hereby directs that the correspondence be ordered, read and filed.</i>	
<b>10.1 OAPSB</b>	
<b>10.1.1 OAPSB's 2018 Spring Conference</b>	<b>36</b>

## Agenda - Police Services Board Meeting - February 27, 2018

10.1.2	Notice of Meeting - Zone 5 - March 6, 2018	38
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10.2.1	All Chiefs Memo - 18-0003 - 2018 Sexual Violence and Harassment Action Plan	79
10.2.2	All Chiefs Memo - 18-0004 - Update on MCSCS Response to Ombudsman's Report	83
10.2.3	All Chiefs Memo - 18-0005 - ONP Expansion Launch for Police Services	86
10.2.4	All Chiefs Memo - 18-0006 - Apparent Natural Deaths Case Screening/Selection	90
10.2.5	All Chiefs Memo - 18-0008 - MCM-ViCLAS Annual Reporting Requirements	93
10.2.6	All Chiefs Memo - 18-0009 - Revised Guidance Note on Workplace Violence and Harassment	95
10.2.7	All Chiefs Memo - 18-00010 - Job Posting - Chief of Police, Wikwemikong Tribal Police Service	106
10.2.8	All Chiefs Memo - 18-00013 - Amateur Combative Sports - Fact Sheet	110
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10.2.10	All Chiefs Memo - 18-00014 - Standard Field Sobriety Testing Training Update	114
10.2.11	Inspection Notice	118
10.3	Other	
10.3.1	AMO Makes Submission on Policing - Bill 175, Safer Ontario Act	145
11.	<b>NEW BUSINESS</b>	
12.	<b>BOARD MEMBERS' INQUIRIES &amp; REPORTS</b>	
13.	<b>PUBLIC GALLERY QUESTIONS AND / OR COMMENTS</b>	

**14. IN CAMERA SESSION**

*THAT the North Huron Police Services Board hereby proceeds at .... pm to an In Camera Session (Closed to the Public) pursuant to Section 35 (4) of the Police Services Act, to discuss matters that are of the opinion fall under either:*

*(a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or*

*(b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principal that proceedings be open to the public, R.S.O. 1990, C. p 15, S.35.*

**15. NEXT MEETING**

**16. ADJOURNMENT**

*THAT there being no further business before the North Huron Police Services Board, the meeting be hereby adjourned at ... p.m.*

**MINUTES OF THE NORTH HURON  
POLICE SERVICES BOARD MEETING**

**Date:** Tuesday, January 23, 2018  
**Time:** 7:04 pm  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

MEMBERS PRESENT: Trevor Seip  
Yolanda Ritsema-Teeninga  
Joan van der Meer  
Bill Gregoriadis  
Kathy Adams  
Chief Tim Poole  
Secretary Richard Al

OTHERS PRESENT: Steve Hill

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**1. CALL TO ORDER**

Secretary Richard Al called the meeting to order at 7:04 pm.

**1.1 NEW MEMBER - OATH OF OFFICE**

Provincial Appointee, Kathy Adams recited the Oath of Office.  
Secretary Richard Al welcomed Kathy Adams to the North Huron Police Services Board.

**2. ACCEPT OR AMEND AGENDA**

**PSB01/18**

**MOVED BY:** Trevor Seip

**SECONDED BY:** Bill Gregoriadis

*THAT the North Huron Police Services Board hereby accept the Agenda for the January 23, 2018 Police Services Board Meeting, as presented.*

**CARRIED**

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. ELECTION OF CHAIR AND VICE-CHAIR**

**4.1 ELECTION OF CHAIRPERSON**



Secretary Richard Al called for nominations from the floor for the position of Chair for a first time.

Member Ritsema-Teeninga nominated Member Seip.

Secretary Richard Al called for nominations from the floor for the position of Chair for a second time.

No further nominations noted.

Secretary Richard Al called for nominations from the floor for the position of Chair for a third and final time.

No further nominations noted.

Member Seip accepted the nomination for the position of Chair.

**PSB02/18**

**MOVED BY:** Bill Gregoriadis

**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby appoints Trevor Seip to the Office of Chairperson for the year 2018.*

**CARRIED**

**4.2 ELECTION OF VICE-CHAIR**

Secretary Richard Al called for nominations from the floor for the position of Vice-Chair for a first time.

Member Ritsema-Teeninga nominated Member van Der Meer.

Secretary Richard Al called for nominations from the floor for the position of Vice-Chair for a second time.

No further nominations noted.

Secretary Richard Al called for nominations from the floor for the position of Vice-Chair for a third and final time.

No further nominations noted.

Member van Der Meer accepted the nomination for the position of Vice-Chair.

**PSB03/18**

**MOVED BY:** Trevor Seip

**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby appoints Joan van Der Meer to the Office of Vice-Chairperson for the year 2018.*

**CARRIED**

**5. MINUTES OF THE PREVIOUS MEETING**

**PSB04/18**

**MOVED BY:** Joan van der Meer

**SECONDED BY:** Bill Gregoriadis

*THAT the North Huron Police Services Board hereby adopts the Minutes of the Police Services Board Meeting held December 19, 2017; as presented.*

**CARRIED**

**6. DELEGATIONS / PETITIONS / INVITED GUESTS**

None in attendance.

**7. BUSINESS ARISING FROM THE MINUTES**

None noted.

**8. POLICE CHIEF'S REPORT**

**8.1 DEPARTMENT UPDATE - JANUARY 2018**

Chief Tim Poole provided a verbal overview of the January 2018 Police Chief's Report noting that calls were down slightly from the same period in 2017 and that a crime report is attached to his report.

Chief Poole noted that the Police Station roof is still leaking however the garage door problem has repaired.

Chief Poole reported delivering various presentations recently and further noted that if Council chooses to keep the Wingham Police Service, that an urgent requirement is replacement of their handguns as they are beginning to fail and this is a safety concern.

Chief Poole noted that he has an item for discussion in Closed Session.

**PSB05/18**

**MOVED BY:** Bill Gregoriadis

**SECONDED BY:** Kathy Adams

*THAT the North Huron Police Services Board hereby approves the Police Chief's January 2018 Board Report as presented.*

**CARRIED****9. TREASURY REPORT****9.1 BILLS & ACCOUNTS**

Police (2200)	\$22,410.97
Police Station (2210)	\$3,235.80
Total	\$25,646.77

**PSB06/18****MOVED BY:** Yolanda Ritsema-Teeninga**SECONDED BY:** Kathy Adams

*THAT the North Huron Police Services Board hereby authorizes and approves payment of the Bills and Accounts in the total amount of \$25,646.77 for the period ending January 18, 2018.*

**CARRIED****10. BY-LAWS AND POLICIES FOR CONSIDERATION****10.1 By-law No. 01-2018**

Being a by-law to Govern the Proceedings of the Township of North Huron Police Services Board.

**PSB07/18****MOVED BY:** Yolanda Ritsema-Teeninga**SECONDED BY:** Joan van der Meer

*THAT By-law No. 01-2018; being a by-law to Govern the Proceedings of the Township of North Huron Police Services Board; be introduced, read a first, second, third and final time, signed by the Chair and the Secretary and be engrossed in the By-law book.*

**CARRIED****11. CORRESPONDENCE****PSB08/18****MOVED BY:** Bill Gregoriadis**SECONDED BY:** Kathy Adams

*THAT the North Huron Police Services Board hereby directs that the correspondence of the January 23, 2018 Meeting be ordered, read and filed.*

**CARRIED**

**11.1 OAPSB****11.1.1 Zone 5 Election Notice****11.2 Ministry of Community, Safety & Correctional Services****11.2.1 All Chiefs Memo - 18-0001 - 911 Disclosure After R v MGT****11.2.2 All Chiefs Memo - 18-0002 - Safe Access to Abortion Services Act 2017****12. NEW BUSINESS**

Member Ritsema-Teeninga reported attending the ROMA conference recently and noted that she was a part of two delegations along with the CAO and Reeve. During the delegations policing items, specifically Bill 175 were discussed.

Chief Poole noted that Bill 175 was discussed during the last OACP Zone meeting in Orangeville and it was noted that the Bill would not come into force until early 2019.

Member Ritsema-Teeninga noted that as a small municipality with limited resources it would be difficult to undertake another large project such as implementing the requirements of Bill 175 and further noted that the CAO provided a letter to the Minister of the Attorney General, outlining areas of Bill 175 which would have an impact on North Huron.

Chair Seip suggested that a request be made to the CAO for information regarding Bill 175.

**PSB09/18**

**MOVED BY:** Joan van der Meer

**SECONDED BY:** Bill Gregoriadis

*THAT the North Huron Police Services Board hereby requests the Council of the Township of North Huron to direct the CAO to provide details regarding the impact of Bill 175 on the Wingham Police Services.*

**CARRIED**

**13. BOARD MEMBERS' INQUIRIES & REPORTS****14. PUBLIC GALLERY QUESTIONS AND / OR COMMENTS**

Question from the Public Gallery, does the Police Services Board have accurate information regarding the number of patrol hours done outside of Wingham and for which municipalities.

Response from Chief Poole, the service tracks the number of calls, not the number of hours. Most calls outside of Wingham are done for Morris-Turnberry and a limited amount for South Bruce.

Question from the Public Gallery, is the north portion of Josephine Street that runs behind the Royal T Gas Bar a part of the patrolling area for the Wingham Police Service.

Response from Chief Poole, that area is located in Morris-Turnberry. It can be part of the Wingham Police Service regular patrol route.

Question from the Public Gallery, can you guarantee that all current Wingham Police Service members would pass the OPP screening and background process.

Response from Chief Poole, unaware of the process used by OPP so cannot make that guarantee.

Question from the Public Gallery, what is the accreditation process to be added to Wingham Police Service media mailing list.

Discussion took place regarding the process to be recognized as an accredited media outlet.

Response from Chief Poole, noted receiving a recommendation from the OACP that an ombudsman should be in place for media outlets receiving releases.

Question from the Public Gallery, does the Police Services Board oppose swatting and what would the consequences be if the person involved in a swatting incident is a member of the Police Services Board.

Response from Chair Seip, if a false claim was made by a Police Services Board member it would be handled the same way as a false claim made by any other member of the public.

Question from the Public Gallery, is there a code of conduct in place for the Police Services Board.

Discussion took place regarding codes of conduct for the Police Services Board and investigations by the OCPC.

## **15. DECLARATION OF PECUNIARY INTEREST**

**PSB10/18****MOVED BY:** Bill Gregoriadis**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby proceeds at 7:29 pm to an In Camera Session (Closed to the Public) pursuant to Section 35 (4) of the Police Services Act, to discuss matters that are of the opinion fall under either:*

*(a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or*

*(b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principal that proceedings be open to the public, R.S.O. 1990, C. p 15, S.35.*

**CARRIED****PSB11/18****MOVED BY:** Kathy Adams**SECONDED BY:** Yolanda Ritsema-Teeninga

*THAT the North Huron Police Services Board hereby moves out of Closed Session at 8:11 pm and returns to open session.*

**CARRIED****PSB12/18****MOVED BY:** Yolanda Ritsema-Teeninga**SECONDED BY:** Bill Gregoriadis

*THAT the North Huron Police Services Board hereby confirms the direction given to the Chair in Closed Session.*

**CARRIED****16. NEXT MEETING**

Next meeting will be February 27, 2018 at 7:00pm.

**17. ADJOURNMENT****PSB13/18****MOVED BY:** Kathy Adams**SECONDED BY:** Bill Gregoriadis

*THAT there being no further business before the North Huron Police Services Board, the meeting be hereby adjourned at 8:12 p.m.*

**CARRIED**

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Trevor Seip, Chair

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Richard Al, Secretary

## **BOARD REPORT FEBRUARY 2018**

### **CALLS FOR SERVICE**

During the month of January, 2018 Wingham Police responded to 108 calls for service 6 of those calls were assisting the OPP and 4 of those calls were actual dispatches to OPP area. During the same period in 2017, we had 125 calls. Attached is the crime statistics summary for January.

### **BUILDING PROBLEMS**

Still no word on the roof repair.

### **CRUISER DAMAGE**

Once again the Explorer has sustained damage. Police attended to assist Huron County Ambulance with someone who appeared to be in medical distress and was “acting out.” The officer and paramedics decided to transport the individual to the hospital in the police cruiser. Once inside he started kicking and bent the door frame, breaking the window. It is currently being repaired.

### **POLICE STATION CLEANING**

The facilities department has advised that the cleaning contract for the police station will be going up as a result of the minimum wage increase. With that in mind, it will be less expensive to use township staff to clean the building. Where there may be some issues will be that the township employees may be paid higher than the contract but it will be a budget transfer and those employees will not be working additional hours and this will save in the overall budget.



## Occurrence Stats

Violation group - Violent		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other- wise			Male	Female	Male	Female	Not Charged
1110	Murder 1st Degree	0	0	0	0	0	0.0%	0	0	0	0	0	0
1120	Murder 2nd Degree	0	0	0	0	0	0.0%	0	0	0	0	0	0
1130	Manslaughter	0	0	0	0	0	0.0%	0	0	0	0	0	0
1140	Infanticide	0	0	0	0	0	0.0%	0	0	0	0	0	0
1150	Criminal Neg. Causing Death	0	0	0	0	0	0.0%	0	0	0	0	0	0
1160	Other Related Offences Causing Death-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
1210	Attempted Murder	0	0	0	0	0	0.0%	0	0	0	0	0	0
1220	Conspire to Commit Murder	0	0	0	0	0	0.0%	0	0	0	0	0	0
1310	Aggravated Sexual Assault	0	0	0	0	0	0.0%	0	0	0	0	0	0
1320	Sexual Assault With a Weapon	0	0	0	0	0	0.0%	0	0	0	0	0	0
1330	Sexual Assault	0	0	0	0	0	0.0%	0	0	0	0	0	0
1340	Other Criminal Code * Sec. 151 - Sec. 160 (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
1345	Sexual Interference	0	0	0	0	0	0.0%	0	0	0	0	0	0
1350	Invitation to Sexual Touching	0	0	0	0	0	0.0%	0	0	0	0	0	0
1355	Sexual Exploitation	0	0	0	0	0	0.0%	0	0	0	0	0	0
1356	Sexual exploitation of a person with a disability	0	0	0	0	0	0.0%	0	0	0	0	0	0
1360	Incest	0	0	0	0	0	0.0%	0	0	0	0	0	0
1365	Corrupting morals of a child	0	0	0	0	0	0.0%	0	0	0	0	0	0
1367	Sexually explicit material to child with intent	0	0	0	0	0	0.0%	0	0	0	0	0	0
1368	Parent or guardian procuring sexual activity	0	0	0	0	0	0.0%	0	0	0	0	0	0
1369	Householder permitting sexual activity	0	0	0	0	0	0.0%	0	0	0	0	0	0
1370	Luring a child via a computer	0	0	0	0	0	0.0%	0	0	0	0	0	0
1371	Agreement or Arrangement - sexual offence against child	0	0	0	0	0	0.0%	0	0	0	0	0	0
1375	Anal Intercourse	0	0	0	0	0	0.0%	0	0	0	0	0	0
1380	Bestiality - Commit/Compel/Incite Person	0	0	0	0	0	0.0%	0	0	0	0	0	0
1381	Bestiality - in presence of, or incites, a child	0	0	0	0	0	0.0%	0	0	0	0	0	0
1385	Voyeurism	0	0	0	0	0	0.0%	0	0	0	0	0	0
1390	Non-Consensual Distribution of Intimate Images	0	0	0	0	0	0.0%	0	0	0	0	0	0

# Occurrence Stats

OPTIC All UCR Violation Report  
From 2018/01/01 to 2018/01/31

All codes

Violation group - Violent		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
1410	Aggravated Assault - Level 3	0	0	0	0	0	0.0%	0	0	0	0	0	0
1420	Assault With Weapon or Causing Bodily Harm - Level 2	0	0	0	0	0	0.0%	0	0	0	0	0	0
1430	Assault - Level 1	1	0	1	1	0	100.0%	0	1	0	0	0	0
1440	Unlawfully Causing Bodily Harm	0	0	0	0	0	0.0%	0	0	0	0	0	0
1450	Discharge Firearm with Intent	0	0	0	0	0	0.0%	0	0	0	0	0	0
1455	Using firearm (or imitation) in commission of offence	0	0	0	0	0	0.0%	0	0	0	0	0	0
1457	Pointing a Firearm	0	0	0	0	0	0.0%	0	0	0	0	0	0
1460	Assault Peace Officer	0	0	0	0	0	0.0%	0	0	0	0	0	0
1461	Assault Peace Officer with weapon OR cause bodily harm	0	0	0	0	0	0.0%	0	0	0	0	0	0
1462	Aggravated assault on Peace Officer	0	0	0	0	0	0.0%	0	0	0	0	0	0
1470	Criminal Negligence - Bodily Harm	0	0	0	0	0	0.0%	0	0	0	0	0	0
1475	Trap likely to or cause bodily harm	0	0	0	0	0	0.0%	0	0	0	0	0	0
1480	Other Assaults / Admin Noxious thing	0	0	0	0	0	0.0%	0	0	0	0	0	0
1510	Kidnapping/Confinement-Master Code (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
1515	Kidnapping	0	0	0	0	0	0.0%	0	0	0	0	0	0
1516	Forcible confinement	0	0	0	0	0	0.0%	0	0	0	0	0	0
1520	Hostage Taking	0	0	0	0	0	0.0%	0	0	0	0	0	0
1525	Trafficking in persons	0	0	0	0	0	0.0%	0	0	0	0	0	0
1530	Abduction Under 14	0	0	0	0	0	0.0%	0	0	0	0	0	0
1540	Abduction Under 16	0	0	0	0	0	0.0%	0	0	0	0	0	0
1545	Remove Child from Canada	0	0	0	0	0	0.0%	0	0	0	0	0	0
1550	Abduction Contravening A Custody Order	0	0	0	0	0	0.0%	0	0	0	0	0	0
1560	Abduction - No Custody Order	0	0	0	0	0	0.0%	0	0	0	0	0	0
1610	Robbery-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
1611	Robbery of firearms	0	0	0	0	0	0.0%	0	0	0	0	0	0
1620	Extortion	0	0	0	0	0	0.0%	0	0	0	0	0	0
1621	Intimidation of a justice system participant or a journalist	0	0	0	0	0	0.0%	0	0	0	0	0	0
1622	Intimidation of a non-justice participant	0	0	0	0	0	0.0%	0	0	0	0	0	0

## Occurrence Stats

OPTIC All UCR Violation Report

From 2018/01/01 to 2018/01/31

All codes

Violation group - Violent		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
1625	Criminal Harassment	1	0	1	1	0	100.0%	0	1	0	0	0	0
1626	Indecent/Harassing Communications	0	0	0	0	0	0.0%	0	0	0	0	0	0
1627	Utter Threats-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
1628	Explosives - master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
1629	Arson - Disregard for Human Life	0	0	0	0	0	0.0%	0	0	0	0	0	0
1630	Other Criminal Code * against public order"	0	0	0	0	0	0.0%	0	0	0	0	0	0
1631	Failure to comply with safeguards (MAID)	0	0	0	0	0	0.0%	0	0	0	0	0	0
1632	Forging/destruction of documents (MAID)	0	0	0	0	0	0.0%	0	0	0	0	0	0
1711	Obtaining sexual services for consideration	0	0	0	0	0	0.0%	0	0	0	0	0	0
1712	Obtaining sexual services for consideration from person under the age of 18 years	0	0	0	0	0	0.0%	0	0	0	0	0	0
1721	Material benefit from sexual services	0	0	0	0	0	0.0%	0	0	0	0	0	0
1722	Material benefit from sexual services provided by person under the age of 18 years	0	0	0	0	0	0.0%	0	0	0	0	0	0
1731	Procuring	0	0	0	0	0	0.0%	0	0	0	0	0	0
1732	Procuring a person under the age of 18 years	0	0	0	0	0	0.0%	0	0	0	0	0	0
1740	Advertising sexual services	0	0	0	0	0	0.0%	0	0	0	0	0	0
		2	0	2	2	0	100.0%	0	2	0	0	0	0
Violation group - Provincial Statutes		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
7100	Liquor Licence Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
7200	Securities Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
7300	Other Provincial Acts	0	0	0	0	0	0.0%	0	0	0	0	0	0
8557	Motorized Snow Vehicle Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
8558	Environmental Protection Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
8559	Retail Business Holidays Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8560	Trespass To Property Act	1	0	1	0	1	100.0%	0	0	0	0	0	0
8832	Compulsory Automobile Insurance Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8833	Fish and Wildlife Conservation Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8834	Forest Fires Prevention Act	0	0	0	0	0	0.0%	0	0	0	0	0	0

## Occurrence Stats

OPTIC All UCR Violation Report

From 2018/01/01 to 2018/01/31

All codes

Violation group - Provincial Statutes		Reported Un-founded Actual			Clearance By Charge Other-wise Rate			Complete Solved		Adult		Youth		
										Male	Female	Male	Female	Not Charged
8835	Fuel Tax Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8836	Provincial Parks and Conservation Reserves Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8837	Public Lands Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8838	Public Transportation and Highway Improvements Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8839	Public Vehicles Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8840	Smoke-Free Ontario Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8841	Truck Transportation Act	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8881	ADLS - ADMINISTRATIVE DRIVERS LICENCE SUSPENSION [90 Day]	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8900	Highway Traffic Act - Master Code	5	0	5	2	1	60.0%	2	2	2	0	0	0	0
		6	0	6	2	2	66.7%	2	2	2	0	0	0	0
Violation group - Property & Vehicles		Reported Un-founded Actual			Clearance By Charge Other-wise Rate			Complete Solved		Adult		Youth		
										Male	Female	Male	Female	Not Charged
8502	Landlord / Tenant	1	0	1	0	0	0.0%	1	1	0	0	0	0	0
8503	Community Service - Master Code	4	0	4	0	0	0.0%	5	5	0	0	0	0	0
8504	Danger. Cond.- Master Code	1	0	1	0	0	0.0%	1	1	0	0	0	0	0
8514	Insecure Condition - Master Code	2	0	2	0	0	0.0%	2	2	0	0	0	0	0
8515	Marine	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8521	MVC (MOTOR VEHICLE COLLISION) - Master Code	3	0	3	0	1	33.3%	1	1	0	0	0	0	0
8527	Found Property - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8528	Lost Property - Master Code	1	0	1	0	1	100.0%	1	1	0	0	0	0	0
8531	Towed vehicle - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
8545	Vehicle Recovered - Master Code	1	0	1	0	2	200.0%	0	0	0	0	0	0	0
8549	Abandoned Vehicle - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0	0
		13	0	13	0	4	30.8%	11	11	0	0	0	0	0
Violation group - Property		Reported Un-founded Actual			Clearance By Charge Other-wise Rate			Complete Solved		Adult		Youth		
										Male	Female	Male	Female	Not Charged
2110	Arson - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0	0

## Occurrence Stats

Violation group - Property		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
2120	Break & Enter	3	1	2	0	0	0.0%	0	0	0	0	0	0
2121	Break & Enter - Firearms	0	0	0	0	0	0.0%	0	0	0	0	0	0
2125	Break & Enter - steal firearm from motor vehicle	0	0	0	0	0	0.0%	0	0	0	0	0	0
2130	Theft Over - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
2131	Theft Over \$5,000 - Motor Vehicle [Master Code] (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2132	Theft FROM Motor Vehicles Over \$5,000	0	0	0	0	0	0.0%	0	0	0	0	0	0
2133	Theft Over \$5,000 SHOPLIFTING	0	0	0	0	0	0.0%	0	0	0	0	0	0
2135	Theft of Motor Vehicle	0	0	0	0	0	0.0%	0	0	0	0	0	0
2140	Theft Under \$5,000 - Master Code	2	0	2	0	1	50.0%	0	0	0	0	0	0
2141	Theft Under \$5,000 - Motor Vehicle [Master Code] (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2142	Theft FROM Motor Vehicles Under \$5,000	1	0	1	0	0	0.0%	0	0	0	0	0	0
2143	Theft Under \$5,000 SHOPLIFTING	0	0	0	0	0	0.0%	0	0	0	0	0	0
2150	Possession of Stolen Goods - Master Code (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2152	Trafficking in Stolen Goods over \$5,000 (incl. possession with intent to traffic)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2153	Possession of Stolen Goods over \$5,000	0	0	0	0	0	0.0%	0	0	0	0	0	0
2155	Trafficking in Stolen Goods under \$5,000 (incl. possession with intent to traffic)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2156	Possession of Stolen Goods under \$5,000	0	0	0	0	0	0.0%	0	0	0	0	0	0
2160	Fraud - Master Code	1	0	1	0	0	0.0%	0	0	0	0	0	0
2165	Identity Theft	0	0	0	0	0	0.0%	0	0	0	0	0	0
2166	Identity Fraud	0	0	0	0	0	0.0%	0	0	0	0	0	0
2170	Mischief	0	0	0	0	0	0.0%	0	0	0	0	0	0
2172	Mischief to Property Over \$5,000 (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2174	Mischief to Property Under \$5,000 (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
2175	Mischief in Relation to Cultural Property	0	0	0	0	0	0.0%	0	0	0	0	0	0
2176	Mischief to Religious Property motivated by Hate	0	0	0	0	0	0.0%	0	0	0	0	0	0
2177	Mischief Relating to War Memorials	0	0	0	0	0	0.0%	0	0	0	0	0	0
2178	Altering/Destroying/Removing a vehicle identification number	0	0	0	0	0	0.0%	0	0	0	0	0	0
		7	1	6	0	1	16.7%	0	0	0	0	0	0

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Violation group - Persons and Escorts		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
8510	Prisoner Escort - Master Code	2	0	2	0	0	0.0%	2	0	0	0	0	0
8511	Traffic - Master Code	1	0	1	0	0	0.0%	1	0	0	0	0	0
8520	Missing Person-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8529	Mental Health Act	2	0	2	0	1	50.0%	2	0	0	0	0	0
8530	Sudden Death - master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8540	Warrant-Master code	6	0	6	2	0	33.3%	4	0	0	0	0	0
8541	Property Damage	0	0	0	0	0	0.0%	0	0	0	0	0	0
8542	Person Check-In	0	0	0	0	0	0.0%	0	0	0	0	0	0
8546	Unwanted Persons	1	0	1	0	0	0.0%	1	0	0	0	0	0
8547	Neighbour Dispute	3	0	3	0	1	33.3%	2	0	0	0	0	0
8548	Keep the Peace	1	0	1	0	0	0.0%	2	0	0	0	0	0
8551	Sex Offenders Loitering Near School	0	0	0	0	0	0.0%	0	0	0	0	0	0
8846	Elder Abuse - Master code (Senior)	0	0	0	0	0	0.0%	0	0	0	0	0	0
8877	Proceeds of Crime	0	0	0	0	0	0.0%	0	0	0	0	0	0
8878	Youth victim - Under 12-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8879	Youth victim - 12 - 17	0	0	0	0	0	0.0%	0	0	0	0	0	0
		16	0	16	2	2	25.0%	14	0	0	0	0	0
Violation group - Other		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
3110	Prostitution - Bawdy House (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3115	Live on avails of prostitution (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3120	Parent/Guardian Procure sexual activity (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3125	Prostitution under 18 - procuring (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3130	Prostitution - Other Prostitution (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3140	Prostitution - Communicate to provide sexual services for consideration	0	0	0	0	0	0.0%	0	0	0	0	0	0
3141	Prostitution - Stop vehicle/impede traffic	0	0	0	0	0	0.0%	0	0	0	0	0	0
3145	Prostitution - Communicate (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3146	Prostitution - Communicate Under 18 years (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0

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Violation group - Other		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
3150	Prostitution - Living off the avails (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3151	Prostitution - Living off the avails under 18 years (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3155	Prostitution - Procuring (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3156	Prostitution - Procuring under 18 years (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3160	Prostitution - Advertises (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3165	Parent or guardian procuring sexual activity (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3166	Parent/Guardian Procure - 16-17 yrs (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3167	Householder permitting prohibited sexual activity (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3168	Household owner Permit - 16-17 yrs (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3210	Betting House	0	0	0	0	0	0.0%	0	0	0	0	0	0
3220	Gaming House	0	0	0	0	0	0.0%	0	0	0	0	0	0
3230	Other Gaming and Betting	0	0	0	0	0	0.0%	0	0	0	0	0	0
3240	Common Bawdy House	0	0	0	0	0	0.0%	0	0	0	0	0	0
3310	Offensive Weapons - Explosives	0	0	0	0	0	0.0%	0	0	0	0	0	0
3360	Use Firearm in offence - master code (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3365	Offensive Weapons - Weapons Trafficking	0	0	0	0	0	0.0%	0	0	0	0	0	0
3370	Possess Firearm while prohibited	0	0	0	0	0	0.0%	0	0	0	0	0	0
3375	Other Criminal Code * Sec. 78 - Sec. 96	0	0	0	0	0	0.0%	0	0	0	0	0	0
3380	Import/Export - Firearm/weapon/ammunition/device	0	0	0	0	0	0.0%	0	0	0	0	0	0
3385	Offensive Weapons - Point Firearm (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3390	Other Criminal Code * Sec 105 - Sec. 108	0	0	0	0	0	0.0%	0	0	0	0	0	0
3395	Breach of Firearms regulation - Unsafe Storage	0	0	0	0	0	0.0%	0	0	0	0	0	0
3410	Bail Violations - Master Code	2	0	2	2	0	100.0%	0	2	0	0	0	0
3420	Counterfeit Money-Master code	1	0	1	0	0	0.0%	0	0	0	0	0	0
3430	Disturb the Peace	2	2	0	0	0	0.0%	0	0	0	0	0	0
3440	Escape Custody	0	0	0	0	0	0.0%	0	0	0	0	0	0
3450	Indecent acts - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
3455	Child Pornography - Master Code	1	0	1	0	0	0.0%	0	0	0	0	0	0

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Violation group - Other		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other- wise			Male	Female	Male	Female	Not Charged
3456	Child Pornography - Making or distributing	0	0	0	0	0	0.0%	0	0	0	0	0	0
3457	Voyeurism (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3460	Public Morals	0	0	0	0	0	0.0%	0	0	0	0	0	0
3461	Lure child via Computer (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3470	Obstruct Public Peace Officer	0	0	0	0	0	0.0%	0	0	0	0	0	0
3480	Prisoner Unlawfully At Large	0	0	0	0	0	0.0%	0	0	0	0	0	0
3490	Trespass at Night	0	0	0	0	0	0.0%	0	0	0	0	0	0
3510	Fail to Attend Court	0	0	0	0	0	0.0%	0	0	0	0	0	0
3520	Breach of Probation	0	0	0	0	0	0.0%	0	0	0	0	0	0
3530	Threatening/Harassing Phone Calls (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3540	Utter Threats to Property / Animals	0	0	0	0	0	0.0%	0	0	0	0	0	0
3550	Advocating Genocide	0	0	0	0	0	0.0%	0	0	0	0	0	0
3560	Public Incitement of Hatred	0	0	0	0	0	0.0%	0	0	0	0	0	0
3700	Unauthorized record for sale, rental, comm distribution	0	0	0	0	0	0.0%	0	0	0	0	0	0
3710	Other Criminal Code * Sec.46 - Sec.78.1	0	0	0	0	0	0.0%	0	0	0	0	0	0
3711	Property or Services for Terrorist Activities	0	0	0	0	0	0.0%	0	0	0	0	0	0
3712	Terrorism - Property - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
3713	Participate in Activity of Terrorist Group	0	0	0	0	0	0.0%	0	0	0	0	0	0
3714	Facilitate Terrorist Activity	0	0	0	0	0	0.0%	0	0	0	0	0	0
3715	Instruct Terrorist Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
3716	Harbour or conceal a Terrorist (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3717	Hoax terrorism	0	0	0	0	0	0.0%	0	0	0	0	0	0
3718	Advocating or Promoting commission of Terrorism Offences	0	0	0	0	0	0.0%	0	0	0	0	0	0
3720	Offensive Weapons - Careless use of firearms	0	0	0	0	0	0.0%	0	0	0	0	0	0
3721	Leave Canada to Participate in Activity of a Terrorist Group	0	0	0	0	0	0.0%	0	0	0	0	0	0
3722	Leave Canada to facilitate Terrorist Activity	0	0	0	0	0	0.0%	0	0	0	0	0	0
3723	Leave Canada to commit an offence for a Terrorist Group	0	0	0	0	0	0.0%	0	0	0	0	0	0
3724	Leave Canada to Commit an offence that is a Terrorist Activity	0	0	0	0	0	0.0%	0	0	0	0	0	0



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Violation group - Other		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other- wise			Male	Female	Male	Female	Not Charged
3725	Harbour/Conceal Known terrorist where Terrorist Activity had Max=Life	0	0	0	0	0	0.0%	0	0	0	0	0	0
3726	Harbour/Conceal known Terrorist where Terrorist Activity had Max not=Life	0	0	0	0	0	0.0%	0	0	0	0	0	0
3727	Harbour/Conceal person Likely to Carry out Terrorist Activity	0	0	0	0	0	0.0%	0	0	0	0	0	0
3730	Bribery / Perjury - Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
3740	Other Criminal Code * Sec. 176 - Sec. 182	0	0	0	0	0	0.0%	0	0	0	0	0	0
3750	Interception/disclosure of communication	0	0	0	0	0	0.0%	0	0	0	0	0	0
3770	Other Criminal Code * Sec. 215 - Sec. 319	0	0	0	0	0	0.0%	0	0	0	0	0	0
3771	Fail to comply regulations/obligations (MAID)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3780	Other Criminal Code * Sec. 337 - Sec. 352	0	0	0	0	0	0.0%	0	0	0	0	0	0
3790	Other Criminal Code * Sec.415 - Sec.427	0	0	0	0	0	0.0%	0	0	0	0	0	0
3791	Intimidation of Justice System Participant (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
3810	Other Criminal Code * Sec. 437 - Sec 447	0	0	0	0	0	0.0%	0	0	0	0	0	0
3820	Offences Related to Currency	0	0	0	0	0	0.0%	0	0	0	0	0	0
3825	Proceeds of Crime - master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
3830	Attempts, Conspiracies, Accessories	0	0	0	0	0	0.0%	0	0	0	0	0	0
3840	Instruct Offence for Criminal Organization	0	0	0	0	0	0.0%	0	0	0	0	0	0
3841	Commission of offence for Criminal Organization	0	0	0	0	0	0.0%	0	0	0	0	0	0
3842	Participate in Activities of Criminal Organization	0	0	0	0	0	0.0%	0	0	0	0	0	0
3843	Recruitment of Members by a Criminal Organization	0	0	0	0	0	0.0%	0	0	0	0	0	0
3890	Other Criminal Code * Sec.462 - Sec.753	0	0	0	0	0	0.0%	0	0	0	0	0	0
		6	2	4	2	0	50.0%	0	2	0	0	0	0
Violation group - Municipal Licenses		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other- wise			Male	Female	Male	Female	Not Charged
8522	Licence - Municipal - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8523	Noise Complaint - Master Code	1	0	1	0	0	0.0%	1	0	0	0	0	0
		1	0	1	0	0	0.0%	1	0	0	0	0	0

## Occurrence Stats

Violation group - Miscellaneous		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
8500	Animal - Master Code	2	0	2	0	0	0.0%	2	0	0	0	0	0
8505	Strikes	0	0	0	0	0	0.0%	0	0	0	0	0	0
8506	Domestic Disturbance	1	0	1	0	1	100.0%	0	0	0	0	0	0
8507	Suspicious Person	3	0	3	0	0	0.0%	2	0	0	0	0	0
8509	Phone - Master Code	1	0	1	0	0	0.0%	1	0	0	0	0	0
8524	ACCIDENT - NON-MVC - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8525	Police Assistance - Master Code	20	0	20	0	10	50.0%	11	0	0	0	0	0
8526	Police Information - Master Code	6	0	6	0	3	50.0%	4	0	0	0	0	0
8550	Other - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8552	Bomb Threat	0	0	0	0	0	0.0%	0	0	0	0	0	0
8553	Watch And Beset	0	0	0	0	0	0.0%	0	0	0	0	0	0
8556	Off Roads Vehicle Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
8563	Complaint Investigation - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8842	Benchmark Crime	0	0	0	0	0	0.0%	0	0	0	0	0	0
8843	Victim Assistance Program	0	0	0	0	0	0.0%	0	0	0	0	0	0
8844	Community Policing Liaison	0	0	0	0	0	0.0%	0	0	0	0	0	0
8845	First Nations Policing Liaison	0	0	0	0	0	0.0%	0	0	0	0	0	0
8847	Press Release	0	0	0	0	0	0.0%	0	0	0	0	0	0
8848	Agricultural Occurrence	0	0	0	0	0	0.0%	0	0	0	0	0	0
8849	Block Parent	0	0	0	0	0	0.0%	0	0	0	0	0	0
8850	Neighbourhood Watch	0	0	0	0	0	0.0%	0	0	0	0	0	0
8851	Road Rage	0	0	0	0	0	0.0%	0	0	0	0	0	0
8852	Crime Stoppers	0	0	0	0	0	0.0%	0	0	0	0	0	0
8854	Police Unit Emergency Alarm	0	0	0	0	0	0.0%	0	0	0	0	0	0
8855	Intelligence Information	0	0	0	0	0	0.0%	0	0	0	0	0	0
8856	Forestry Occurrence	0	0	0	0	0	0.0%	0	0	0	0	0	0
8857	Court Orders	0	0	0	0	0	0.0%	0	0	0	0	0	0
8858	ViCLAS	0	0	0	0	0	0.0%	0	0	0	0	0	0

## Occurrence Stats

Violation group - Miscellaneous		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other-wise			Male	Female	Male	Female	Not Charged
8859	Applicant Investigation - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8860	Assist - Master Code	1	0	1	0	0	0.0%	2	0	0	0	0	0
8861	Distressed / Overdue Motorist	0	0	0	0	0	0.0%	0	0	0	0	0	0
8862	Compassionate Message	0	0	0	0	0	0.0%	0	0	0	0	0	0
8863	Request Patrols / Property Checks	2	0	2	0	1	50.0%	1	0	0	0	0	0
8864	Residence Inspection	0	0	0	0	0	0.0%	0	0	0	0	0	0
8865	Emergency Medical Conveyance	0	0	0	0	0	0.0%	0	0	0	0	0	0
8866	Date Rape	0	0	0	0	0	0.0%	0	0	0	0	0	0
8867	Gang-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8868	Child Abuse	0	0	0	0	0	0.0%	0	0	0	0	0	0
8869	Health Care Crime - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8870	R.I.D.E. (RIDE)	0	0	0	0	0	0.0%	0	0	0	0	0	0
8871	Internet Crime	0	0	0	0	0	0.0%	0	0	0	0	0	0
8872	FAC/POL/PAL	0	0	0	0	0	0.0%	0	0	0	0	0	0
8873	Traffic Control - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8874	Pornography Crime	0	0	0	0	0	0.0%	0	0	0	0	0	0
8875	Precious Metal Crime	0	0	0	0	0	0.0%	0	0	0	0	0	0
8876	Gaming Crime - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
8880	ENVIRONMENTAL OCCURRENCE	0	0	0	0	0	0.0%	0	0	0	0	0	0
8882	PROVINCIAL SECURITY-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
		36	0	36	0	15	41.7%	23	0	0	0	0	0
Violation group - Fed/Prov Statutes & Bylaws		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other-wise			Male	Female	Male	Female	Not Charged
6100	Bankruptcy Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
6150	Income Tax Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
6200	Canada Shipping Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
6250	Canada Health Act	0	0	0	0	0	0.0%	0	0	0	0	0	0
6300	Customs Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0

## Occurrence Stats

OPTIC All UCR Violation Report  
From 2018/01/01 to 2018/01/31

All codes

Violation group - Fed/Prov Statutes & Bylaws					Clearance			Adult		Youth		
		Reported	Un-founded	Actual	By Charge	Other-wise	Complete Rate Solved	Male	Female	Male	Female	Not Charged
6350	Competition Act	0	0	0	0	0	0.0%	0	0	0	0	0
6400	Excise Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0
6450	Youth Criminal Justice Act (YCJA)	0	0	0	0	0	0.0%	0	0	0	0	0
6500	Immigration and Refugee Protection Act	0	0	0	0	0	0.0%	0	0	0	0	0
6510	Human Trafficking (involving the use of abduction, fraud, deception or use of threat)	0	0	0	0	0	0.0%	0	0	0	0	0
6520	Human Smuggling fewer than 10 persons	0	0	0	0	0	0.0%	0	0	0	0	0
6530	Human Smuggling 10 persons or more	0	0	0	0	0	0.0%	0	0	0	0	0
6550	Firearms Act - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0
6560	National Defence Act	0	0	0	0	0	0.0%	0	0	0	0	0
6900	Other Federal Statutes	0	0	0	0	0	0.0%	0	0	0	0	0
8562	By-Law-Master code	0	0	0	0	0	0.0%	0	0	0	0	0
		0	0	0	0	0	0.0%	0	0	0	0	0

Violation group - Drugs					Clearance			Adult		Youth		
		Reported	Un-founded	Actual	By Charge	Other-wise	Complete Rate Solved	Male	Female	Male	Female	Not Charged
4110	Possession - Heroin	0	0	0	0	0	0.0%	0	0	0	0	0
4120	Possession - Cocaine	0	0	0	0	0	0.0%	0	0	0	0	0
4130	Possession - Other Controlled Drugs and Substances Act	0	0	0	0	0	0.0%	0	0	0	0	0
4140	Possession - Cannabis	0	0	0	0	0	0.0%	0	0	0	0	0
4150	Possession - Methamphetamine (Crystal Meth)	0	0	0	0	0	0.0%	0	0	0	0	0
4160	Possession - Methylenedioxyamphetamine (Ecstasy)	0	0	0	0	0	0.0%	0	0	0	0	0
4170	Possession – Opioid (other than heroin)	0	0	0	0	0	0.0%	0	0	0	0	0
4210	Trafficking - Heroin	0	0	0	0	0	0.0%	0	0	0	0	0
4220	Trafficking - Cocaine	0	0	0	0	0	0.0%	0	0	0	0	0
4230	Trafficking - Other Controlled Drugs and Substances Act	0	0	0	0	0	0.0%	0	0	0	0	0
4240	Trafficking - Cannabis	0	0	0	0	0	0.0%	0	0	0	0	0
4250	Trafficking - Methamphetamine (Crystal Meth)	0	0	0	0	0	0.0%	0	0	0	0	0
4260	Trafficking - Methylenedioxyamphetamine (Ecstasy)	0	0	0	0	0	0.0%	0	0	0	0	0
4270	Trafficking – Opioid (other than heroin)	0	0	0	0	0	0.0%	0	0	0	0	0

## Occurrence Stats

OPTIC All UCR Violation Report  
From 2018/01/01 to 2018/01/31

All codes

Violation group - Drugs		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other- wise			Male	Female	Male	Female	Not Charged
4310	Import / Export - Heroin	0	0	0	0	0	0.0%	0	0	0	0	0	0
4320	Import / Export - Cocaine	0	0	0	0	0	0.0%	0	0	0	0	0	0
4330	Import / Export - Other Drugs	0	0	0	0	0	0.0%	0	0	0	0	0	0
4340	CDSA * Sec.6	0	0	0	0	0	0.0%	0	0	0	0	0	0
4350	Import / Export - Methamphetamines (Crystal Meth)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4360	Import / Export - Methylenedioxyamphetamine (Ecstasy)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4370	Importation and Exportation – Opioid (other than heroin)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4410	Production - Heroin	0	0	0	0	0	0.0%	0	0	0	0	0	0
4420	Production - Cocaine	0	0	0	0	0	0.0%	0	0	0	0	0	0
4430	Production - Other Controlled Drugs & Substances	0	0	0	0	0	0.0%	0	0	0	0	0	0
4440	Production - Cannabis (Marihuana) (Cultivation)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4450	Production - Methamphetamines (Crystal Meth)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4460	Production - Methylenedioxyamphetamine (Ecstasy)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4470	Production – Opioid (other than heroin)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4590	Pre-Cursor/Equipment (Possess, Produce, Import, Traffic)	0	0	0	0	0	0.0%	0	0	0	0	0	0
4825	CDSA - Poss./Launder Drugs - Master Code (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
		0	0	0	0	0	0.0%	0	0	0	0	0	0
Violation group - Driving Offences		Reported	Un-founded	Actual	Clearance			Complete Rate Solved	Adult		Youth		
					By Charge	Other- wise			Male	Female	Male	Female	Not Charged
9110	Dangerous Operation Causing Death-Master code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9120	Dangerous Operation Causing Bodily Harm - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9130	Dangerous Operation - Master Code	1	0	1	1	0	100.0%	0	1	0	0	0	0
9131	DANGEROUS OPERATION - EVADE POLICE - CAUSE DEATH (PURSUIT)	0	0	0	0	0	0.0%	0	0	0	0	0	0
9132	DANGEROUS OPERATION - EVADE POLICE - CAUSE BODILY HARM (PURSUIT)	0	0	0	0	0	0.0%	0	0	0	0	0	0
9133	DANGEROUS OPERATION - EVADE POLICE (PURSUIT)	0	0	0	0	0	0.0%	0	0	0	0	0	0
9210	Impaired Operation (Alcohol) - Causing Death - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9215	Impaired Operation (Drugs) - Causing Death - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9220	Impaired Operation (Alcohol) - Causing Bodily Harm - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0

## Occurrence Stats

OPTIC All UCR Violation Report

From 2018/01/01 to 2018/01/31

All codes

Violation group - Driving Offences		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
9225	Impaired Operation (Drugs) - Causing Bodily Harm - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9230	Impaired Operation (Alcohol) - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9235	Impaired Operation (Drugs) - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9240	Fail To Provide Breath Sample (Alcohol) - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9245	Failure to comply or refusal (Drugs) - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9250	Fail To Provide Blood Sample (Alcohol) - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9255	Fail To Provide Blood Sample (Drugs) - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0
9310	Fail To Stop Or Remain C.C.- Master Code (Expired)	0	0	0	0	0	0.0%	0	0	0	0	0	0
9311	Failure to Stop Causing Death	0	0	0	0	0	0.0%	0	0	0	0	0	0
9312	Fail to Stop Causing Bodily Harm	0	0	0	0	0	0.0%	0	0	0	0	0	0
9313	Fail to Stop or Remain - C.C.	0	0	0	0	0	0.0%	0	0	0	0	0	0
9320	Drive While Prohibited (Crim. Code)	0	0	0	0	0	0.0%	0	0	0	0	0	0
9330	Other Criminal Code * Sec.249 - Sec.251 (Driving)	0	0	0	0	0	0.0%	0	0	0	0	0	0
9410	Cause death by criminal negligence - street racing	0	0	0	0	0	0.0%	0	0	0	0	0	0
9420	Criminal negligence causing bodily harm - street racing	0	0	0	0	0	0.0%	0	0	0	0	0	0
9430	Dangerous operation causing death - street racing	0	0	0	0	0	0.0%	0	0	0	0	0	0
9440	Dangerous operation causing bodily harm - street racing	0	0	0	0	0	0.0%	0	0	0	0	0	0
9450	Dangerous operation MV - street racing	0	0	0	0	0	0.0%	0	0	0	0	0	0
9510	Fail to Stop for Police [PURSUIT] - HTA	0	0	0	0	0	0.0%	0	0	0	0	0	0
9520	Careless Driving - HTA	0	0	0	0	0	0.0%	0	0	0	0	0	0
9530	Driving while Licence Suspended - HTA	0	0	0	0	0	0.0%	0	0	0	0	0	0
		1	0	1	1	0	100.0%	0	1	0	0	0	0
Violation group - Alarms, Accidents & Deaths		Reported	Un-founded	Actual	Clearance			Complete Solved	Adult		Youth		
					By Charge	Other- wise	Rate		Male	Female	Male	Female	Not Charged
8501	Alarm - Master Code	6	0	6	0	0	0.0%	6	0	0	0	0	0
8512	Fire Alarm - Master Code	0	0	0	0	0	0.0%	0	0	0	0	0	0

Occurrence Stats

Violation group - Alarms, Accidents & Deaths					Clearance			Adult		Youth		
		Reported	Un-founded	Actual	By Charge	Other-wise	Complete Rate Solved	Male	Female	Male	Female	Not Charged
8513	Fire - Master code	0	0	0	0	0	0.0%	0	0	0	0	0
		6	0	6	0	0	0.0%	6	0	0	0	0
Totals		94	3	91	9	24	36.3%	57	7	0	0	0

## Crime statistics

WINGHAM Police Service

*Report Description:* No report description was given.

Printed: February 21, 2018 at 15:00 by #367 POOLE, T.

### Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS -	<b>10</b>	<b>26</b>	<b>24</b>	<b>18</b>	<b>13</b>	<b>14</b>	<b>16</b>	<b>4</b>	<b>125</b>
>									
0:00 TO 0:59	1					2			3
1:00 TO 1:59		1	2				1		4
2:00 TO 2:59	1	1		1		1			4
3:00 TO 3:59			1	1					2
4:00 TO 4:59				2			2		4
5:00 TO 5:59				1					1
6:00 TO 6:59	1								1
7:00 TO 7:59	1			2					3
8:00 TO 8:59		1	1	1		2			5
9:00 TO 9:59			2			1	1		4
10:00 TO 10:59	1		1			1	4		7
11:00 TO 11:59	1	2	1		1				5
12:00 TO 12:59	1	2		2	1	1	2		9
13:00 TO 13:59		2		1	1	1	1		6
14:00 TO 14:59		4	3			1	1		9
15:00 TO 15:59	1	2	2	1	3		2		11
16:00 TO 16:59	1	5	4	1					11
17:00 TO 17:59		2	3		1	1			7
18:00 TO 18:59			1	2	1		2		6
19:00 TO 19:59			1			2			3
20:00 TO 20:59	1				1				2
21:00 TO 21:59				1	2	1			4
22:00 TO 22:59		2	1	1	2				6
23:00 TO 23:59		2	1	1					4
UNKNOWN HOUR								4	4

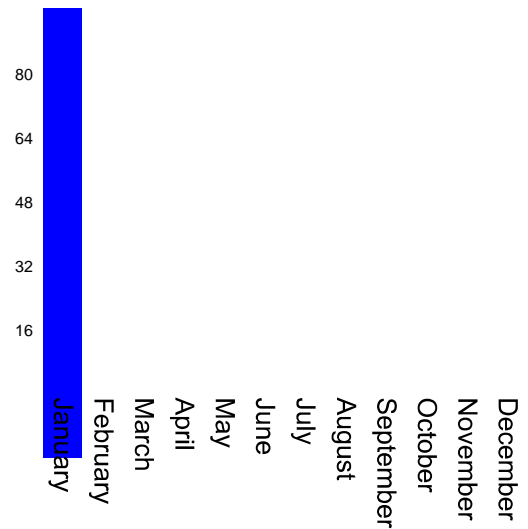
### Breakdown by month:

Month	Number of occurrences	Percentage of total
January	120	96.0%





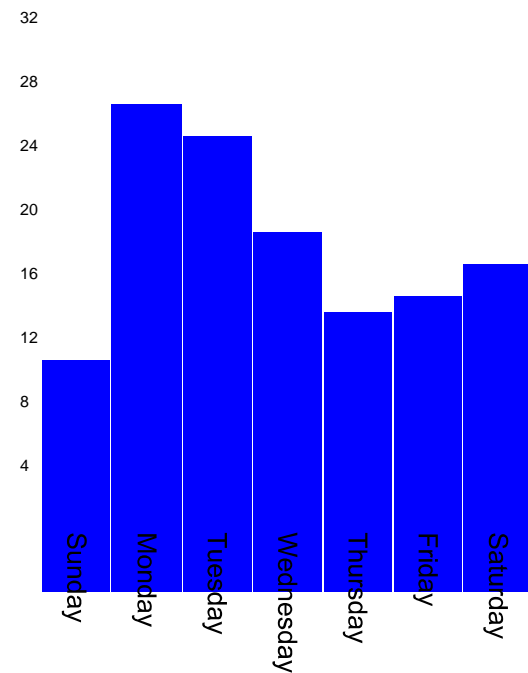
February	0	0.0%
March	0	0.0%
April	0	0.0%
May	0	0.0%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	0	0.0%
October	0	0.0%
November	1	0.8%
December	0	0.0%
Unknown	4	3.2%
<b>Total</b>	<b>125</b>	<b>100%</b>



Number of occurrences per month

**Breakdown by day of the week:**

<i>Weekday</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
Sunday	10	8.0%
Monday	26	20.8%
Tuesday	24	19.2%
Wednesday	18	14.4%
Thursday	13	10.4%
Friday	14	11.2%
Saturday	16	12.8%
Unknown	4	3.2%
<b>Total</b>	<b>125</b>	<b>100%</b>

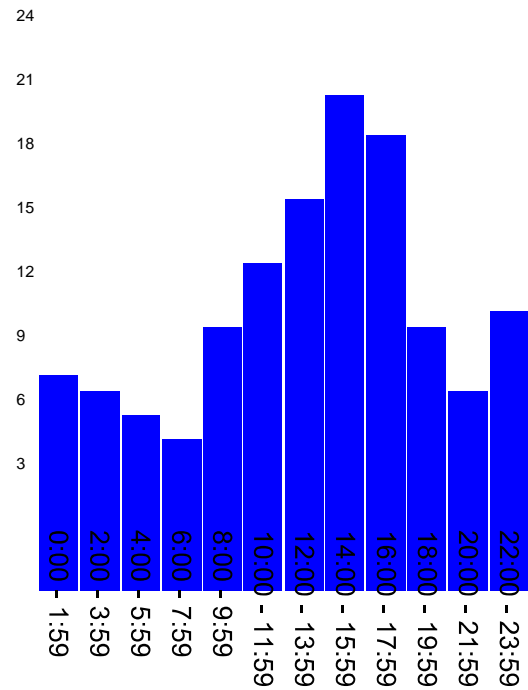


Number of occurrences per weekday

**Breakdown by time of day:**

<i>Time</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
0:00	3	2.4%
1:00	4	3.2%
2:00	4	3.2%

3:00	2	1.6%
4:00	4	3.2%
5:00	1	0.8%
6:00	1	0.8%
7:00	3	2.4%
8:00	5	4.0%
9:00	4	3.2%
10:00	7	5.6%
11:00	5	4.0%
12:00	9	7.2%
13:00	6	4.8%
14:00	9	7.2%
15:00	11	8.8%
16:00	11	8.8%
17:00	7	5.6%
18:00	6	4.8%
19:00	3	2.4%
20:00	2	1.6%
21:00	4	3.2%
22:00	6	4.8%
23:00	4	3.2%
Unknown	4	3.2%
<b>Total</b>	<b>125</b>	<b>100%</b>



Number of occurrences per time of day

## General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2018 - Posting Date: 2018-01-19 To 2018-02-28

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
<b>Account: 01-2200-6200 Clothing/Uniforms</b>					Beginning Balance	4,398.93	
01	2018-01-31	062255	PURCH M.D. CHARLTON CO LTD, 74113	POLICE-	268.86	0.00	4,667.79
				Period 01 Total	268.86	0.00	
				Period Net			268.86
				YTD Account Total			4,667.79
				Annual Budget			0.00
<b>Account: 01-2200-6205 Meeting Allowance</b>					Beginning Balance	600.00	
				YTD Account Total			600.00
				Annual Budget			0.00
<b>Account: 01-2200-6210 Subscriptions/Memberships</b>					Beginning Balance	0.00	
02	2018-02-16	062683	PURCH GALGANOV & ASSOCIATES, 010418-02	POLICE-	35.56	0.00	35.56
				Period 02 Total	35.56	0.00	
				Period Net			35.56
				YTD Account Total			35.56
				Annual Budget			0.00
<b>Account: 01-2200-6220 Training/Travel/Workshops</b>					Beginning Balance	94.55	
				YTD Account Total			94.55
				Annual Budget			0.00
<b>Account: 01-2200-6225 Police Board Expenses</b>					Beginning Balance	250.00	
				YTD Account Total			250.00
				Annual Budget			0.00
<b>Account: 01-2200-6250 Office Supplies</b>					Beginning Balance	6,451.29	
02	2018-02-16	062683	PURCH MICROAGE BASICS, 247394	POLICE-	30.52	0.00	6,481.81
02	2018-02-16	062683	PURCH PUROLATOR COURIER LTD, 437046331	POLICE-	6.64	0.00	6,488.45
02	2018-02-16	062683	PURCH CJ JOHNSTON OFFICE SOLUTIONS, 39617	POLICE-	769.50	0.00	7,257.95
02	2018-02-16	062683	PURCH RICOH, SCO91852264	POLICE-	43.39	0.00	7,301.34
				Period 02 Total	850.05	0.00	
				Period Net			850.05
				YTD Account Total			7,301.34
				Annual Budget			0.00
<b>Account: 01-2200-6260 Phone/Fax/Internet</b>					Beginning Balance	0.00	
01	2018-01-22	062082	PURCH HURONTEL, 10886858-01-2018	POLICE-	162.99	0.00	162.99

## General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2018 - Posting Date: 2018-01-19 To 2018-02-28

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
Period 01 Total					162.99	0.00	
Period Net							162.99
02	2018-02-20	062746	PURCH HURONTEL, 10886858-02-2018	POLICE-	160.85	0.00	323.84
Period 02 Total					160.85	0.00	
Period Net							160.85
YTD Account Total							323.84
Annual Budget							0.00
<b>Account: 01-2200-6270 Insurance</b>							
Beginning Balance						12,198.57	
YTD Account Total							12,198.57
Annual Budget							0.00
<b>Account: 01-2200-6295 Transfer to Reserve</b>							
Beginning Balance						15,000.00	
YTD Account Total							15,000.00
Annual Budget							0.00
<b>Account: 01-2200-6400 Equip Repair/Maintenance</b>							
Beginning Balance						35,232.50	
02	2018-02-16	062683	PURCH JOE'S AUTOMOTIVE, 41396	POLICE-	25.44	0.00	35,257.94
02	2018-02-16	062683	PURCH JOE'S AUTOMOTIVE, 41442	POLICE-	60.94	0.00	35,318.88
Period 02 Total					86.38	0.00	
Period Net							86.38
YTD Account Total							35,318.88
Annual Budget							0.00
<b>Account: 01-2200-6410 Fuel</b>							
Beginning Balance						15,869.87	
02	2018-02-16	062683	PURCH FOXTON FUELS LIMITED, 349471	POLICE-	63.48	0.00	15,933.35
02	2018-02-16	062683	PURCH FOXTON FUELS LIMITED, 351562	POLICE-	1,160.16	0.00	17,093.51
Period 02 Total					1,223.64	0.00	
Period Net							1,223.64
YTD Account Total							17,093.51
Annual Budget							0.00
<b>Account: 01-2200-6650 Communication System</b>							
Beginning Balance						31,333.43	
01	2018-01-22	062082	PURCH HURONTEL, 10886858-01-2018	POLICE-	55.16	0.00	31,388.59
01	2018-01-24	062120	PURCH BELL CANADA, 1-1-2018	POLICE-	68.12	0.00	31,456.71
Period 01 Total					123.28	0.00	
Period Net							123.28
02	2018-02-05	062469	PURCH BELL MOBILITY, 1-8-2018	POLICE CELL	341.18	0.00	31,797.89
02	2018-02-16	062683	PURCH OWEN SOUND POLICE SERVICES, 3367-18	POLICE- GPS	30.53	0.00	31,828.42
02	2018-02-20	062746	PURCH HURONTEL, 10886858-02-2018	POLICE-	55.16	0.00	31,883.58
02	2018-02-22	062797	PURCH BELL CANADA, 2-1-2018	POLICE-	73.14	0.00	31,956.72

**General Ledger**

Ledger Detail for Fiscal Year Ending DEC 31,2018 - Posting Date: 2018-01-19 To 2018-02-28

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
02	2018-02-22	062797	PURCH BELL MOBILITY, 2-8-2018	POLICE- CELL	342.17	0.00	32,298.89
Period 02 Total					842.18	0.00	
Period Net							842.18
YTD Account Total							32,298.89
Annual Budget							0.00
<b>Account: 01-2200-6685 OPTIC</b>							
Beginning Balance						9,235.13	
YTD Account Total							9,235.13
Annual Budget							0.00
Report Summary							
Balance Forward:							130,664.27
Total Debits/Credits:					3,753.79	0.00	
Report Net:							134,418.06

## General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2018 - Posting Date: 2018-01-19 To 2018-02-28

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
<b>Account: 01-2210-6270 Insurance</b>					Beginning Balance	2,062.80	
					YTD Account Total		2,062.80
					Annual Budget		0.00
<b>Account: 01-2210-6300 Bldg Repair/Maintenance</b>					Beginning Balance	0.00	
02	2018-02-16	062683	PURCH STANTON HARDWARE, 292100	POLICE -	5.08	0.00	5.08
02	2018-02-16	062683	PURCH STANTON HARDWARE, 292334	POLICE- T8	12.20	0.00	17.28
				Period 02 Total	17.28	0.00	
				Period Net			17.28
				YTD Account Total			17.28
				Annual Budget			0.00
<b>Account: 01-2210-6330 Inspections/Contracts</b>					Beginning Balance	4,348.05	
01	2018-01-31	062255	PURCH SWAN DUST CONTROL LTD, 5098939	POLICE-	32.86	0.00	4,380.91
01	2018-01-31	062255	PURCH SWAN DUST CONTROL LTD, 5109610	POLICE-	32.86	0.00	4,413.77
				Period 01 Total	65.72	0.00	
				Period Net			65.72
02	2018-02-16	062683	PURCH SWAN DUST CONTROL LTD, 5118426	POLICE-	32.86	0.00	4,446.63
02	2018-02-16	062683	PURCH WEILER'S CLEANING & RESTORATI, 12309033	POLICE-	271.40	0.00	4,718.03
				Period 02 Total	304.26	0.00	
				Period Net			304.26
				YTD Account Total			4,718.03
				Annual Budget			0.00
<b>Account: 01-2210-6350 Electricity</b>					Beginning Balance	6,611.64	
					YTD Account Total		6,611.64
					Annual Budget		0.00
<b>Account: 01-2210-6360 Water/Sewer</b>					Beginning Balance	0.00	
02	2018-02-20	062746	PURCH TOWNSHIP OF NORTH HURON WATER, 178871	POLICE-	131.29	0.00	131.29
				Period 02 Total	131.29	0.00	
				Period Net			131.29
				YTD Account Total			131.29
				Annual Budget			0.00
<b>Account: 01-2210-6370 Natural Gas/Heat</b>					Beginning Balance	1,016.92	
					YTD Account Total		1,016.92
					Annual Budget		0.00
<b>Account: 01-2210-6380 Waste Disposal</b>							

**General Ledger**

Ledger Detail for Fiscal Year Ending DEC 31,2018 - Posting Date: 2018-01-19 To 2018-02-28

Pd.	Date	Trace #	Source	Description	Ref	Debits	Credits	Balance
						Beginning Balance	464.13	
						YTD Account Total		464.13
						Annual Budget		0.00
<b>Account: 01-2210-6401 Machinery Rent</b>						Beginning Balance	1,006.69	
						YTD Account Total		1,006.69
						Annual Budget		0.00
						Report Summary		
						Balance Forward:		15,510.23
						Total Debits/Credits:	518.55	0.00
						Report Net:		16,028.78



**Join us at  
OAPSB'S 2018 Spring Conference  
on May 23rd - 26th, 2018**

**At the Blue Mountain Resort**

**Registration is now Open!**

***The event will showcase special guest speakers, topical learning sessions, networking opportunities and social events you won't want to miss!***

**For more Information or to Register**

**[Click Here](#)**



**We look forward to seeing you in May!**

The Leading Voice of Police Governance in Ontario



Ontario Association of Police Services Boards

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<b>9:00 am</b>	<b>Refreshments</b>
<b>9:30 am</b>	<b>Shared Business/Ministry Report – Chiefs and Boards</b>
<b>9:35 am</b>	<b>Guest Speaker – Not confirmed to date</b>
<b>10:05 am</b>	<b>OAPSB Zone 5 Business Meeting – Lunch to follow</b>

**Agenda**

1. Introduction and Welcome
2. Approval of Agenda dated March 6, 2018 as circulated/amended (Motion)
3. Approval of the Minutes dated December 12, 2107 – Discussion/Omissions arising (Motion)
4. Secretary/Treasurer’s Report – Prepared by Jo-Anne Fields
  - 4.1 Motion – To approve the Treasurers report (Motion)
  - 4.2 Motion – That the Treasurer pay invoices between this and the next meeting (Motion)
5. Ministry Report: Q & A (Information)
6. Educational Session – To be announced (Information)
7. Correspondence (Information)
8. Zone Director’s Report – Kevin Eccles (Information)
9. New Business
  - 9.1 RIDE and 1,000 Officer Grant – who is responsible to complete the application?
  - 9.2 What Section 31 Boards have a Police Advisory Committee's? Criteria for joining?  
How does it work? Do you have a Terms of Reference that you are willing to share?
10. Key Zone Updates and Question and Answer Period (Discussion)
11. Election of Officers – Secretary, Chair, Vice Chair, Zone Director (Vote)
12. Future agenda items
  - 12.1 Next Meeting – Host Police Services Board and date to be determined (Information)
13. Adjournment (Motion)

---

***For effective communication and networking, please plan to attend the meeting and prepare a report on behalf of your Board for insertion into the minutes. Thanks!***

## **Minutes of the Ontario Association of Police Services Board, Zone 5**

**Hosted by the Orangeville Police Service**

**Tuesday, December 12, 2017**

**Lord Dufferin Centre, 32 First Street, Orangeville, Ontario L9W 2E1**

**[www.lorddufferincentre.ca](http://www.lorddufferincentre.ca)**

**9:00 am Refreshments and 9:30 am Business Meeting**

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### **Business Meeting**

**Chair – Jim Dietrich**

**Secretary/Treasurer – Jo-Anne Fields**

### **Attendance - Police Services Board**

- |                     |  |
|---------------------|--|
| • Grey Highlands    | Lynn Silverton, Gord Hedges, Thomas Foster, Paul McQueen |
| • Guelph            | Don Drone  |
| • Orangeville       | Ken Krakar, JoAnne Glazier                               |
| • Shelburne         | Len Mikulich   |
| • Southgate         | Jim Frew, Josh Brick, Anna-Marie Fosbrooke               |
| • South Huron       | Jim Dietrich, Jo-Anne Fields                             |
| • Wellington County | Jeremy Vink, Lisa MacDonald                              |
| • West Grey         | Cam McCracken, Kevin Eccles                              |

### **Shared Business Meeting – Chiefs and Boards**

- Orangeville Chief Wayne Kalinski brought greetings to everyone on behalf of Orangeville Police Services Board. It has become tradition that the December meeting be hosted in Orangeville and also it is normally a snowy day. Today is no exception. He thanked everyone for venturing out to the meeting today
- Ken Krakar, Chair of the Orangeville Police Services Board welcomed the membership and suggested that before venturing home, everyone take some time to check out the shops on Broadway in Orangeville and purchase some Christmas presents
- Introduced Board Secretary, Jo Anne Glazier who was in attendance

### **Ministry Report – Ministry Advisor**

- A joint report with the OACP and Zone 5 Board members was presented by Ministry Advisor Duane Sprague
- Individual Q & A session to follow later in each respective meeting
- **Strategy for Safer Ontario and the Safer Ontario Act**
- On November 2, 2017, The Hon. Marie-France Lalonde moved first reading of Bill 175 (as a Government Bill), An Act to implement measures with respect to policing, coroners

and forensic laboratories and to enact, amend or repeal certain other statutes and revoke a regulation, in the Legislative Assembly of Ontario.

- Bill 175 contains various proposed Acts, including the Police Services Act, 2017.
- The House has completed the First Reading of Bill 175. Generally, First Reading is the part of the legislative process used to explain the purpose of the bill.
- Bill 175 is now being debated in principle at Second Reading. Should the bill pass Second Reading, it would then be reviewed by a standing committee of the Legislature.
- Should the bill receive sufficient votes to pass through standing committee, it would be reported back to the Legislature for Third Reading when MPPs will decide whether the bill will pass and ultimately receive Royal Assent prior to being proclaimed into law.
- The proposed legislation would introduce a new Police Services Act, which would modernize Ontario's policing framework by:
  - o Shifting to a collaborative approach to community safety and well-being planning to help municipalities lead partnerships that would provide collaborative solutions to local needs.
  - o Outlining police responsibilities and community safety service delivery to clarify fundamental police responsibilities and ensure Ontario's highly-trained police officers focus on core community safety issues.
  - o Enhancing police accountability to the public by creating a new police Inspector General with a mandate to oversee and monitor police services and police services boards to ensure the delivery of adequate and effective policing.
  - o Strengthening the police oversight system by expanding and clarifying the mandates of the three oversight bodies, establishing strong penalties for officers who do not comply with investigations, setting strict timelines for investigations and public reporting, and releasing more information about the results of investigations and disciplinary hearings by oversight agencies.
  - o Supporting the sustainability of First Nations policing by enabling First Nations to choose their policing service delivery mode, including the option to come under the same legislative framework as the rest of Ontario, and ensuring First Nations communities receive sustainable, equitable, and culturally responsive delivery of police services.
- There will be significant number of regulations that would need to be developed to operationalize the new PSA before it is proclaimed. The ministry intends to work collaboratively with stakeholders to develop those regulations.
- Since this legislation has not yet passed it is subject to change. We recognize that you may have a lot of questions that we are not able to answer at this time. You may wish to engage your own legal counsel on any interpretations. When passed more information will become available.
- In anticipation of this work it is recommended that you read the Act and familiarize yourself with the details. The Act is available online at [http://www.ontla.on.ca/bills/bills-files/41\\_Parliament/Session2/b175\\_e.pdf](http://www.ontla.on.ca/bills/bills-files/41_Parliament/Session2/b175_e.pdf)
- **Provincial Board Member Re-Appointments**
- All reappointments undergo a process of review, and are not automatic.
- The ministry requests the submission of a reappointment application if members are interested in being considered. For all appointments and reappointments, following the review process, successful appointees will always receive a new legal appointment via Order In Council.

- When provincial appointments are made by the Lieutenant Governor In Council (LGIC), the completed Order in Council (OIC) is provided to the successful applicant and the board. The OIC confirms the date until which the appointment is effective.
- Appointments made by the LGIC are effective only in accordance with the terms of the written OIC instrument creating the appointment. This generally means that the expiry of the member's term also results in the expiry of their right to sit as a member of a police services board. Under section 27(10) of the PSA, if the position of a member appointed by the Lieutenant Governor in Council becomes vacant (i.e. lapses), the Solicitor General may appoint a replacement to act until the Lieutenant Governor in Council makes a new appointment.
- There is no provision which permits persons with lapsed appointments to continue without temporary appointment by the Solicitor General or a renewed appointment by the LGIC.
- As of November 22, 2017, there are 21 board vacancies.
- **Proceeds of Crime Front-Line Policing Grant Program**
- Ministry of Community Safety and Correctional Services (Ministry) is now accepting applications under the Proceeds of Crime (POC)
- Front-Line Policing (FLP) Grant for the 2018/19 & 2019/20 fiscal years. For the first time since its inception, the Ministry is extending the POC FLP Grant from a one-year program to a two-year program.
- Funding is available to municipal and First Nations police services, as well as the Ontario Provincial Police, for projects that focus on the theme "Creating a Safer Ontario through Community Collaboration".
- Police services may submit a maximum of two applications. The maximum funding for each project is \$200,000 (up to \$100,000 per fiscal year). However, proposals submitted in partnership with multiple police services for funds exceeding this amount will be considered.
- The grant application process will be administered online through a centralized system called Grants Ontario.

## **1. Introduction and Welcome**

- Chair Jim Dietrich welcomed everyone to the meeting and thanked the Orangeville Police Services Board for hosting
- We encourage all Boards to submit a report which can be included in the minutes. This practice enables effective communication within Zone 5
- Verbal Board reporting has been removed from the agenda and has been replaced with a Q & A period, time permitting

## **2. Approval of Agenda**

**Motion**                      - Len Mikulich/Thomas Foster

"That the agenda be approved as presented."

**Disposition**                - Carried

### **3. Approval of Minutes**

**Motion** - Lynn Silverton/Lisa MacDonald

“That the minutes of the September 12, 2017 meeting be approved as circulated.”

**Disposition** - Carried

#### **3.1 Errors or Omissions**

- No errors or omissions noted in the minutes from the previous meeting

#### **3.2 Discussion pertaining to the minutes**

- No discussion in reference to the minutes of the previous meeting

### **4. Secretary/Treasurer's Report**

- Treasurer, Jo-Anne Fields prepared and presented the financial report – as per documentation distributed at meeting
- Bank balance as at November 18, 2017 was \$6,569.26
- Disbursements – \$20.25 – Outstanding – \$37.00
- Scotiabank Investment as of September 30, 2017 was \$4,158.17
- RBC initial Investment matured on February 5, 2017. Interest incurred was \$36.91 for the one year term
- RBC Investment will mature on February 5, 2018 at 0.9% interest. Anticipated interest generated at maturity on February 5, 2018 will be \$37.24
- Fields provided an overview of the 2017 financial snapshot and a projection for 2018
- 25 Boards remain in the Zone 5 membership
- Please remember to notify Secretary/Treasurer of any changes to your membership ... thanks
- Appreciate Boards forwarding their respective report for submission into the minutes

**Motion** - Lynn Silverton/Thomas Foster

“That Zone 5 donate \$1,000.00 towards supporting the OAPSB Spring Conference.”

**Disposition** - Carried

- Questioned if \$1,000.00 would impact the Conference greatly? Kevin noted that the OAPSB Conference Committee will be seeking more engagement from supplies and that any contribution is greatly appreciated
- When the conference is hosted in the Zone 5 area, through the Zone 5 By-law, a donation would automatically be made towards supporting the event

**Motion** - Paul McQueen/Cam McCracken

“That the Treasurers report be accepted as presented.”

**Disposition** - Carried

**Motion** - Don Drone/Thomas Foster

“That the Treasurer pay the necessary invoices between this and the next meeting.”

**Disposition** - Carried

**5. Ministry Report – Ministry Advisor**

- Ministry Advisor Duane Sprague presented independently to both the Zone 5 Board and the OACP
- Q & A session followed
- Strategic/OPP Business Plan/Action Plan – questioned if documents are considered the same/similar (yes) – Boards are encouraged to provide input into the development of the respective plan
- Noted that the information shared in the Ministry Advisors report is appreciated by Zone 5 membership
- Changes to the PSA – Questioned whether or not the Ministry Advisor could elaborate on the upload on Section 31 Boards and if there would be any additional financial burden – suspect the upload to Boards to be more responsive to responsibilities – performance measures, training, increased accountability, should not be more financial commitment, core vs subcontracting of services, more requirements, more expectations on Boards in moving forward
- Board governance – do not interfere in operations
- A Zone 5 Board member noted that they had recently hired a New Detachment Commander. His first report presented to the Board did not include a complaint area. Complaints would only be highlighted if they were received. The Board voted to have Complaints included on future reports. Discussion centred around process for levels of complaints, outcome of complaints and process for notifying the Board. Many complaints are addressed and resolved. Details of the specific complaint are never shared in reports
- Provincial Appointee process was discussed – identified challenges in the process
- Increased Board compliment will make operations more challenging with the delay in securing Appointments
- When a Police Services Board has no interested candidates for the position of Provincial Appointee, it was suggested that a notice *can* be placed on Municipal website to indicate the Board is seeking a Provincial Representative as well as noting the process required to apply – this may generate some interest

## **6. Educational Session**

- D/St Tanya Tremble presented a power point to the Zone 5 membership
- Behavioural Sciences and Analysis Section (BSAS) is comprised of three units. The Criminal Behaviour Analysis Unit (CBAU), Ontario Sex Offender Registry (OSOR), and Violent Crime Linkage Analysis System (ViCLAS). These units are staffed by a group of dedicated and well trained professionals who support both the OPP and other police agencies
- Requested that the power point be share with the Board
- Excellent and very informative presentation
- Chair Dietrich thanked Tanya for attending today and sharing her knowledge, expertise and time

## **7. Correspondence**

- No outstanding correspondence to discuss
- All correspondence is shared with Zone 5 membership as received

## **8. Zone Director's Report**

- Kevin Eccles, Zone Director presented the OAPSB report
- The labor conference was held the third week of November and was focused on two main themes this year. First was a full and complete review of the rewrite of the PSA now that it has past second reading and is off to public consultation and comment
- Three things that are of concern are the suspension without pay, the requirement for mandatory training for board members and the appeals board process or revamping of OIRPD and SIU divisions
- The second part of the conference was around coordinated bargaining and which boards are taking the lead on this front for 2018 round of the majority of boards are up for contract negotiation
- OAPSB is finishing the year in a good position financially but our membership is now down to 51 section 31 boards and may drop as a few smaller boards are looking at OPP coatings and less section 10 boards as the new act is also allowing detachment to have only one board representing the detachment
- Looking forward to a great spring conference back at Blue Mountain resort in the Town of the Blue Mountains in May. Book early to take advantage of reserving your spot at the another chance to meet some old friends and make new connections in the police governance field and learn what is happening in police governance

## **9. New Business**

### **Motion**

**- Lynn Silverton/Lisa MacDonald**

"That the New Business items identified on the Agenda be deferred until the March meeting for discussion."

**Disposition - Carried**



## **10. Key Zone Updates and Q & A Period**

- Verbal reports have been eliminated from the Agenda, however we encourage Boards to share a written report for inclusion in the minutes
- Any items of significance can be shared at the meeting

### **Individual Board Updates**

#### **Georgian Bluffs**

- Report submitted for inclusion
- Violent crimes are up slightly year to date vs 2016
- Property crime violations are down slightly year to date vs 2016
- Operational billing category incidents are down 435 vs 463 in 2016
- Clearance rate is down slightly
- Traffic: criminal code and prov. statute charges laid to date are down 3104 to 5165 vs 2016
- Traffic related charges are up from 47 (2016) to 73
- We still have a high number of calls for animal collisions
- Overtime hours are up from 277.5 (2016) to 326.25 to date in 2017
- Our new Commander, Martin Murray has a lot of enthusiasm (good)

#### **Guelph**

- Report submitted for inclusion
- The Guelph Police Service Annual Report for 2016 was presented to the Board in September. Highlights included: Although there was an increase in the crime rate in each of the last three years, there has been improvement in the clearance rate of violent crime. There has been an increase in sexual assaults as well as property crimes. The increase in property crime can be attributed to the drug addiction problem in the community. The Service is becoming busier with an increase in calls for service, so less time is spent on proactive policing. There is growth in the City, but many calls are related to mental health. The IMPACT team has increased to four members, and as a result, time spent on mental health calls is reduced
- The medication naloxone, an opioid receptor antagonist that reverses the effects of opioid overdose and restores normal respiration, will be issued in the form of a nasal spray to 156 Guelph Police Service front-line personnel to be used in the event that a member is in medical distress due to an exposure to fentanyl or other opioid. Also, in emergent situations where an opioid overdose is suspected and Emergency Medical Services' arrival is not imminent, naloxone carried by a member will be administered if that member believes it is required to save a life, and the member will remain with the subject until transfer of care to EMS takes place
- In 2014, the Guelph Police Service started a program called the Youth Engagement Program. The primary focus was to be law enforcement, criminal justice and social issues facing the youth of today. Students from grades 10, 11 and 12 apply and are selected to participate. Weekly meetings are held for 10 weeks, where students will learn about youth crime trends, traffic enforcement, sexual assault topics, drug investigations, police training, and other policing topics. The program is designed to enhance relations between youth and the police in our community, to assist youth in better understanding youth-related crime

trends in our schools and neighbourhoods, and to give youth a different perspective into their community through the eyes of the police. 2017 was the fourth year of the program and saw a record 40 students graduate from the program

- University of Guelph's Homecoming 2017 was a challenge for the Guelph Police Service this year. A party developed on Chancellors Way, where several apartment buildings and townhouses provide student housing off campus. News of the party travelled through social media and many people arrived from other cities. At one point, there were 4000 to 5000 people. Police closed the road in an attempt to maintain order and safety and the event was a drain on police resources, impacting their ability to police elsewhere. There were between 50 and 60 parties that police were also aware of taking place in the city's south end. The warm weather and the fact that it was a Saturday, were contributing factors. Generally, the crowd was friendly, but there were some unwanted activities, some damage occurring and lots of garbage. Waterloo, Kingston and North Bay have dealt with such parties at Homecoming as well. Chief DeRuyter has contacted neighbouring Chiefs and the University partners to discuss strategies to prevent these large parties from occurring again. There were no significant incidents, but it was an unpleasant experience for many residents. Despite this one incident, being a university community has many benefits for the community
- The Guelph Police Service Information Technology department, which has a staff of 7, and an operating budget of \$2.6M, recently completed projects including a 3-year project to replace the public safety grade radio system used by first responders, which was placed into operation in August 2017. A project initiated in 2013 to improve the quality of disclosure to the Crown's office was also completed August 2017. The current project is to move the email and SharePoint environments to the Office 365 cloud. Future projects include becoming NG911 compliant by June 2020 pursuant to the CRTC's mandate. Guelph Police, City of Guelph and Guelph Fire will partner on a next generation platform
- Project Corridor was a great two-week initiative by the Traffic Unit this fall in partnership with the City, monitoring traffic on the Gordon Street corridor. Last year there were 144 collisions on Gordon Street
- Vehicle thefts related to the drug subculture are dramatically increasing. Thefts appear not to be for financial gain, but to get from place to place and this causes concern from community safety perspective. A police project is being developed to address this issue

## **Hanover**

- The Police Amalgamation Steering Committee which was set up to look into amalgamating the Hanover and West Grey Police Services passed a motion at its last meeting that it recommend to the two municipal Councils to pause the Committee and get a recommitment after the 2018 elections. The two municipal councils have each accepted the recommendation
- Board representatives subsequently met with officials from the Orangeville and Shelburne Police Services to brief them on the process and experience of exploring amalgamation.
- The Board's 2017-2019 Business Plan was presented to the Town of Hanover's Council and was well received
- Two Recruit Cadets have been hired for the January intake at the Ontario Police College and a part-time Constable has also been hired. The Chief's Secretary, Darlene Gross, retired after 24 years of dedicated service. The Service has hired one Special Constable to replace a civilian who retired earlier in the year, and a second Special Constable will fill Darlene's position. The Board feels that this approach to staffing will make the service more efficient and effective

## **Owen Sound**

- Report submitted for inclusion
- Our 2018 Budget is now ready for Board's consideration
- The other activity of importance was the report from the City appointed consultants which compared the OPP and the Owen Sound Police Service. This 'apples to apples' comparison was presented to Council on 4 December and is currently being reviewed. According to a news report, the Mayor indicated that there did not seem to be an appetite for change

## **South Huron**

- Report submitted for inclusion
- Duane Sprague, Police Services Advisor attended September Board meeting
- Update Board on responsibilities and Zone coverage
- Intent is to attend South Huron Police Services Board meetings on a more regular basis
- Noted that he is available to provide informal and/or formal training session – noted that training is also available on line through the OAPSB
- Explained the process of selecting and appointing Provincial reps – there are 35 steps involved in the process – very complex and the process is lengthy
- Recommends that a minimum of six months prior to Provincial Appointment expiration, contact the Appointments Officer and make him/her aware of status
- Jim Dietrich's Provincial Appointment was extended for two months until signed by the Minister – Dietrich just completed his first term of an 8 year term (2 years, 3 years and 3 years)
- Through the Police Services Board, Jamie Stanley provided a scams presentation to Grand Cove residents on October 24, 2017 – excellent presentation – engaged the audience and presentation was well received by the individuals in attendance

## **Waterloo**

- The WRPS 2018 Operating Budget was approved at the December 6, 2017 Board Meeting, with a net levy of \$161,193,151 equating to a tax rate impact of 0.47%
- At its meeting on December 6, 2017, the Board approved its first ever Strategic Plan. The Strategic Plan for 2018-2020 includes three areas of focus: people, performance and progress and principled planning. This document will be used as an overarching document that sets the foundation and direction for the Service's Operational Plan

## **Future Agenda Items**

- Please contact the Secretary-Treasurer if you have items that you would like to include on upcoming Agenda

### **11.1 Next Meeting Date**

- The next regular meeting of the OAPSB Zone 5 will be hosted by the Guelph Police Services Board on Tuesday, March 6, 2018 in Guelph at the Italian Canadian Club, 135 Ferguson Street, Guelph, Ontario

- **Please note that snacks will be enjoyed at 9:00 am followed by business meeting at 9:30 am.**

## 12. **Adjournment**

**Motion** - Thomas Foster/Len Mikulich

“That the meeting adjourn at 11:45 am for lunch.”

**Disposition** - Carried

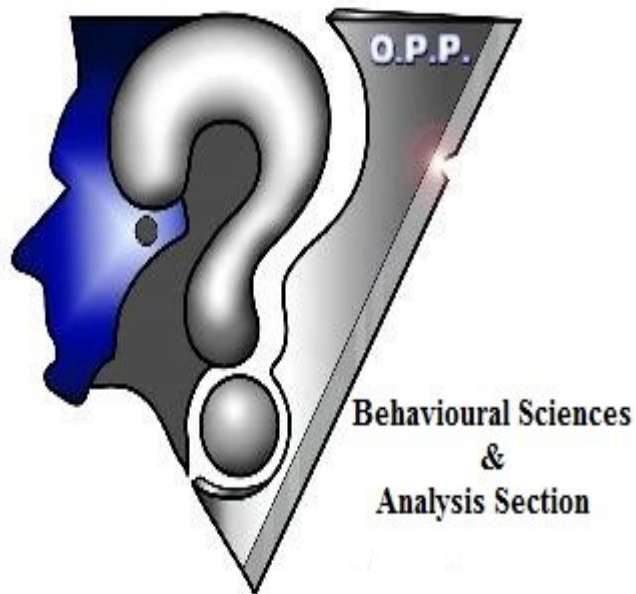
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Chair – Jim Dietrich

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Treasurer – Jo-Anne Fields

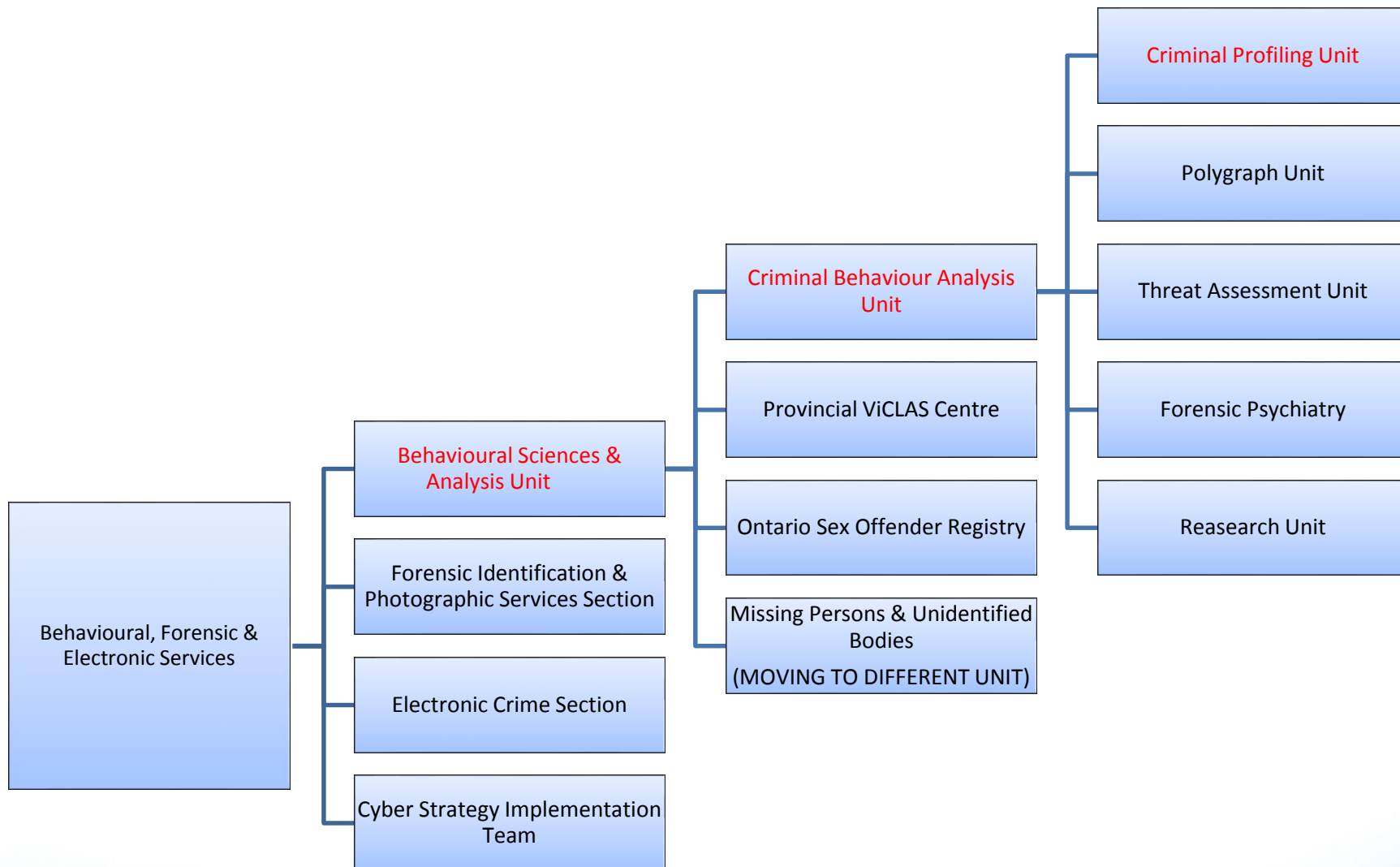
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Date

# Ontario Provincial Police Behavioural Sciences and Analysis Section Investigation and Support Bureau



## Provincial ViCLAS Centre Ontario Sex Offender Registry CBAU

- **Polygraph Services**
- **Criminal Profiling**
- **Threat Assessment**
- **Forensic Psychiatry**
- **Research**



# Disclaimer

- I swear a lot – I will try not to
- Sometimes I ramble
- Sometimes I forget my filter
- If I offend you at some point today...I'm sorry
- Contact number to get a hold of my boss  
705-329-6150 – however he's on holidays  
and I'm currently covering for him







# When Things Don't Go According To The Plan



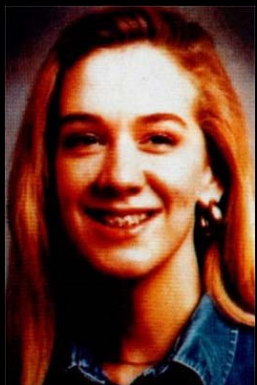
# ViCLAS



## **Violent Crime Linkage Analysis System**

“To provide expert analytical support to all criminal justice agencies, through the capture, storage, analysis and dissemination of information relating to violent crime investigations”





Bernardo Inquiry  
1987-1992



Justice Archie Campbell  
1995-96



Mandatory ViCLAS Reporting  
1997

# What Does ViCLAS Do?

- Establishes cross-jurisdictional database (Regional, National and International Levels)
- Establishes a systematic comparison of every case
- Creates a common language (use of the same definitions)



# ViCLAS - Technology

In 2014 ViCLAS transitioned from using hardcopy booklets to electronic booklets. Police Agencies use the Secure Access Portal to send the electronic booklets, as well as reports, photographs, etc. to the ViCLAS Unit. The booklets are then imported from the Secure Access Portal into the E-Submissions Database where all the cases are tracked. Once the case is completed, the ViCLAS Unit then sends the case, letter, QC sheet back to the originating agency through the Secure Access Portal.





Ontario

Sex Offender Registry

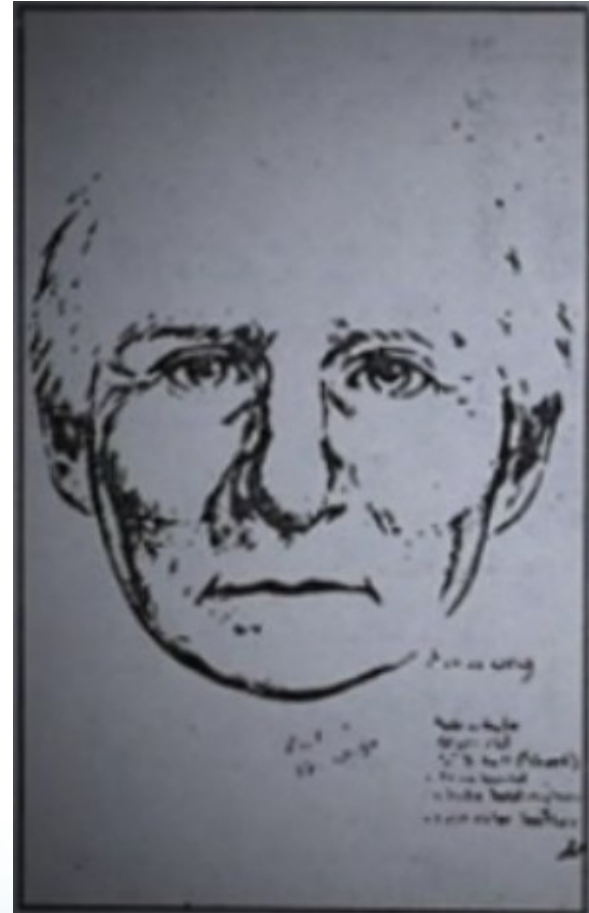
Registre des  
délinquants sexuels

# Ontario Sex Offender Registry



# BACKGROUND

- Father's Day 1988
- Joseph Fredericks (paroled pedophile) confesses to police in Brampton that he abducted, molested and murdered 11 year old Christopher Stephenson



# BACKGROUND

- 1993 - Coroner's Inquest
- 71 Recommendations
- #44 urged the federal government to create electronic registry of convicted high risk offenders
- 1999 – nothing from the federal government – Ontario's Provincial Government takes the lead





# ONTARIO'S SEX OFFENDER REGISTRY

- Christopher's Law
- Sex Offender Registry
- Bill 31 – 2000
- Proclaimed – April 23<sup>rd</sup>, 2001



# MAKING IT WORK

- Ontario Sex Offender Registry (OSOR) is maintained by the Ontario Provincial Police on behalf of the Ministry of Community Safety and Correctional Services
- Trained members are deployed into various regions to support, train and monitor the manner in which agencies manage their local registered offenders

**Available 24/7 to Police Agencies**



# Criminal Behaviour Analysis Unit



# Criminal Profiling Unit

---

D/Sgt. Jeff Lindsay

D/Sgt. Krista Potter

D/Sgt. Kristina Truax

---

## *Requirements:*

- Police Officer
- Criminal investigative experience
  - Homicides/Attempts
  - Sexual Assaults/Attempts
  - Domestic Violence
  - Interviewing & Interrogation
  - Crime Scene Attendance
- Working philosophy of “No Absolutes”



# Criminal Profiling Unit



# Criminal Profiling Services

- Investigative Strategies/Suggestions
- Interview /Interrogation Strategies
- Statement Analysis
- False Allegation Interpretation
- Undercover Operator Strategies
- Equivocal Death Investigation
- Media Strategies
- Linkage Analysis
- Staged Crime Scene Interpretation
- Geographic Profiling
- Trial Strategies
- Indirect Personality Assessments
- Unknown Offender Profiles

Page66





# Polygraph Unit

---

D/Sgt. Sue Storey

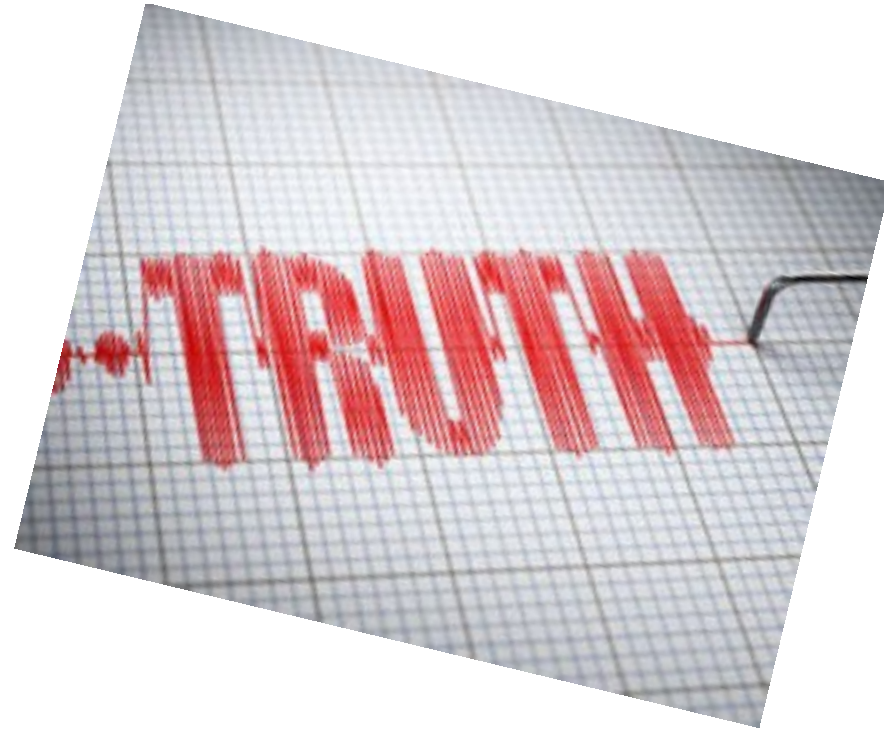
D/Sgt. Steve Coburn

D/Sgt. Caley O'Neill

D/Sgt. Connie Buckmuller

D/Sgt. Jennifer VanAllen

---



## *Services:*

- Provide polygraph testing
- Expertise in interview and interrogation
- Statement analysis
- Provides services to the OPP and other police services that do not have their own polygraphists

# Threat Assessment Unit

---

**D/Sgt. Bill Gofton**

**D/Sgt. Monica Denreyer**

**D/Sgt. Tanya Tremble**

**D/Sgt. David O'Leary**

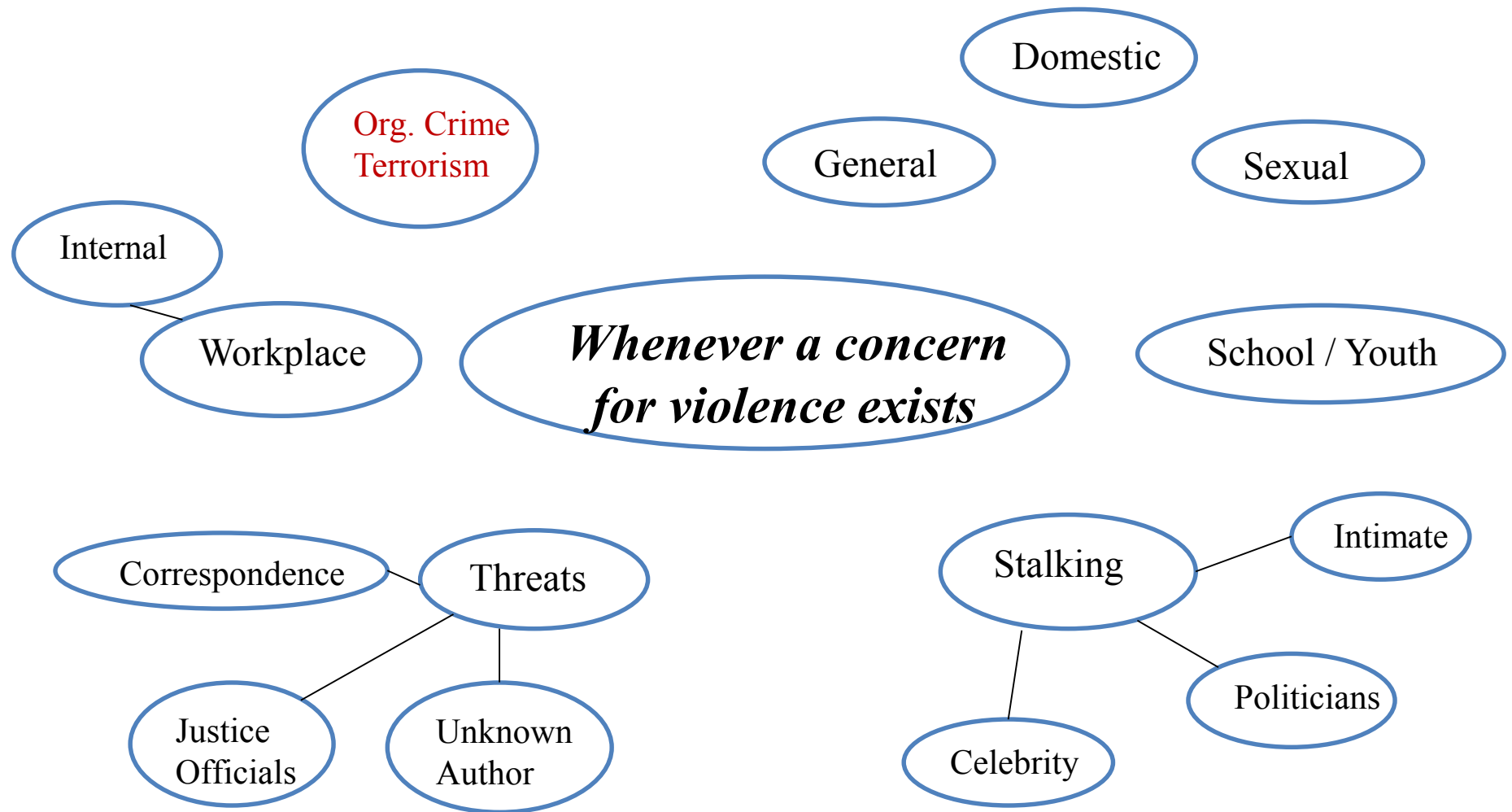
---

- Domestic Violence
- Stalking
- School Violence
- Workplace Violence
- Threats to Police
- Written Correspondence





# Areas of Assessment



# Threat Assessment Unit

## *Services Provided:*

- Categorization of Risk
- Evaluation of Potential Violence
- Suggested Methods of Intervention
- Case Management Suggestions
- Investigative Strategies
- Court Testimony
- Training



PEOPLE DON'T JUST SNAP



# Forensic Psychiatry Unit

---

**Dr. Peter Collins**

---

Forensic Psychiatrist  
Criminologist

- Assistance to all Behavioural Science Units
- Assistance to OPP and Regional Police Services
- Expert testimony
- Provides collateral material affidavits
- Training and presentations
- Mental health consultant involving hostage takers and barricaded persons



# Research Unit

---

**Dr. Angela Eke**

*Research Assistant - Nicole Lewis*

---

*Goal:*

To examine behaviour and offender characteristics as they relate to criminal offences and the prediction of violence

- Violence Prediction
- Homicide Staging
- Stalking
- Child Pornography
- Domestic Violence



# Questions?



Huh?

# Thank You!

*Tanya Tremble*

*Detective Sergeant*

*Criminal Behaviour Analysis Unit*

*Threat Assessment*

*Behavioural Sciences & Analysis Unit*

*Investigation and Support Bureau*

*Tanya.Tremble@opp.ca*



**ONTARIO ASSOCIATION OF POLICE SERVICES BOARD**  
**ZONE 5**

**By-Law No. 01 – 15**

**ARTICLE 4 – MEMBERSHIP**

Subject to Article 5, every Police Services Board that is a member in good standing of the OAPSB and is located within the territorial boundaries of the Zone may be a member of Zone 5, upon receipt of annual membership dues.

Every member Police Services Board shall have one vote with respect to election(s) of Zone Officers.

**ARTICLE 5 – MEMBERSHIP DUES**

Fees for membership of the Zone shall be determined by a simple majority of the Boards present at the last meeting of the term prior to the OAPSB Annual General Meeting.

Fees for membership of the Zone shall be due within 30 days following the Annual General Meeting.

**ARTICLE 6 – ZONE OFFICERS**

**Chair, Vice Chair, Director and Zone Secretary/Treasurer**

**Section 1 – Term of Office**

The term of office for Zone Officers shall be one year commencing immediately after the OAPSB Annual General Meeting or shall end on commencement of the next term. In addition, should the said officer no longer be a member of their PSB, their term of office shall cease at the next Zone 5 meeting and a replacement officer shall be elected if balance of the term is more than 50% of the total term of office, or appointed by the remaining two officers if balance of term is less than 50% of the term of office."

**Section 2 – Nomination and Elections**

- (a) Nomination and Election of Chair, Vice Chair and Director.

At least 30 days prior to the date of election, the Zone secretary/Treasurer will, provide formal notice to all Police Services Boards in Zone 5, requesting nominations for Zone officers – Chair, Vice Chair and Director.

In the event that an election is to be carried out during the term of office, due to a vacancy occurring, actions in (A) will be taken. However, time may not permit a 30 day notice period, before the next meeting when the election will be held. In this event, a minimum of two (2) business days' notice will be given to the member Boards. Should the vacancy be immediate, one of the two existing officers will double up and become 'acting' during the vacancy time.

- (b) Nominations will be made from the floor during the Zone meeting the day of the election. And, the Zone Secretary/Treasurer shall announce those names of proposed candidates who have filed their interest to be nominated for the respective Zone Officer.
- (c) Elections will be held during the last meeting of the term of office.
- (d) Election shall be by paper ballot with a simple majority of the Boards present. 'Proxy voting' shall be permitted subject to receipt by the Zone Secretary/Treasurer of a resolution from the respective Police Services Board's approval.
- (e) Elections shall take place immediately prior to adjournment of the Zone meeting.
- (f) Appointment of Zone Secretary/Treasurer

At the time of Elections, the Zone Secretary/Treasurer shall be appointed by a vote of a simple majority of the Zone membership and shall be a secretary to a Board that is a member of the Zone.





ONTARIO ASSOCIATION OF POLICE SERVICE BOARDS

180 Simcoe Street, London Ontario, N6G 1H9

TEL. 1-519-659-0434

## Seeking Your Help! – PSB Members

The Ontario Association of Police Service Boards' 2017 Spring Conference and AGM is being held from May 23-26, 2018 at the Blue Mountain Resort in Blue Mountain, Ontario. The theme for this year's conference is ***"Implementing the New Police Services Act"***.

Each year our conference features engaging speakers addressing topical subjects. This year we've added a few more 'fun' activities, to help create a more enjoyable and memorable experience. Notably, golf is available on the premises. During the conference, you will also have the opportunity to explore the beautiful scenery that Blue Mountain has to offer.

The program is shaping up to be really, really good this year – but we need your help!

Each year we rely on participation and sponsorship to help make the conference successful. We ask that your board (and zone) consider sponsoring the conference.

Please contact us at [admin@oapsb.ca](mailto:admin@oapsb.ca) or 1-800-831-7727 to take advantage of one or more of these unique sponsorship opportunities listed below.

Respectfully,

A handwritten signature in black ink, reading 'Eli El Chantiry'.

Eli El-Chantiry  
Director & President

A handwritten signature in black ink, reading 'Fred Kaustinen'.

Fred Kaustinen  
Executive Director



## **2018 Spring Conference & Annual General Meeting**

### **Member Sponsorship Opportunities**

#### **Diamond - \$10,000+**

- Keynote Speaker Sponsor & Introducer
- Recognition in the conference program
- Recognition OAPSB website
- Letter of Appreciation

#### **Platinum - \$5,000 to \$9,999**

- Keynote speaker sponsor or Elvis night sponsor
- Recognition in the conference program
- Recognition on the OAPSB website
- Letter of appreciation

#### **Gold - \$2,000 to \$4,999**

- Breakfast/Lunch Sponsor
- Recognition in the conference program
- Recognition on the OAPSB website
- Letter of appreciation

#### **Silver - \$1,000 to \$1,999**

- Coffee break sponsor
- Recognition in the conference program
- Recognition on the OAPSB website
- Letter of appreciation

#### **Bronze – Up to \$999**

- Recognition in the conference program
- Recognition on the OAPSB website
- Letter of appreciation



Public Safety Training Division

Division de la formation en matière  
de sécurité publique

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Telephone: (416) 314-3377  
Facsimile: (416) 314-4037

Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **2018 Sexual Violence and Harassment Action Plan (SVHAP)  
Conference – February 21 – 23, 2018**

<b>DATE OF ISSUE:</b>	<b>January 19, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>February 21, 2018</b>
<b>INDEX NO.:</b>	<b>18-0003</b>
<b>PRIORITY:</b>	<b>Normal</b>

The Ministry of Community Safety and Correctional Services is pleased to announce the third annual Sexual Violence and Harassment Action Plan Conference, being held February 21 – 23, 2018, at the Ontario Police College (OPC) located at 10716 Hacienda Road, Aylmer, Ontario. This conference is being facilitated by the OPC and it represents a significant step in the Ministry's commitment to enhancing services for survivors of sexual violence and harassment as part of Ontario's [Action Plan to Stop Sexual Violence and Harassment](#).

The conference will provide a forum where partners who provide support to survivors of sexual violence and harassment can meet to learn and hear about trends and issues of collective interest and potential pathways to address them. The conference is being structured for police, crowns, victim witness assistance workers, sexual assault nurse examiners and community agencies. Please note, the ministry intends to host a Community of Practice for Ending Violence Against Indigenous Women (EVAIW) in early Spring 2018. Further details about the EVAIW Community of Practice will follow in the near future.

Registration for the SVHAP Conference is now open and the cost of the conference is \$100 per person. This cost includes accommodation and meals. Individuals are responsible for the cost of their travel.

The conference agenda and registration form are attached. Please mail the completed registration form to the OPC Registrar at 10716 Hacienda Road, Aylmer, Ontario, N5H 2R3 or email to [opc.registrar@ontario.ca](mailto:opc.registrar@ontario.ca). All registrations must be received by **Friday February 9, 2018**. There will be no refunds for cancellations; however, substitutions will be allowed.

**PLEASE NOTE: SEATS ARE LIMITED TO THE FIRST 100 REGISTRATIONS.**

If you have any questions relating to registration, please contact the Registrar by email at Tracey.Brimner@ontario.ca or by telephone at 519-773-4278.

If you have any questions relating to the conference, please contact Susan Labanich by email at Susan.Labanich@ontario.ca or by telephone at 519-773-4230.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**DATE: February 21 to 23, 2018**

**ONTARIO POLICE COLLEGE**  
Sexual Violence and Harassment Action  
Plan Conference

**CLASSROOM NO: Aud II**

TIME	MONDAY	TUESDAY	WEDNESDAY 21	THURSDAY 22	FRIDAY 23
			<b>Registration</b>		
<b>8:30 - 10:00</b>			Opening Remarks and Housekeeping  Keynote Speaker – Sheldon Kennedy	First Nations Panel discussion - S/Sgt Dave Smoke Six Nations Police	Gender Bias
<b>10:30 - 11:45</b>			Dynamics of Sexual Offending  Dr. Angela Eke	High Risk Sexual Offenders and Victim Support  Katie Derrick Probation and Parole	Self Care/Compassion Fatigue – Irene Barath and Susan Labanich
			Lunch in Mennill Hall	Lunch in Mennill Hall	Lunch in Mennill Hall
<b>1:00 - 2:30</b>			Neurobiology – Dr. Lori Haskell	Justice Panel Discussion Justice Mara Greene, Jill Witkin, Jonathan Shime	
<b>3:00 - 4:30</b>			Neurobiology – Dr. Lori Haskell	Unfounded – Det. Kevin Reeder – Brantford	
<b>4:30 - 6:00</b>			Meet and Greet Lounge A Cash Bar	Dinner Served in Mennill Hall	



**ONTARIO POLICE COLLEGE**  
MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES  
**REGISTRATION FORM**

Fully completed registration form must be received before **February 9, 2018**

**\*\*\*Registration to be limited to first 100 seats\*\*\***

Phone: 519-773-4278 Fax: 519-765-1519 e-mail: opcregistrar@ontario.ca

**COURSE NAME** \_\_\_\_\_ **SVHAP Conference**

**CONFERENCE DATE AND TIME** \_\_\_\_\_ **February 21- February 23, 2017**

**REGISTRATION TIME** \_\_\_\_\_ **07:45 hours February 21, 2017**

**COURSE LOCATION** \_\_\_\_\_ **Ontario Police College**

\_\_\_\_\_ **10716 Hacienda Rd. Aylmer, Ontario N5H 2R3**

\_\_\_\_\_  
**Surname**                      **First Name**                      **Rank / Title**

\_\_\_\_\_  
**Employer**                      **Food Allergies or Sensitivities**

\_\_\_\_\_  
**e-mail address of participant**

Accommodations Required:  
☐ February 20  
☐ February 21  
☐ February 22

\_\_\_\_\_  
Signature                      Authorized Signature

NOTE: Submission of completed application presumes authorization from the applicant's agency.

**CONFERENCE FEE:** \$100.00 (includes meals, morning and afternoon breaks, and accommodations)

**METHOD OF PAYMENT:** Invoices will be issued upon confirmation of registration.

**MAILING ADDRESS:** Attn: Registration Office  
Ontario Police College  
10716 Hacienda Rd. Aylmer  
ON N5H 2R3



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** Continuing Work on the Ministry's Response to the  
Ombudsman's Report on De-Escalating Conflict Situations

<b>DATE OF ISSUE:</b>	<b>January 25, 2018</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0004</b>
<b>PRIORITY:</b>	<b>High</b>

On February 13, 2017, I wrote to you about the ministry's work on responding to the report of the Ombudsman of Ontario entitled: "A Matter of Life and Death: Investigation into the direction provided by the Ministry of Community Safety and Correctional Services to Ontario's police services for de-escalation of conflict situations". At that time, I had asked for your assistance in supporting the work of Dr. Judith Andersen from the University of Toronto.

As part of the ministry's continued efforts to respond to the Ombudsman's 22 recommendations, we have instituted a tiered, stakeholder-centred project structure to support this work. The structure is led by an Executive Advisory Committee who provides strategic guidance and recommendations to the ministry. Membership includes representatives that bring a variety of perspectives including policing, mental health, psychology, civil liberties, and justice.

The Executive Advisory Committee continues to receive input and review proposals from subject matter experts through an Expert Technical Table. In addition to police training experts, the membership includes representatives with a community-based mental health perspective.

In order to specifically address the Ombudsman's recommendation #3, regarding the Ontario Use of Force Model, the ministry has again contracted with Dr. Andersen to assist with a scientific and evidence-based approach to this work.

As part of the information-gathering phase of this project, Dr. Andersen and her team will be reaching out to police services. They may request interviews, conduct surveys, organize focus groups, and visit your service to consult with expert advisors from the training or use of force areas of the service.

They may ask for reference documentation relevant to this study. Please be assured all data collected as part of this study is confidential and will be used solely for the purpose of informing the ministry's response to the Ombudsman's report. Participant information will be limited to the role the individual performs and their work location.

Attached is a letter from Dr. Andersen that further explains the research process. Additional contacts will be made directly through Dr. Andersen or members of her team.

As a starting point, Dr. Andersen will be sending a survey to you to request nominations for police experts at your service. We ask that you nominate one or two experts in the area of training, critical decision making or use of force to be part of focus groups to advise the research team throughout the development of a critical decision making model for Ontario. Teams are limited in size and may only be able to accommodate one expert from each service.

For reference, Dr. Andersen's email is [Judith.Andersen@utoronto.ca](mailto:Judith.Andersen@utoronto.ca).

Your assistance in providing any relevant information and supporting this research will be very much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

cc: Judith Andersen, Ph.D., Associate Professor, University of Toronto Mississauga





January, 2018

RE: Ministry Response to the Ombudsman's Report: Evidence Based Approach to Critical Decision Making

The University of Toronto team, led by Dr. Judith Andersen, is pleased to enter into a collaboration with the Ministry of Community Safety and Correctional Services to address recommendation #3 in the 2016 Ombudsman's report regarding the current Ontario Use of Force Model.

Our University of Toronto team will contribute research expertise in the following ways: first, to provide the MCSCS with a representative summary of the scientific literature on critical decision making, as it pertains to policing and use of force; and second, to survey and interview police experts and police officers from services in Ontario to inform the development of a new, evidence-based critical decision making model for Ontario.

All data collected by the University of Toronto team is for the sole purpose of informing MCSCS in their effort to answer the 2016 Ombudsman's report. Data will be gathered in aggregate form, meaning no individual will be identified personally. Data will be kept confidential and protected at the University of Toronto and shared only with MCSCS. All research procedures have been reviewed by the Research Ethics Review Board of the University of Toronto and comply with all federal ethical standards for data collection and protection.

**We ask for your assistance with the following:**

In order to facilitate the research goals for the MCSCS report, Dr. Andersen or members of her research team will request interviews, conduct surveys, organize focus groups, conduct site visits around Ontario police services to gather expert police guidance and review critical decision making research and model development. We will be sending a survey to your service via the All Chiefs'/Chairs' email to provide you the opportunity to nominate representatives from your service who are experts in training, critical decision making and use of force to be a part of this important effort. Your assistance in providing any relevant information supporting this research is appreciated.

Sincerely,

Judith Andersen, Ph.D.

Associate Professor, Department of Psychology  
University of Toronto Mississauga  
Affiliated Faculty of Medicine | University of Toronto  
E: judith.andersen@utoronto.ca  
P: 647-464-6069

**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

Telephone: (416) 314-3377  
Facsimile: (416) 314-4037

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Division de la sécurité publique

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Launch of the Expansion of the Ontario Naloxone  
Program to Police Services**

<b>DATE OF ISSUE:</b>	<b>January 26, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0005</b>
<b>PRIORITY:</b>	<b>Medium</b>

Further to the announcement by Ministers Hoskins and Lalonde on December 7, 2017, and the All Chiefs Memo dated the same day, the Ministry of Health and Long-Term Care (MOHLTC) and the Ministry of Community Safety and Correctional Services are pleased to launch the expansion of the Ontario Naloxone Program (ONP) to include police and fire services. The intent of this expansion is to make naloxone kits available to all police services to prevent overdoses, and potentially to help police in case of exposure to opioids.

Effective **January 29, 2018**, interested police services will be able to contact their local public health unit (PHU) to order naloxone (kits and/or refills). This expansion is available to 61 municipal police services, First Nation police services, and the Ontario Provincial Police.

To enrol in the ONP, police services need to:

- Develop and/or adopt program-related policies and procedures within each service, including policies on how naloxone would be carried, stored and deployed;

- Arrange training and education for officers that will have access to naloxone;
- Contact the appropriate PHU on or after January 29, 2018 to begin the enrollment process;
- Enter into an agreement (e.g. Memorandum of Understanding, Service Level Agreement) with the appropriate PHU;
- Complete a MOHLTC form to confirm enrollment and the number of naloxone kits being ordered;
- Consult with legal counsel and other experts about the use of naloxone to prevent overdoses; and
- Consult with your boards as appropriate.

Please contact the appropriate public health unit to begin the enrollment process on or after January 29, 2018. Refer to the chart, attached, for clarification on which public health unit your police service falls under.

Enrolled police services will be required to report quarterly on their use of naloxone to their local public health unit using a standardized form.

Police services that have already procured naloxone are eligible to apply to the program to receive new supplies of naloxone as needed. The province will not be reimbursing police services for naloxone previously procured.

For further information on the ONP you can visit the MOHLTC website at <https://www.ontario.ca/page/get-naloxone-kits-free>.

Sincerely,



Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

**Appendix A: List of police services (not including First Nation services) by PHU region**

<b>Public Health Unit</b>	<b>Police Service</b>
Algoma	Sault Ste. Marie Police Service
Brant County	Brantford Police Service
Chatham-Kent	Chatham-Kent Police Service
Durham	Durham Regional Police Service
Eastern	Cornwall Community Police Service
Elgin-St. Thomas	Aylmer Police St. Thomas Police Service
Grey Bruce	Hanover Police Service Owen Sound Police Service Saugeen Shores Police Service West Grey Police Service
Halton	Halton Regional Police Service
Hamilton	Hamilton Police Service
Hastings Prince Edward	Belleville Police Service
HKPR	Cobourg Police Service Kawartha Lakes Police Service (City of) Port Hope Police Service
Huron	Wingham Police Service
KFLA	Kingston Police
Lambton	Sarnia Police Service
Leeds-Grenville	Brockville Police Service Gananoque Police Service Smiths Falls Police Service
Middlesex-London	London Police Service Strathroy-Caradoc Police Service
Niagara	Niagara Regional Police Service
North Bay Parry Sound	North Bay Police Service West Nipissing Police Service
Northwestern	Dryden Police Service
Ottawa	Ottawa Police Service
Oxford County	Woodstock Police Service
Peel	Peel Regional Police
Perth District	Stratford Police Service
Peterborough	Peterborough Police Service

<b>Public Health Unit</b>	<b>Police Service</b>
Porcupine	Timmins Police Service
Renfrew Country	Deep River Police Service
Simcoe-Muskoka	Barrie Police Service Midland Police Service * South Simcoe Police Service Ontario Provincial Police
Sudbury and District	Espanola Police Service Greater Sudbury Police Service
Thunder Bay and District	Thunder Bay Police Service
Toronto	Toronto Police Service
Waterloo	Waterloo Regional Police
WDG	Guelph Police Service Orangeville Police Service Shelburne Police Service
Windsor-Essex	Amherstburg Police Service LaSalle Police Service Windsor Police Service
York Region	York Regional Police
<b>TOTAL: 36 PHUs</b>	<b>TOTAL: 52 Police Services</b>

*\* transitioning to OPP*

*\*\* Haldimand-Norfolk and Timiskaming PHUs do not have applicable police services*



**MEMORANDUM TO:**

All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:**

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:**

**Apparent Natural Deaths Case Screening/Selection**

<b>DATE OF ISSUE:</b>	<b>January 30, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0006</b>
<b>PRIORITY:</b>	<b>Normal</b>

At the request of the Office of the Chief Coroner (OCC), I am sharing a communication with you regarding case screening and selection in cases of apparent natural death.

Please review the attached memo from Dirk Huyer, Chief Coroner of Ontario, which provides an overview of the recent change in process/operations as part of OCC's case selection process for natural deaths. For further information, you may contact Julia Noonan at [julia.noonan@ontario.ca](mailto:julia.noonan@ontario.ca).

Sincerely,

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

**Office of the Chief Coroner**

25 Morton Shulman Avenue  
Toronto, ON M3M 0B1  
Tel: 416 314-4000  
Fax: 416 314-4030

**Ontario Forensic Pathology Service**

25, Avenue Morton Shulman  
Toronto, ON M3M 0B1  
Tél. : 416 314-4040  
Téléc. : 416 314-4060



C18 -016

**DATE:** January 26, 2018

**TO:** Stephen Beckett, Assistant Deputy Minister  
Public Safety Division

**FROM:** Dirk Huyer, MD  
Chief Coroner for Ontario

**RE:** Office of the Chief Coroner – Apparent Natural Deaths Case Screening/Selection

As you may know, there are approximately 100,000 deaths in Ontario a year and only a fraction of those (16,000) result in coroners investigations. The vast majority of deaths are due to natural disease processes and are well understood by the attending physicians who then carry the responsibility to certify the deaths of their patients through the completion of a Medical Certificate of Death (MCOD), i.e. death certificate.

For years, an ongoing challenge for the Office of the Chief Coroner (OCC) and First Responders has been when natural deaths occur at home where a physician is not available, or unwilling, to attend at the time of death to certify the death. Typically, when police arrive at the home they discuss the situation with next of kin and contact OCC Provincial Dispatch who will arrange a coroner to contact the on scene officer. The coroner discusses the circumstances of death and determines whether it meets the criteria for a coroners' investigation as set out in section 10 of the Coroners Act. Should the coroner determine that an investigation is not required, the case should be diverted to a physician to certify the death.

The next step can vary: sometimes it is the police officer that tries to reach the physician/clinician, sometimes it is the family and sometimes it is the coroner. In some cases the physician agrees to attend the home and the body is held until the physician arrives. If not, the coroner will either direct the transfer of the body to the funeral home and attempts are made to contact the family physician (or treating physician) to attend the funeral home to sign the death certificate; or in cases where a physician is not located or not willing, the coroner will sign the death certificate. The onus is then on the coroner to follow up with the funeral home and/or physician to ensure the death certificate has been completed and provided. Given the busy schedule of coroners, who for the most part, also have full-time positions in private practice or hospitals, the follow-up doesn't always happen in a timely manner and the funeral home cannot proceed with arrangements because they do not have a death certificate.

While this "case selection" process is set out in OCC policy, the challenge is that it is often a time-consuming process that can hold police at the scene for a number of hours to wait for the physician to be located. This can also be distressing for the family.

In looking at our approach to these natural deaths where there are no potential public safety issues and the primary purpose is often need for death certification, we decided that as a pilot, we would integrate two registered nurses into Provincial Dispatch to evaluate and manage these cases without necessarily involving a local investigating coroner. The nurse investigators do the same screening that a coroner would – they are completing the case selection process.

If, during the course of the nurse's screening call, there are any concerns that it may be a suspicious or unnatural death, the call will be diverted to a coroner. One of the important considerations for this approach is to recognize that the expertise of coroners should be focused on cases that fit within our legislative public safety mandate. This will reduce the need for coroners to manage this often logistically challenging process to allow focus on investigations that clearly fall within the investigative mandate of the OCC/OFPS.

I understand the concerns voiced by police officers regarding having to complete "physical examinations" on the body i.e. checking decedent's heels, checking back etc. and concur that is not how this screening should occur. The process should be no different from when a police officer discusses the case with the coroner by phone when deciding whether or not the death is suspicious or an unnatural, constituting whether it should be a coroner's case. Understanding this, we have adjusted our screening tool for case selection so that detailed examination is not asked or expected of the police officers. As a coroner would, the officer will be asked to describe the scene and whether there are any concerns identified by that officer regarding position of the body, its surroundings etc. Essentially, these deaths are of individuals with known health issues that died in their home. Deaths that could be attributed to a fall or unnatural cause will be redirected to a coroner for investigation.

I appreciate the candid conversations I have been having with policing partners regarding this process and recognize that, as partners in death investigation, this information should have been shared with police services in advance of the pilot starting earlier this month. I have discussed alternative communication approaches with OACP Executive Director Ron Bain and agree that we should do better in this regard. Should police services have any further concerns regarding our approach to death investigation, I encourage them to contact me.

Sincerely,



Dirk Huyer, MD  
Chief Coroner for Ontario





**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Annual Reporting Requirements: Violent Crime Linkage  
Analysis System and Major Case Management**

<b>DATE OF ISSUE:</b>	<b>February 5, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0008</b>
<b>PRIORITY:</b>	<b>Normal</b>

Ontario Regulations 550/96 and 354/04 of the *Police Services Act* require every chief of police to prepare and submit an annual report to the Ministry regarding Violent Crime Linkage Analysis System (ViCLAS) and Major Case Management (MCM) respectively.

As you know, the annual reporting requirements were streamlined last year to combine the two reports into one. The attached blended annual reporting form for MCM and ViCLAS is to be submitted by each police service no later than **February 28th, 2018**. The report can be submitted electronically to [OPP.GHQ.ViCLAS@opp.ca](mailto:OPP.GHQ.ViCLAS@opp.ca), or in hardcopy form to:

Provincial ViCLAS Centre  
Ontario Provincial Police  
777 Memorial Avenue, 2nd Floor  
Orillia, ON L3V 7V3

If you have any questions about the form, please contact S/Sgt. Shelley Tarnowski at [Shelley.Tarnowski@opp.ca](mailto:Shelley.Tarnowski@opp.ca) (ViCLAS) or S/Sgt. Rob Gravel at [Rob.Gravel@ontario.ca](mailto:Rob.Gravel@ontario.ca) (MCM).

.../2

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized, flowing script.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment



**MEMORANDUM TO:**

All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:**

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:**

**Revised Guidance Note on Workplace Violence and  
Harassment**

<b>DATE OF ISSUE:</b>	<b>February 12, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0009</b>
<b>PRIORITY:</b>	<b>Normal</b>

At the request of the Ministry of Labour (MOL), I am sharing a communication regarding a revision to Guidance Note #9: Workplace Violence and Harassment, as made by the Ontario Police Health and Safety Committee (OPHSC).

For further details, please review the memo from Assistant Deputy Minister Peter Augurso and the OPHSC Guidance Note, both attached.

Sincerely,

Tony Tessarolo for

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachments

**Ministry of Labour**

Office of the  
Assistant Deputy Minister  
Operations Division

400 University Ave.  
14<sup>th</sup> Floor  
Toronto, Ontario  
M7A 1T7

Telephone: (416) 326-7667  
Fax: (416) 212-4455

**Ministère du Travail**

Bureau du  
sous-ministre adjoint  
Division des opérations

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14<sup>e</sup> étage  
Toronto (Ontario)  
M7A 1T7

Téléphone : (416) 326-7667  
Télécopieur : (416) 212-4455

**MEMORANDUM TO:**

Stephen Beckett  
Assistant Deputy Minister, Public Safety Division  
Ministry of Community Safety and Correctional Services

**FROM:**

Peter Augurso  
Assistant Deputy Minister, Operations Division  
Ministry of Labour

**Subject: Revised Guidance Note #9: Workplace Violence and Harassment**

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The Ontario Police Health and Safety Committee (OPHSC) is appointed by the Minister of Labour under Section 21 of the Occupational Health and Safety Act for the purpose of advising the Minister and making recommendations on occupational health and safety issues that affect police personnel across Ontario.

The OPHSC has revised Guidance Note #9: Workplace Violence and Harassment to include amendments to the requirements regarding workplace harassment under the Occupational Health and Safety Act and provide links to additional resources available from the Ministry of Labour including the [Code of Practice to Address Workplace Harassment](#).

The Ministry of Labour is seeking the continued support of MCSCS in raising awareness of health and safety issues by distributing the attached guidance note to police personnel at all levels within the policing community.

Yours sincerely,

Peter Augurso  
Assistant Deputy Minister  
Operations Division  
Ministry of Labour

Attachments

# Memorandum



February 2018

**To:** All Chiefs of Police and Commissioner J.V.N. (Vince) Hawkes

**From:** Ontario Police Health and Safety Committee  
Labour and Management Co-Chairs

**Re:** Revised Guidance Note #9: Workplace Violence and Harassment

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The Ontario Police Health and Safety Committee (OPHSC) is appointed by the Minister of Labour under Section 21 of the *Occupational Health and Safety Act (OHSA)* for the purpose of advising the Minister and making recommendations on occupational health and safety issues that affect police personnel across Ontario.

As you know, police personnel face unique occupational health and safety hazards that may not specifically be addressed in Ontario's *Police Services Act*, its regulations, or in supporting policing guidelines.

The OPHSC has revised Guidance Note #9: Workplace Violence and Harassment to include amendments to the requirements regarding workplace harassment under the Occupational Health and Safety Act (that came into force on September 8, 2016) and provide links to additional resources available from the Ministry of Labour including the [Code of Practice to Address Workplace Harassment](#).

The OPHSC is seeking your support in ensuring the Guidance Notes is distributed broadly within the policing community.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Glena".

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Jim Glena  
Labour Co-Chair  
Police Association of Ontario

A handwritten signature in blue ink, appearing to read "Bryan Larkin".

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Bryan Larkin  
Management Co-Chair  
Ontario Association of Chiefs of Police



## Ontario Police Health and Safety Committee

### Guidance Note #9

### Workplace Violence and Harassment

*This guidance note has been developed to provide information to employers, supervisors, workers, joint health and safety committees and health and safety representatives to raise awareness about workplace violence and harassment and to provide some suggested practices for the development of a policy and program to protect the health and safety of workers.*

#### Introduction

The focus of this guidance note is to reinforce the requirements of the *Occupational Health and Safety Act (OHSA)* that apply for the protection of police service workers from workplace violence and workplace harassment. This includes violence or harassment that police service workers could experience in the course of their duties from members of the public, other workers or from persons who have a personal relationship with workers.

#### Workplace Violence

While it is recognized that workplace violence is inherent in the work of some police service workers (e.g. sworn officers), police service employers are still required under the *OHSA* to take every precaution reasonable in the circumstances for the protection of a worker. This applies with respect to workplace violence.

The *OHSA* defines workplace violence as a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Under the *OHSA*, a workplace means any land, premises, location or thing at, upon, in or near which a worker works. Police service workers work in many diverse environments and under a variety of conditions. The workplace is anywhere a police service worker is performing their work (e.g. police service station, police vehicles/vessels/aircraft, courthouse, mobile command units, the community).

Workplace violence may include:

- threatening to assault a worker or assaulting a worker
- sending threatening correspondence to a worker (e.g. electronic forms of communication, emails, letters)
- using or threatening to use a weapon to inflict harm on a worker (e.g. firearm, use of force option, a vehicle)
- sexual violence against a worker

### **Assess or Reassess the Risks of Workplace Violence**

Under the *OHSA*, employers are required to assess the risks of workplace violence that may arise from:

- the nature of the workplace
- the type of work, or
- the conditions of work

The nature of the workplace refers to the physical aspects of the workplace and may include workplace lighting, lines of sight, depth of counters, entrances, exits, parking lots etc.

The type of work refers to the activities workers perform and the people with whom workers interact. In police work this includes assisting and protecting members of the public or dealing with suspects, accused and those in custody (e.g. in the patrol car, police service station, etc.). This would also include activities such as traffic enforcement, community policing or undercover operations.

The conditions of work refer to other aspects such as the time of work (e.g., late night hours); the work location; whether workers move from location to location; work alone or in isolation; and shift work.

In assessing the risks of workplace violence, police service employers must consider:

- circumstances common to similar workplaces (e.g. other police services)
- circumstances specific to the workplace (e.g. marine unit, remote detachment)

Police service employers should, in consultation with their Joint Health and Safety Committee or health and safety representative, if any, review workplace violence incidents and implement strategies to prevent similar incidents from happening in the future.

A reassessment of the risks of workplace violence is required as often as necessary to ensure that the related workplace violence policy under *OHSA* subsection 32.0.1(1) and the related program under *OHSA* subsection 32.0.2(1) continue to protect workers from workplace violence. The employer is also required to advise the Joint Health and Safety Committee (JHSC) or a health and safety representative, if any, of the results of a risk assessment or reassessment of workplace violence, and provide a copy if it is in writing. If there is no JHSC or health and safety representative, the employer is required to advise the workers of the results, and if the assessment or reassessment is in writing, provide copies on request or advise workers how to obtain copies.

## Workplace Violence Policy and Program

The employer is required to prepare a written policy with respect to workplace violence and post it in a conspicuous place in the workplace. If fewer than six workers are regularly employed at the workplace, the policy does not necessarily have to be written and posted at a conspicuous place in the workplace, unless a Ministry of Labour (MOL) inspector orders otherwise. The employer is required to review the policy as often as necessary, but at least annually. The employer shall also develop and maintain a program to implement the policy that includes the following elements:

- measures and procedures to control the risks identified in the assessment
- measures and procedures to summon immediate assistance when workplace violence occurs or is likely to occur (e.g. panic alarms, emergency code via radio, Public Announcement (PA)/intercom system)
- measures and procedures for workers to report incidents to the employer or supervisor
- how the employer will investigate and deal with incidents or complaints

Measures and procedures that police service employers may wish to consider as part of a workplace violence prevention program may include but are not limited to:

- restricting areas that the public has access to
- installing barriers such as extra wide service counters, physical barriers, secured entries, etc.
- removing or securing items that can be used as a weapon
- ensuring that security, both inside and outside the workplace, is a regular part of workplace inspections
- improving communication systems, e.g., video cameras, signals, panic buttons, direct dial telephone buttons, etc.
- implementing emergency procedures for escape routes, calls for back-up and physical restraint
- a communication protocol to notify all workers on duty of violence or a threat of violence imminently impacting the police service work location or workers
- establishing facility threat levels and developing a response protocol for different threat levels outlining the roles and responsibilities of the responders
- developing and communicating protocols to shelter in place, hold and secure and lockdown
- ensuring adequate visibility (e.g., lighting, clear lines of sight, removing obstructions, etc.)
- having specific reporting mechanisms to deal with domestic violence that may occur in the workplace and worker to worker concerns/threats including circumstances that may involve superior/subordinate relationships
- promoting staff awareness and an understanding of the response protocols for incidents of workplace violence and workplace harassment in policing (Note: some incidents may be considered violations of the *Police Services Act* and/or Canada's *Criminal Code* and must be treated appropriately).
- ensuring there is system in place to evaluate the controls and identify any new risks that could arise from a review of workplace incidents, worker concerns or changes to the workplace



## Other Employer Duties Related to Workplace Violence

Under *OHSA* clause 32.0.5(2)(a), an employer shall provide a worker with information and instruction that is appropriate for the worker on the contents of the workplace violence policy and program.

Police service employers should recognize the diversity and skill capacity of their work force (for example civilian workers, police officers) and their ability or not to respond to a violent incident.

Under *OHSA* subsection 32.0.5(3), an employer's duty to provide information to a worker under clause 25(2)(a) and a supervisor's duty to advise a worker under clause 27(2)(a) include the duty to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if the worker can be expected to encounter the violent person in the course of his or her work and the risk of workplace violence is likely to expose the worker to physical injury. Police service employers also have a duty to provide information and instruction for example on the measures and procedures in place for the protection of police service workers.

Under *OHSA* subsection 32.0.5(4), no employer or supervisor shall disclose more personal information in the circumstances than is reasonably necessary to protect the worker from physical injury. Police service employers may want to establish criteria to limit disclosure of personal information to that which is reasonably necessary. Police service employers may need to seek independent legal advice with respect to application of the *OHSA*, including this provision, to the specific circumstances in their workplaces, as there are other laws that govern the use and disclosure of personal information that may apply.

The duties under *OHSA* section 25, 27 and 28 apply with respect to workplace violence. For example, an employer under *OHSA* clause 25(2)(h) and a supervisor under clause *OHSA* 27(2)(c) are required to take every precaution reasonable in the circumstances for the protection of a worker, including from workplace violence. An employer under *OHSA* clause 25(2)(a) is required to provide information, instruction and supervision to protect the health or safety of the worker. This could include, for example, information and instruction on recognizing and responding to hostile or violent encounters unique to the job.

Under *OHSA* clause 25(1)(b), employers are required to ensure all equipment, materials and protective devices provided by the employer are maintained in good condition (e.g. security systems, radios, alarms).

Under *OHSA* subsection 52(1) an employer shall report incidents where a person is disabled from doing his or her usual work or requires medical attention because of an incident of workplace violence to the JHSC or health and safety representative and to the police association.

## **Domestic Violence**

Domestic violence is considered workplace violence when a person who has a personal relationship with a worker, such as a spouse or former spouse, current or former intimate partner or a family member, physically injures, or attempts or threatens to physically injure, a worker in the workplace.

Under the *OHSA* section 32.0.4, an employer must take every precaution reasonable in the circumstances for the protection of a worker if they become aware, or ought reasonably to be aware, that domestic violence may occur in the workplace and that it would likely expose a worker to physical injury. Reasonable precautions may include the measures and procedures set out in the employer's workplace violence program or an individual safety plan for the worker while he or she is at the workplace.

## **Workplace Harassment**

The *OHSA* defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment is defined under the *OHSA* as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

The definition of workplace harassment is broad enough to include harassment prohibited under *Ontario's Human Rights Code*. The *OHSA* explicitly states that reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. Some examples of the management and direction of workers or the workplace include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.

Workplace harassment could result from interactions with members of the public or from other workers. Unlike workplace violence, the *OHSA* does not require an assessment of the risks of workplace harassment.

As with workplace violence, the *OHSA* requires employers to prepare a written policy with respect to workplace harassment and post it in a conspicuous place in the workplace. If

fewer than six workers are regularly employed at the workplace, the policy does not necessarily have to be written and posted at a conspicuous place in the workplace, unless an MOL inspector orders otherwise. The employer is required to review the policy at least annually, or as often as necessary.

In consultation with the Joint Health and Safety Committee or health and safety representative, if any, the employer must develop and maintain a written program to implement the workplace harassment policy. The program must include the following elements:

- measures and procedures for workers to report incidents of workplace harassment to the employer or supervisor, or to another person if the employer or supervisor is the alleged harasser
- how incidents or complaints of workplace harassment will be investigated and dealt with
- how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed, unless necessary for the purposes of investigating the incident or complaint, or for taking corrective action, or is otherwise required by law
- how certain workers will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

Employers must provide workers with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace harassment.

Workplace violence and workplace harassment policies may be prepared separately, or combined or integrated into the broader occupational health and safety policy that is required under clause 25(2)(j) of the *OHS*A.

### **Additional Employer Duties Regarding Workplace Harassment**

In order to protect a worker from workplace harassment, the *OHS*A requires that employers:

- ensure that an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances;
- ensure that the worker who allegedly experienced workplace harassment, and the alleged harasser (if he or she is also worker of the employer), are informed in writing of the results of a workplace harassment investigation and of any corrective action that has been or that will be taken as a result of the investigation; and,
- review the workplace harassment program as often as necessary, but at least annually, to ensure that it adequately implements the workplace harassment policy.

Subsection 55.3(1) of the *OHS*A enables an MOL inspector to order an employer to have an investigation into an incident or complaint of workplace harassment carried out by “an impartial person possessing such knowledge, experience or qualifications as are specified by the inspector” and to obtain a written report by that person, at the expense of the employer.

The *OHS*A requirements for violence and harassment in the workplace establish minimum standards and set out the rights and duties of all those who have a role in dealing with workplace violence and harassment.

The *Criminal Code of Canada* deals with a number of acts or behaviours which could constitute criminal harassment, the police should be contacted in these situations. It should also be noted that harassment may also be a matter that falls under the *Ontario Human Rights Code* if based on an enumerated ground under the *Code*.

### **Advancing a culture of health and safety**

Everyone should be able to work in a healthy and safe workplace. Police service employers, supervisors, workers and joint health and safety committees should work collaboratively to address workplace violence and workplace harassment.

### **Acknowledgements**

The Ontario Police Health and Safety Committee is made up of professionals in police services from across the province with representatives from the Police Association of Ontario, Ontario Provincial Police, Ontario Provincial Police Association, Toronto Police Service, Toronto Police Association, Ontario Association of Chiefs of Police, Ontario Association of Police Services Boards, Ministry of Community Safety and Correctional Services, Ministry of Labour, Ontario Police College, Ontario Police Health and Safety Association, Ontario Senior Officers' Police Association and Public Services Health and Safety Association. The committee also receives input from experts in the police sector. The Ministry of Labour would like to thank the committee for their help in making this guidance note possible.

### **Resources**

For additional information on the requirements of the legislation, refer to the [Occupational Health and Safety Act](#) (OHS

General information on [Workplace Violence and Harassment](#).

MOL guidance [Workplace Violence and Harassment: Understanding the Law](#).

MOL [Code of Practice to Address Workplace Harassment](#).

[Health and Safety System Partners](#)

[Canadian Centre for Occupational Health and Safety](#)

## **Additional Resources:**

### **The Policing Standards Manual 2000**

Police service employers may wish to refer to the following:

Guideline AI-003 Equal Opportunity, Discrimination and Workplace Harassment  
Guideline AI-016 Workplace Violence Prevention

This document should be shared with the workplace Joint Health and Safety Committee or health and safety representative, incorporated into the workplace occupational health and safety policy and program and posted on the police service's intranet.

The Public Services Health and Safety Association may be contacted for assistance in the development and implementation of an occupational health and safety program, training and specialized services <http://www.pshsa.ca>

For more information, contact the Ministry of Labour Health & Safety Contact Centre toll free at 1-877-202-0008.

**This guidance note has been prepared to assist the workplace parties in understanding some of their obligations under the *Occupational Health and Safety Act* (OHSA) and the regulations. It is not intended to replace the OHSA or the regulations and reference should always be made to the official version of the legislation.**

**It is the responsibility of the workplace parties to ensure compliance with the legislation. This guidance note does not constitute legal advice. If you require assistance with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.**

**While this guidance note will also be available to Ministry of Labour inspectors, they will apply and enforce the OHSA and its regulations based on the facts as they may find them in the workplace. This guidance note does not affect their enforcement discretion in any way.**



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Job Posting – Chief of Police, Wikwemikong Tribal  
Police Service**

<b>DATE OF ISSUE:</b>	<b>February 15, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0010</b>
<b>PRIORITY:</b>	<b>Medium</b>

At the request of the Wikwemikong Police Service Board, I am sharing the attached job posting for the position of Chief of Police. Interested candidates are invited to submit their resume, cover letter, and documentation package by **1:00pm EST on March 9, 2018**.

All inquiries should be directed to:

Ms. Rachel Manitowabi, President  
[rmanitowabi@wikipolice.com](mailto:rmanitowabi@wikipolice.com)  
Wikwemikong Police Service Board  
2074 Wikwemikong Way, P.O. Box 27  
Wikwemikong, ON  
P0P 2J0

Sincerely,

Tony Tessarolo for

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment



## **Wiikwemkoong Tribal Police Service**

### **CAREER OPPORTUNITY – Chief of Police**

The Wiikwemkoong Tribal Police Service (WTPS) Board Corporation is seeking applications from leaders in policing who hold the skills, knowledge and competencies required for the next Chief of Police of the Wiikwemkoong Unceded Territory. The Chief of Police is accountable to the Board for the effective delivery of community safety within our Territory and for the administration and operation of the Wiikwemkoong Tribal Police Service. This position will oversee and effectively administer: human resources, financial management, as well as community and media relations. The Chief of Police will build and maintain strong, effective, collaborative relationships with community partners, organizations, government, neighbouring policing agencies, and the Board of Directors.

Wiikwemkoong is a Proud and Progressive home to Anishinaabe People with a rich, vibrant history and culture. Our People are comprised of the 3 Fires Confederacy of the Odawa, Pottawatomi and Ojibwe. Our People are the Language Keepers of Anishinaabemowin. Wiikwemkoong is one of the 10 largest First Nation communities in the Country and our Territorial land spans 56,000 hectares. Along with the main village area of Wiikwemkoong; our Community is comprised of satellite areas including Kaboni, Buzwah, South Bay, Rabbit Island, Murray Hill, Cape Smith, Wiikwemkoongsing and Point Grondine.

The history of the Police Service includes the signing of a Stand Alone Policing Agreement in January 1994. Our Service has been incorporated since 2001 and is accountable to the Community through its Board, Uniformed Officers and Civilian Staff. The mission of the Wiikwemkoong Tribal Police Service is to deliver an exemplary level of Community Based Policing in our Territory and to our Citizens and Residents.

We value the fact that our service is reflective of our community, inclusive in its diversity, and that all the Uniform and Civilian members of our service aim to carry out duties in a manner that it is sensitive and consistent with the needs, customs, traditions, and values of the Wiikwemkoong Unceded Territory. We take pride in and embrace the ideal that a safe and healthy community is a shared responsibility.

#### **THE CANDIDATE:**

The Chief of Police, under the direction of the Police Service Board, will be responsible for managing, planning, organizing and coordinating the work of sworn officers and civilian personnel in day to day operations. The Chief of Police will work closely with a variety of community stakeholders in strategic governance. This leadership position will also be responsible to establish, implement and manage operational policies and procedures in keeping with legal requirements, ethics, and professional standards. These responsibilities will be carried out by the Chief of Police consistent with the overall mission, values and goals of the Service. The successful candidate will have the following essential qualifications:

- Post-secondary education, ideally in a related field, with a minimum of 10 years law enforcement and at least five (5) years of supervisory experience in Community Policing, including Detachment Commander qualification or greater;
- An exceptional commitment to Anishinaabe restorative justice principles along with a balanced, integrated services approach to public safety and community wellness;

Comprehensive knowledge of modern law enforcement requirements, programs, activities and best practices;

- Strong strategic mind with a proven ability to analyze complex and sensitive problems and issues with the ability to adopt effective responses and solutions;
- Excellent human resources, operational, and financial management skills complimented by an excellent knowledge of police administration practices and principles;
- Proven ability to motivate a police service, ensure trust between the Police Service and Community along with its Citizens;
- Through knowledge of and sensitivity working with Anishinaabe people, organizations, communities and culture as well as experience in working with federal, provincial and First Nations governments;
- Strong public relations, interpersonal and negotiation skills with a proven ability to establish, build and maintain excellent partner and stakeholder relationships in order to influence effective outcomes;
- Demonstrated performance in complex administrative, supervisory and professional work, as well as, in planning, coordinating and directing the activities of a Police Service;
- Superior verbal and written communication skills: fluency in the Anishinaabe language is a significant asset;
- The capacity to maintain the highest standards of integrity and professionalism within the Police Service and successfully steward the Police Agreement Budget.
- Excellent political acumen and superior demonstrated tact and diplomacy;
- An energetic leader who inspires excellence, collaboration, and accountability;
- Demonstrated ability to create an environment of trust and openness, with consistent applied decision-making ability;
- Preference will be given to candidates who self-identify with Anishinaabe/First Nation Ancestry.

**TERMS OF EMPLOYMENT:** This is a definite term contract position. The commencement and end dates will be confirmed via employment contract.

**SALARY:** To be negotiated with the Wiikwemkoong Tribal Police Service Board of Directors

**DEADLINE:** March 9, 2018 at 1:00 PM

All qualified and interested applicants are requested to please forward by mail or email the following:

- (1) Resume and Cover Letter including 3 (three) Letters of Reference: Must include at least one reference letter from a current and/or past supervisor
- (2) Letters of Commendation/Appreciation
- (2) Copy of a valid Driver's Licence,
- (3) Copy of Security Clearance Check (Form to be requested)
- (4) Copy of First Aid/CPR Certification
- (5) Any other relevant professional development documentation.



**PLEASE NOTE:** The successful applicant will be required to have a medical/physical examination completed from his/her physician at the applicant's expense.

*If this Career Opportunity is of interest; and you have a desire to share in our ongoing goal for a safe and healthy community in Wiikwemkoong Unceded Territory through Community Policing, then we strongly urge you to*

**SUBMIT A COMPLETED PACKAGE, MARKED "CONFIDENTIAL" TO:**

**Ms. Rachel Manitowabi, President  
Wiikwemkoong Police Service Board Corporation  
2074 Wikwemikong Way, P.O. Box 27  
Wikwemikong, Ontario POP 2J0**

**Email: [rmanitowabi@wikipolice.com](mailto:rmanitowabi@wikipolice.com)**

**We thank all who apply and advise that only those selected for an interview will be contacted.  
*All qualified candidates are encouraged to apply however; preference will be given to persons who identify with Anishinaabe/First Nation Ancestry***



**MEMORANDUM TO:**

All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:**

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:**

**Amateur Combative Sports – Fact Sheet**

<b>DATE OF ISSUE:</b>	<b>February 16, 2018</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0013</b>
<b>PRIORITY:</b>	<b>Normal</b>

I am writing to you further to my All Chiefs Memorandums, index number 17-0051, dated July 27, 2017.

As you know, an Order in Council (OIC) impacting amateur combative sport contests across the province was approved. At the request of the Ministry of Tourism, Culture and Sport (MTCS), I am sharing a fact sheet with you on this new law, whereby contests in 11 designated amateur combative sports can now be held legally if approved by a Provincial Sport Organization (PSO) for the designated sport.

Please review the fact sheet memo from MTCS. If you have any questions, please contact Darja Keith, Policy Unit Manager at 416-212-9311 or [Darja.Keith@ontario.ca](mailto:Darja.Keith@ontario.ca).

Sincerely,

Tony Tessarolo for

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment

# SAFE AND LEGAL AMATEUR COMBATIVE SPORT CONTESTS

Ontario supports **safe participation in amateur combative sports.**

**STARTING JULY 1, 2017**, it is legal to hold amateur contests approved by a **recognized Provincial Sport Organization** in the following eleven combative sports which are exempt from s.83 (2) of the *Criminal Code of Canada*:

- **Boxing**
- **Grappling**
- **Jiu Jitsu**
- **Judo**
- **Karate**
- **Kickboxing**
- **Muaythai**
- **Pankration**
- **Taekwondo**
- **Wrestling**
- **Wushu**



In order for an amateur combative sport contest to be legal, it must be:

- one of the eleven exempt amateur combative sports; **AND**
- approved by its recognized Provincial Sport Organization.

A **Provincial Sport Organization** is the governing body of a particular amateur sport in Ontario. It is responsible for establishing and enforcing the health and safety standards for that sport.

A legal amateur combative sport contest will display the following wording on all contest advertising:

**“This contest is sanctioned by an organization officially recognized by the Province of Ontario.”**



The Ministry's view is that participation in amateur combative sport activities such as **skills development, exercise, training** and **non-contact demonstrations** are not captured under the prize fighting offence in the *Criminal Code*.



An amateur combative sport contest is illegal when it is **not** approved by a recognized Provincial Sport Organization **OR** is held in a sport that is not exempt from the *Criminal Code of Canada*.

Participating in an unapproved amateur combative sport contest could be unsafe. It could result in a serious injury to participants because there could be a lack of proper supervision, a lack of safety protocols or a participant could be unevenly matched with a stronger, more experienced fighter.

Organizers of illegal contests and participants in illegal contests could face criminal charges resulting in jail time or fines.

Information about illegal/unapproved amateur combative sport contests can be reported to the local police.



**FOR MORE INFORMATION** about participating in combative sport activities, please contact the **Provincial Sport Organization** (<http://www.mtc.gov.on.ca/en/sport/sport/psolistings.html>) or



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **New Ontario Major Case Management Manual**

<b>DATE OF ISSUE:</b>	<b>February 22, 2018</b>
<b>CLASSIFICATION:</b>	<b>Directive</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>18-0015</b>
<b>PRIORITY:</b>	<b>High</b>

Over the past three years, extensive consultations have been held with the police community and ministry partners to review and update the Ontario Major Case Management (MCM) Manual. The result of those consultations is the new MCM Manual dated December 1, 2017. Additionally, I am pleased to announce that Cabinet approved the updated MCM Regulation on February 7, 2018 and it has been filed. The use of the new MCM Manual is now required as of the date of this memorandum.

In support of Ontario's Strategy to End Human Trafficking, one of the key amendments to the MCM Manual is the addition of human trafficking as a designated non-threshold criteria offence. This designation allows police services to assign these investigations to an officer who is not a Primary Investigator but has the knowledge, skills and abilities to undertake the investigation in accordance with the criminal investigation management plan of the police service. However, where one of the following criteria exists, the data entry procedures for threshold cases shall be followed:

1. The occurrence involves the use of a firearm;
2. Kidnapping;
3. Torture;
4. Sexual Assault committed by the offender involving oral, vaginal, or anal penetration;
5. Aggravated assault; or
6. Use of restraints, bondage or disguise.

I would like to thank everyone who was involved in the consultation process. The changes ensure that police services have the best tools available to protect the safety of our communities. It is a collaboration and product that we can all be proud of.

If you have any questions please contact Detective Inspector Jacques Bois at (705) 725-4566; email [Jacques.Bois@opp.ca](mailto:Jacques.Bois@opp.ca) or Staff Sergeant Robert Gravel, Serial Predator Crime Investigations Coordinator at (705) 790-6038; email [Rob.Gravel@ontario.ca](mailto:Rob.Gravel@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Beckett', with a stylized flourish at the end.

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner J.V.N. (Vince) Hawkes  
Chairs, Police Services Boards

**FROM:** Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Standard Field Sobriety Test (SFST) Training Update**

<b>DATE OF ISSUE:</b>	<b>February 20, 2018</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>March 2, 2018</b>
<b>INDEX NO.:</b>	<b>18-0014</b>
<b>PRIORITY:</b>	<b>High</b>

On November 22, 2017 (ACM 17-0069), I communicated the Ministry of Community Safety and Correctional Services' commitment to train 1,500 officers in Standard Field Sobriety Testing (SFST) by July 1, 2018 in preparation for the federal legalization of cannabis. Training began in November 2017 and, to date, 258 officers have successfully completed the course and 21 instructors have been trained.

The Ontario Police College (OPC) is coordinating SFST training and has worked with police services to develop a schedule to meet your organization's needs (see attached). Please note, the schedule is subject to change. For questions about registration or scheduling, please contact Cherly Yeo at [opceregistrar@ontario.ca](mailto:opceregistrar@ontario.ca) or (519) 773-4203.

SFST training is offered to police officers at no cost – the ministry will reimburse police services for all candidates' travel, meals and accommodation expenses. Salary and overtime costs will not be reimbursed. The ministry will also compensate host agencies that run SFST courses, for facility and alcohol workshop costs.

The ministry requests police services to continue to provide SFST instructors to help facilitate our training initiatives. If instructors are provided to OPC, the ministry will reimburse police services for travel, meal and accommodation expenses incurred by these instructors as well as offer a \$600 per diem for the duration of the course to offset their salary costs.

For questions about reimbursement, please contact Paul Hebert, A/Director – OPC, at Paul.Hebert@ontario.ca or (519) 773-4200.

Finally, the ministry is developing a long term plan for building road side detection capacity beyond July 1, 2018. To ensure that we accurately assess the number of SFST and Drug Recognition Expert (DRE) officers that will be required over the next five years and how training will be delivered, we are requesting each police service to fill out the following survey that can be accessed via

<http://surveys.opcva.ca/index.php/935889/lang-en> prior to **Friday, March 2, 2018**.

Your input is critical as this information will help the ministry to develop a multi-year training plan and will assist the province with its effort to seek federal government funding to support community safety and enforcement related to the legalization of recreational cannabis.

Thank you for your continued support on this important initiative.

Sincerely,



Dianne Kasias for

Stephen Beckett  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment – Training Schedule

# **OPC SFST Training Schedule** **MCSCS Drug Impaired Driving Initiative (DIDI)** **Phase 1 – January-June 2018**

January 2018		February 2018		March 2018	
Week	Course Location	Week	Course Location	Week	Course Location
Week 2	OPC	Week 1	Belleville	Week 1	Hamilton
9 <sup>th</sup> – 12 <sup>th</sup>	OPP SFST IDC OPP Orillia	5 <sup>th</sup> – 8 <sup>th</sup>	Windsor	5 <sup>th</sup> – 8 <sup>th</sup>	Chatham-Kent
January 2018		February 2018	SFST IDC OPP Orillia	March 2018	
Week 3	Orangeville	Week 2	South Simcoe	Week 2	
15 <sup>th</sup> – 18 <sup>th</sup>		13 <sup>th</sup> – 16 <sup>th</sup>	Halton	12 <sup>th</sup> – 16 <sup>th</sup>	No training
January 2018		February 2018	OPP North Bay	March 2018	
Week 4	Stratford	Week 3	Peel	Week 3	OPP Orillia
22 <sup>nd</sup> – 25 <sup>th</sup>	OPP Thunder Bay	20 <sup>th</sup> – 23 <sup>rd</sup>	OPC	19 <sup>th</sup> – 22 <sup>nd</sup>	York Region
January 2018		February 2018	SFST IDC OPP Orillia	March 2018	Ottawa (20-23)
Week 5	Toronto	Week 4	Niagara	Week 4	Toronto
29 <sup>th</sup> – 1 <sup>st</sup>	DRE IDC OPP Orillia	26 <sup>th</sup> – 1 <sup>st</sup>	Toronto	26 <sup>th</sup> – 29 <sup>th</sup>	Owen Sound
January 2018		February 2018	OPP Orillia	March 2018	OPC



# **OPC SFST Training Schedule** **MCSCS Drug Impaired Driving Initiative (DIDI)** **Phase 1 – January-June 2018**

April 2018		May 2018		June 2018	
Week	Course Location	Week	Course Location	Week	Course Location
Week 1	Halton	Week 1	SFST IDC-OPP Orillia	Week 1	York Region
3 <sup>rd</sup> – 6 <sup>th</sup>	Chatham-Kent	30 <sup>th</sup> – 3 <sup>rd</sup>	Brockville	4 <sup>th</sup> – 7 <sup>th</sup>	Thunder Bay
April 2018	Hamilton	May 2018	Ottawa (1-4)	June 2018	OPP North Bay
Week 2	OPC		OPP Kenora	Week 2	North Bay (11-14)
10 <sup>th</sup> – 13 <sup>th</sup>	London	Week 2	Toronto	12 <sup>th</sup> – 15 <sup>th</sup>	OPC
April 2018	Ottawa	7 <sup>th</sup> – 10 <sup>th</sup>	York Region	June 2018	Hamilton (11-14)
Week 3	York Region	May 2018	Hamilton	Week 3	Toronto
16 <sup>th</sup> – 19 <sup>th</sup>	Durham	Week 3	Windsor	18 <sup>th</sup> – 21 <sup>st</sup>	Peel
April 2018	Sudbury	14 <sup>nd</sup> – 17 <sup>th</sup>	Belleville	June 2018	OPP Orillia
Week 4	Peel	May 2018	Halton	Week 4	Halton
23 <sup>rd</sup> – 26 <sup>th</sup>	North Bay	Week 4	Owen Sound	25 <sup>th</sup> – 28 <sup>th</sup>	York Region
April 2018	OPP Orillia	22 <sup>nd</sup> – 25 <sup>th</sup>	OPC	June 2018	Peterborough
		May 2018	Chatham-Kent		
		Week 5	OPP Orillia		
		28 <sup>th</sup> – 31 <sup>st</sup>	Thunder Bay		
		May 2018	London (29-1)		

**Ministry of Community Safety  
and Correctional Services**

Public Safety Division

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

Tel.: 416 314-3079  
Fax: 416 314-3092

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Division de la sécurité publique

25, rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Tél.: 416 314-3079  
Téléc.: 416 314-3092



January 29, 2018

Chair Trevor Seip  
North Huron - Wingham Police Services Board  
274 Josephine Street Box 90  
Wingham, ON N0G 2W0

Dear Chair Seip:

As you know, the Ministry's Operations Unit supports the delivery of adequate and effective police services in Ontario by conducting inspections and monitoring compliance with applicable legislative and regulatory requirements. The Ministry will be conducting a focused inspection on the Major Case Management (MCM) Regulation, O.R. 354/04.

The MCM Regulation requires that police services undertake and manage major case investigations in accordance with the Ontario MCM Manual and that every police service use the ministry-approved software, PowerCase. The following criteria offences are deemed to be major cases:

- homicides within the meaning of subsection 222 (4) of the Criminal Code (Canada) and attempted homicides,
- sexual assaults, including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching,
- non-familial abductions and attempted non-familial abductions,
- missing person occurrences where circumstances indicate a strong possibility of foul play,
- occurrences, involving found human remains, that are suspected to be homicide,
- criminal harassment where the harasser is not known to the victim, and
- any other types of cases designated as a major case pursuant to the Ontario Major Case Management Manual.

The scope of the inspection will be limited to the following three criteria offences:

- homicides within the meaning of subsection 222 (4) of the Criminal Code (Canada) and attempted homicides,
- sexual assaults, including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching, and
- criminal harassment where the harasser is not known to the victim.

.../2

As referenced in the All Chiefs Memorandum, 17-0078, the inspection of the MCM Regulation includes a two-pronged approach beginning with a review of closed 2016 investigations entered in PowerCase and analysis of data from the Service's Records Management System (RMS). This work will be done by police officers seconded to the ministry.

Information on the general parameters of the inspection is attached in the Police Service Inspection Program. Included are the following documents:

- Excerpts from the Major Case Manual that will assist you to evaluate the described requirements of the Regulation prior to the on-site phase (Appendices A - C);
- A list of documents, including relevant policies and procedures, that will be required in advance of the on-site phase (Appendix D); and,
- An approval form enabling the Ministry to remotely access the Service's RMS and cases in PowerCase (Appendix E).

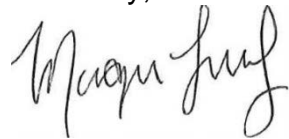
We request you return completed documents outlined in Appendix D and E to the Inspection Lead by Thursday, March 29, 2018, for the purpose of inspection planning.

It would be helpful if an appropriate member of the Service is designated as the Inspection Liaison to act as the primary point of contact for the Inspection Team. Mr. Duane Sprague, Police Services Advisor, will lead the inspection and will work with the Service to schedule the on-site phase and coordinate the remote access to the RMS.

The Inspection Team will review the inspection process with the Board and Chief of Police prior to starting work on-site.

Should you have any questions, please contact Duane Sprague, Police Services Advisor, at 416-573-8309 or at [duane.sprague@ontario.ca](mailto:duane.sprague@ontario.ca).

Sincerely,



Morgan Terry  
Manager  
Operations Unit, External Relations Branch

Enclosure

c. Duane Sprague, Police Services Advisor

**APPENDIX A - Police Service Inspection Program – Major Case Management 2018/19****INTRODUCTION**

This standard establishes policies and procedures for the investigation and management of major cases, conducted within a single jurisdiction, or combined as a multi-jurisdictional investigation.

The implementation of the investigative functions contained in this standard are supported and reinforced by the application of the Major Case Management software to ensure the efficient analysis and sharing of data and early identification of linked cases.

This standard describes the selection criteria, reporting relationships, duties and responsibilities for personnel performing case management and other functions within single and multi-jurisdictional major cases.

The Major Case Management system is designed to provide for a flexible, yet standardized, response to major case investigations based on the requirements of the particular case. The circumstances of each major case will dictate the level and extent to which resources will be assigned to each investigative function. The functions may be utilized as an investigative checklist by a Major Case Manager to conduct a systematic and ongoing examination of the circumstances of a case. The objective is to ensure that the police response is commensurate with the requirements of the particular investigation.

**POLICIES AND PROCEDURES****Command Triangle**

1. In every threshold major case investigation within a single jurisdiction, a Command Triangle shall be formed, consisting of the functions and responsibilities of Major Case Management, Primary Investigation, and File Coordination.
2. In every linked multi-jurisdiction major case investigation, a Command Triangle shall be formed, consisting of the Multi-jurisdictional Major Case Manager and the Command Triangles of the police services involved. The Multi-jurisdictional Major Case Manager shall consider blending the existing Command Triangles.
3. In a large or complex investigation, the investigative functions including Major Case Management, Primary Investigation and File Coordination may be performed by different individuals. Alternatively, in a small or less complex investigation, one person may be responsible for more than one function.

**Major Case Management**

1. In every threshold major case, a Major Case Manager, who is responsible for the effective governance of the investigation, shall be assigned to undertake the following major case management functions and responsibilities:
  - a) assume overall responsibility and accountability for the investigation;
  - b) determine strategies regarding the direction, speed and flow of the investigation;
  - c) maintain thorough and complete investigative notes;
  - d) upon notification of any potential linkage between major cases identified through any investigative technique or process, shall, as soon as possible, ensure the linkage is investigated;
  - e) if there is a reasonable likelihood that the same person(s) has committed the crime(s) within a single or multi-jurisdiction shall, within seven days, notify the Serial Predator Crime Investigations Coordinator;
  - f) identify, acquire and deploy necessary investigative and support resources;
  - g) in consultation with officers performing primary investigation and file coordination functions, develop investigative strategies and ensure the implementation of those strategies;
  - h) ensure all necessary investigative functions are conducted;
  - i) ensure compliance with the Ontario Major Case Management Manual for threshold major cases and, where applicable, non-threshold major cases;
  - j) ensure adherence to prescribed reporting and communication procedures;
  - k) facilitate a case conference at the earliest stage of the investigation involving different disciplines, where applicable;
  - l) when appropriate, request the assignment of a scientific advisor from the Centre of Forensic Sciences;
  - m) ensure a detailed chronology of the investigation is maintained;
  - n) liaise with the Office of the Chief Coroner, Ontario Forensic Pathology Service, Centre of Forensic Sciences and representatives from other disciplines and agencies, as required;
  - o) in consultation with the primary Investigator, liaise with the Crown Attorney on matters as required relating to search and seizure, evidence gathering, use of electronic surveillance, recording of interviews, use of undercover operations, use of agents or informers, charging decisions and disclosure issues;
  - p) establish and participate as a member of the Investigative Consultant Team, as required;
  - q) ensure that all involved criteria offences are reported to ViCLAS in accordance with *Ont. Reg. 550/96* pursuant to the *Police Services Act*;
  - r) assign victim liaison; and,
  - s) assign media liaison.
2. The Major Case Manager may authorize another member of the Investigative Team or a designated member of the police service to speak to the media.

3. In multi-jurisdictional major case investigations, the Major Case Manager shall:
  - a) meet daily, or as required, with the Multi-jurisdictional Major Case Manager to obtain information for briefing the Major Case Manager's investigative team;
  - b) in consultation with the Multi-jurisdictional Major Case Manager liaise with the Crown Attorney, Office of the Chief Coroner, Ontario Forensic Pathology Service, Centre of Forensic Sciences and representatives from other disciplines and agencies, as required; and,
  - c) participate as a member of the Investigative Consultant Team, as required.
4. The Major Case Manager shall have the knowledge, skills and abilities to perform the functions outlined in sections 1 to 3.
5. The Major Case Manager shall have successfully completed the Ontario Major Case Management Course or equivalent, as defined by the Ontario Police College.
6. The Major Case Manager shall have the resources to manage investigations through the ministry-approved software.

### **Primary Investigation**

1. In every threshold major case, a Primary Investigator shall be selected and assigned by the Major Case Manager to undertake the following functions and responsibilities:
  - a) report directly to the Major Case Manager;
  - b) report as soon as possible any potential linkage to the Major Case Manager;
  - c) identify the human and material resources required to conduct the type of investigation and advise the Major Case Manager;
  - d) audit, review and communicate all investigative information relevant to the investigation through regular meetings/briefings to the Investigative Team;
  - e) maintain appropriate scheduling of the Investigative Team;
  - f) assign duties, authorities and responsibilities to personnel within the Investigative Team commensurate with their skills, experience and training;
  - g) in consultation with the Major Case Manager, control the direction, speed and flow of the investigation;
  - h) provide clear, concise instructions on job duties to all personnel;
  - i) ensure actions are generated and completed in a timely fashion;
  - j) ensure all persons submitting exhibits to forensic testing facilities provide status reports every 30 days;
  - k) in consultation with the File Coordinator ensure the preparation and maintenance of the detailed chronology of the investigation;
  - l) participate as a member of the Investigative Consultant Team, as required;
  - m) in consultation with the File Coordinator maintain meeting/briefing minutes; and,
  - n) in consultation with the Command Triangle ensure each tip/message is prioritized for action and investigated.
2. The officer who performs a primary investigation function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

3. The officer who performs a primary investigation function shall have successfully completed the Ontario Major Case Management Course or equivalent, as defined by the Ontario Police College.
4. The officer who performs a Primary Investigator function shall have received training on the ministry-approved software in fulfilling their functions and responsibilities.

**File Coordination**

1. In every threshold major case, a File Coordinator shall be selected and assigned by the Major Case Manager to undertake the following file coordination functions and responsibilities:
  - a) report to the Major Case Manager;
  - b) scrutinize all documents received during the investigation to ensure their quality and completeness;
  - c) report any potential linkage to the Major Case Manager;
  - d) ensure all investigative information is researched, indexed, and cross-referenced by a person who has successfully completed the Ontario Major Case Management Software Course or equivalent, as defined by the Ontario Police College;
  - e) implement standards and controls for the file coordination system;
  - f) create and maintain the detailed chronology of the investigation, in consultation with the Primary Investigator;
  - g) the File Coordinator shall maintain meeting/briefing minutes through consultation with the Primary Investigator;
  - h) ensure the appropriate security of all records and information;
  - i) ensure classification and dissemination of records in accordance with established policy or directions received from the Major Case Manager;
  - j) ensure all investigative information is entered and maintained in the ministry-approved software;
  - k) participate as a member of the Investigative Consultant Team, as required;
  - l) maintain minutes of the Investigative Consultant Team meetings in the records of the investigation; and,
  - m) select and assign data entry personnel whose duties may include: report to and follow the directions of the File Coordinator; input data arising out of the investigation; ensure the information submitted for data entry is complete and is consistent; identify and report immediately any inconsistencies observed in information from different sources to the File Coordinator.
2. The officer performing a file coordination function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.
3. The officer shall have successfully completed the Ontario Major Case Management Course or equivalent, as defined by the Ontario Police College.

**Search Warrant Coordination**

1. In every threshold major case, the duties of a Search Warrant Coordinator may be assigned by the Primary Investigator to undertake the following search warrant coordination functions and responsibilities as required:
  - a) report directly to the Primary Investigator;
  - b) be responsible for the preparation of, or supervise the person(s) responsible for, the preparation of consent authorizations and all judicial authorizations;
  - c) ensure that, when judicial authorizations to intercept private communications are required, a qualified member of the Investigative Team prepares the documents and liaises closely with the Crown Attorney designated as agent for the Attorney General;
  - d) be responsible for diary dates relating to returns and detention orders;
  - e) maintain current versions of computerized search and seizure forms;
  - f) utilize the contents of the detailed investigation chronology, in consultation with members of the Command Triangle, in the preparation of search warrant documents and judicial authorizations;
  - g) communicate closely with the Command Triangle regarding search warrant documents required to be sealed;
  - h) maintain a close working relationship with the Command Triangle and the File Coordinator in particular;
  - i) liaise with the Scene Investigator and Forensic Identification Officer regarding details to be included in search warrant documents regarding the crime scene(s) or specialized investigative techniques; and,
  - j) liaise with a Crown Attorney on legal issues, as required, including:
    - i) identification of the elements of offence(s) under investigation;
    - ii) sufficiency of reasonable grounds in support of search warrant applications;
    - iii) use of information attributed to informers and/or agents;
    - iv) connection between item(s) being sought and location(s) to be searched; and,
    - v) any other complex legal issues related to the gathering of evidence.
2. The officer who performs a search warrant coordination function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

**Media Liaison**

1. In every threshold major case, a member of the police service shall be selected and assigned by the Major Case Manager or Multi-jurisdictional Major Case Manager to undertake the following Media Liaison(s) functions and duties as required:
  - a) report to the Major Case Manager in a single jurisdiction investigation the Multi-jurisdictional Major Case Manager in a multi-jurisdictional investigation;
  - b) be available to attend at all active scenes, and be available daily at the Command Post for briefings;
  - c) in consultation with the Command Triangle, prepare the content of releases to the news media (including answers to anticipated questions);



- d) obtain approval for all media releases from the Major Case Manager or Multi-jurisdictional Major Case Manager;
  - e) manage and control all media releases;
  - f) liaise directly with the Major Case Manager or Multi-jurisdictional Major Case Manager on matters concerning written releases, media enquiries, problems involving media personnel, or procedures;
  - g) meet with the media when and where as necessary;
  - h) collect all media releases and reports in any medium and forward same to the File Coordinator; and,
  - i) work with the media.
2. The individual who performs a media liaison function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

### **Victim Liaison**

1. In every threshold major case, a Victim Liaison Officer (includes civilian member) shall be selected and assigned by the Major Case Manager or Multi-jurisdictional Major Case Manager, in consultation with other members of the Command Triangle, to undertake the following victim liaison functions and duties:
- a) report to the Major Case Manager in a single jurisdiction investigation or the Multi-jurisdictional Major Case Manager in a multi-jurisdictional investigation;
  - b) immediately liaise with the victim(s) or other individual(s) and maintain consistent contact and support throughout the investigative and judicial process;
  - c) control all information released by the investigative team to the victim, family, and close associates and ensure they are treated with sensitivity;
  - d) ensure all information releases to the general public are preceded by similar releases to the victim;
  - e) without jeopardizing any investigative strategy, discuss the need and the rationale for public information releases;
  - f) ensure all information releases to the victim are authorized by the Major Case Manager or Multi-jurisdictional Major Case Manager;
  - g) ensure sufficient security arrangements and personnel are in place to provide appropriate protection to victims;
  - h) assist victims in obtaining support, assistance, referrals and compensation;
  - i) work closely with the appropriate support service liaison or Victim/Witness Assistance Program personnel to ensure the appropriate and consistent treatment and consideration of victims and their families (during and following the investigation); and,
  - j) ensure victims/witnesses are informed of the case status, bail conditions, court dates, final disposition, etc.
2. The officer performing a victim liaison function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

3. Given the duties may be prolonged and possibly continue after all court action has been completed, the officer, who performs a victim liaison function, shall, when necessary and circumstances permit, be prepared to commit to this function for a number of months or years or, if necessary, until a suitable replacement is obtained.

### **Interviewing**

1. In every threshold major case, an Interviewer(s) shall be selected and assigned by the Primary Investigator to undertake the following interviewing functions and duties as required:
  - a) report directly to the Primary Investigator;
  - b) conduct interviews of witnesses, suspect(s) etc., as assigned;
  - c) provide the File Coordinator with all documentation concerning interviews conducted;
  - d) where practicable, prior to any interview, de-brief any member of the Investigative Team who may be able to provide information relevant to the interview;
  - e) where practicable, review all documentation relevant to the interview in preparation for the interview;
  - f) provide a detailed summary of all interviews, ensuring that all investigative information is captured (names, personal identifiers, vehicles, locations, events – including dates, times, and objects); and,
  - g) in consultation with the Primary Investigator and File Coordinator, develop appropriate interviewing strategies that will maximize the value of information and evidence obtained from interviews.
2. The officer performing an interviewing function shall be selected and appointed on the basis of the investigative and evidentiary requirements of the case and the individual to be interviewed, and shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

### **Scene Investigation**

1. In every threshold major case, a Scene Investigator shall be selected and assigned by the Primary Investigator, as required, to undertake the following scene investigation duties and functions:
  - a) report directly to the Primary Investigator;
  - b) identify and assess the scene and implement crime scene control and health and safety procedures in consultation with the Primary Investigator, Major Case Manager and Forensic Identification Officer(s);
  - c) in consultation with the Command Triangle and Forensic Identification Officer(s), develop a scene investigation plan that includes the following at minimum:
    - i) areas to be searched;
    - ii) items to be searched for;
    - iii) specialized investigative techniques/equipment to be employed;
    - iv) sequence of examinations;
    - v) personnel requirements;
    - vi) potential hazards; and,
    - vii) legal search requirements.

- d) ensure a crime scene continuity register is maintained;
  - e) oversee the activities of the search team in identifying, cataloguing, and documenting seized items and preserving/recording details of the scene, regardless of whether immediate relevance to the investigation is established;
  - f) issue clear, concise directions in matters of:
    - i) security;
    - ii) confinement of suspect(s);
    - iii) delegation of duties (pending approval by Primary Investigator); and,
    - iv) protection from health hazards.
  - g) make recommendations to the Primary Investigator regarding additional resources such as:
    - i) forensic specialists;
    - ii) experts; for example, civilian search organizations, anthropologists, archaeologists, botanists, knot specialists, forensic odontologists, arson investigators from the Office of the Fire Marshal, etc.;
    - iii) police canine services;
    - iv) supplies and equipment for crime scene personnel; and,
    - v) secondary search teams.
  - h) liaise with the Search Warrant Coordinator regarding the requirements for judicial authorization, items to be searched for, and offences that may have been committed;
  - i) ensure search warrants for the crime scene are obtained in accordance with the *Charter of Rights and Freedoms*, case law and statute law;
  - j) on the authority of the Major Case Manager, release the scene in consultation with the Command Triangle and Forensic Identification Officer(s), only after ensuring that all practicable search methods and investigative techniques in relation to the scene have been exhausted; and,
  - k) ensure personnel are deployed to maintain security of the scene and provide appropriate instruction to such personnel.
2. The officer performing a scene investigation function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

**Forensic Identification**

1. In every threshold major case, a Forensic Identification Officer shall be selected and assigned by the Forensic Identification Supervisor to undertake the following forensic identification functions and duties:
- a) report directly to the Primary Investigator or designate;
  - b) work in close cooperation with the Scene Investigator and liaise with the Primary Investigator;
  - c) photograph and video record all homicide scenes;
  - d) consider photographing and video recording other major case crime scene(s) depending on the complexity of the case and the nature of the scene;
  - e) observe and/or photograph/video record exhibits;
  - f) identify and sort the exhibits and photographs;

- g) make observations and notes which relate the position of the exhibit to the focal point of the scene;
  - h) take measurements, where necessary, suitable for a plan drawing;
  - i) record time, date, location, description and number for each exhibit;
  - j) coordinate the marking of the exhibit, container, etc. with initials, number and date, accompanied by the notes of the Scene Investigator;
  - k) secure and preserve all exhibits against loss, contamination, deterioration, theft, or other detriment;
  - l) contact the Centre of Forensic Sciences or other forensic testing facilities regarding the status of exhibits submitted by the Forensic Identification Officer(s) at least every 30 days and report the results of the contacts to the Command Triangle;
  - m) when forensic testing results are obtained in writing, compare the results against requested examinations;
  - n) in consultation with the Scene Investigator, issue clear, concise directions in matters relating to search patterns and protection from health hazards; and,
  - o) when delegating duties, provide adequate instruction and ensure compliance with appropriate standards and practices.
2. A Scenes of Crime Officer may undertake the duties of a Forensic Identification Officer in any major case other than homicide, when the Primary Investigator, in consultation with the Forensic Identification Officer, determines that the Scenes of Crime Officer is qualified to conduct the required tasks.
  3. A Scenes of Crime Officer shall have successfully completed the required training or have equivalent qualifications and skills as approved by the ministry.
  4. The officer, who performs a forensic identification function, shall have successfully completed the required training or have equivalent qualifications and skills.
  5. The officer, who performs a forensic identification function, shall have reviewed the tombstone elements of judicial authorizations (search warrants) and any endorsements where applicable. Tombstone elements include but, are not restricted to, Items to be searched for, location(s) to be searched, grounds to believe that the items searched for will be found at the location(s) searched and that the items will afford evidence of a crime.

### **Field Investigation**

1. In every threshold major case, a Field Investigator shall be selected and assigned by the Primary Investigator based on the nature of the investigation and the experience of the person to undertake the following functions and duties:
  - a) report directly to the Primary Investigator;
  - b) perform investigative duties assigned by the Primary Investigator;
  - c) perform various non-investigative duties in support of the Investigative Team; and,
  - d) prepare and forward reports as required by the Primary Investigator.

**Canvass Coordination**

1. In every threshold major case, a Canvass Coordinator may be selected and assigned by the Primary Investigator to undertake the following canvass coordination functions and duties:
  - a) report to the Primary Investigator;
  - b) map out the area to be canvassed in conjunction with the Primary Investigator;
  - c) establish a Canvass Command Post, taking into account the location, nature and extent of the canvass;
  - d) secure adequate resources for the canvass;
  - e) consult with the Primary Investigator on the types of questions to be asked during the canvass;
  - f) brief canvass personnel on the types of questions to ask and the types of information to be collected, emphasizing that any person interviewed during the canvass may become a suspect(s);
  - g) ensure appropriate canvass forms are used, taking into account the nature and extent of the canvass; and,
  - h) liaise with canvass personnel to determine necessary follow-up activity.
2. The officer performing a canvass coordination function shall have the knowledge, skills and abilities to perform the functions outlined in section 1.

**Multi-jurisdictional Major Case Manager**

1. In addition to the investigative functions and responsibilities of a Major Case Manager in a single jurisdiction investigation, the Multi-jurisdictional Major Case Manager shall undertake the additional functions and duties assigned to the case manager as follows:
  - a) report to the Joint Management Team as required regarding the overall direction and management of the investigation and decisions to change investigative strategies or directions;
  - b) at the commencement of a multi-jurisdictional major case investigation, consult with the Joint Management Team to establish the need for an Investigative Consultant Team, and meet as a member of the Investigative Consultant Team as required;
  - c) at the earliest opportunity, consider the need for a case conference involving representatives from identified stakeholders (e.g., Centre of Forensic Sciences, Office of the Chief Coroner, Ontario Forensic Pathology Service, other expert forensic resources, Crown Attorney, Behavioural Sciences and Analysis Section and involved police services) to review the known facts of the case from an inter-disciplinary perspective to develop protocols, for the processing of forensic exhibits, and to gather expert input to assist the Multi-jurisdictional Major Case Manager in developing an investigative plan;
  - d) assume overall control, responsibility and accountability for the direction, speed and flow of the linked multi-jurisdictional major case investigations, and any related cases to which he/she is assigned;
  - e) if at any time during the multi-jurisdiction investigation, there is any potential linkage identified through any triggering mechanism between the major cases under investigation and any other major case outside of the investigation, ensure the linkage is investigated as soon as possible;
  - f) if there is a reasonable likelihood that the same person(s) has committed the additional reported major case(s), then the Serial Predator Crime Investigations Coordinator shall be notified within seven days;
  - g) address investigative issues, strategies, policy issues and problem areas to ensure the effective management of the overall investigation is consistent with major case management standards;
  - h) in consultation with the members of the respective Command Triangle(s) of the linked investigations, identify and obtain the necessary human and material resources;
  - i) in consultation with the Major Case Managers of the linked investigations, liaise with the Crown Attorney on matters as required;
  - j) in consultation with the members of the respective Command Triangle(s) of the linked investigations, develop an operational plan to be approved by the Joint Management Team;
  - k) where necessary, in consultation with the Serial Predator Crime Investigations Coordinator, prepare a request for provincial funding;
  - l) ensure adherence to the Ontario Major Case Management Manual by all members of the Investigation Teams;
  - m) ensure duplication of effort and counterproductive interference are eliminated;
  - n) ensure detailed written progress updates, reports and briefing notes are prepared;
  - o) ensure the detailed investigation chronology is prepared and maintained by the File Coordinator(s) in consultation with the Primary Investigator(s);

- p) ensure that detailed and accurate financial records pertaining to the investigation are maintained and reported in accordance with established funded joint forces operation procedures;
  - q) coordinate the preparation of comprehensive court briefs;
  - r) participate in a case review or operational de-briefing for the purpose of making recommendations relating to the direction, speed and flow of the investigation; and,
  - s) participate in a case review, or operational de-briefing, convened by the Serial Predator Crime Investigations Coordinator, to review the concluded investigation(s).
2. The Multi-jurisdictional Major Case Manager shall have the knowledge, skills and abilities to perform the functions outlined in section 1.
  3. The Multi-jurisdictional Major Case Manager shall:
    - a) be appointed by the Joint Management Team;
    - b) have experience as a major case manager in homicide and/or sexual assault investigations;
    - c) have experience directly relating to the nature of the crime(s) under investigation;
    - d) have successfully completed the Ontario Major Case Management course;
    - e) be an active member of the provincial Multi-jurisdiction Major Case Management resource pool; and,
    - f) have successfully completed the ministry-approved Multi-jurisdictional Major Case Management course or equivalent.

**Criteria and Activation**

1. The following criteria must be met for a case to be a multi-jurisdictional investigation:
  - a) two or more police services working on independent major case investigations establish a link; and,
  - b) a reasonable likelihood exists that the same person(s) has committed the crimes.
2. Once the criteria in section 1 have been met, the Major Case Managers shall, within seven days, notify the Serial Predator Crime Investigations Coordinator.
3. In every multi-jurisdictional investigation, a Joint Management Team shall be formed comprising representatives from senior management of each involved service. The Joint Management Team shall meet with the involved Major Case Managers and the Serial Predator Crime Investigations Coordinator.
4. The Joint Management Team shall appoint a Multi-jurisdictional Major Case Manager. A Command Triangle shall be formed consisting of the Multi-jurisdictional Major Case Manager and the Command Triangles of the police services involved. Large or complex investigations may require the Multi-jurisdictional Major Case Manager be dedicated full-time to the investigation.

5. The Joint Management Team shall consider the need to integrate the linked investigations. If two or more investigations are integrated, the Multi-jurisdictional Major Case Manager shall consider blending the existing command triangles.
6. The Major Case Managers, Victim Liaison(s) and Media Liaison(s) functions within each linked investigation shall report directly to the Multi-jurisdictional Major Case Manager.
7. Where deemed necessary, the Major Case Management Executive Board shall review the appointment of the Multi-jurisdictional Major Case Manager. The Major Case Management Executive Board may appoint a Multi-jurisdictional Major Case Manager from the provincial pool after consideration of all relevant factors, including:
  - a) the nature of the offences;
  - b) scope and complexity;
  - c) number of victims;
  - d) time frame;
  - e) likelihood of escalation;
  - f) the involved police services' degree of compliance with the Major Case Management System; and,
  - g) the suitability of the incumbent Multi-jurisdictional Major Case Manager.

**Joint Management Team**

1. A Joint Management Team shall be formed, comprised of representatives from the involved police services and other disciplines as appropriate, to undertake the following functions and duties:
  - a) upon confirmation of a multi-jurisdictional investigation, meet with the involved Major Case Managers and the Serial Predator Crime Investigations Coordinator to appoint a Multi-jurisdictional Major Case Manager;
  - b) at the commencement of a multi-jurisdictional major case investigation, consult with the Multi-jurisdictional Major Case Manager to establish an Investigative Consultant Team;
  - c) determine the frequency of reviews of the investigation by the Investigative Consultant Team;
  - d) monitor the expenditure, financial accountability and cost effectiveness of the investigation;
  - e) provide general oversight of the investigation without participating in investigative decisions unless they involve a major change of direction or policy;
  - f) authorize additional resources;  
after consultation with the Multi-jurisdictional Major Case Manager, termination of the investigation;
  - h) review the progress of the investigation and audit reports submitted by the Multi-jurisdictional Major Case Manager, which shall be retained in the records of the investigation;



- i) provide advice and support to the investigation and facilitate its progress;
- j) consult with the Serial Predator Crime Investigations Coordinator throughout the investigation; and,
- k) ensure the minutes of Joint Management Team meetings are retained in the records of the investigation.

### **Investigative Consultant Team**

1. The Investigative Consultant Team shall perform the following functions and duties:
  - a) meet to review the investigation as required or by the Joint Management Team; and,
  - b) provide support to the Multi-jurisdictional Major Case Manager, through guidance, assistance and support.
2. Members of the Investigative Consultant Team shall be assigned on the basis of the knowledge, experience and expertise specific to the investigation.
3. Membership on the Investigative Consultant Team will be dependent on the requirements of the investigation, but consideration shall be given to include representatives from:
  - a) Centre of Forensic Sciences;
  - b) Office of the Chief Coroner;
  - c) Office of the Crown Attorney;
  - d) Forensic Pathology Service;
  - e) forensic psychiatry; and,
  - f) any other discipline that can provide value to the investigation.

**APPENDIX B - Police Service Inspection Program – Major Case Management 2018/19****INTRODUCTION**

This standard addresses the collection, classification, prioritization and flow of investigative information for threshold major cases. The standard also addresses the classification of suspect(s) for the purpose of investigating suspect(s) to the point at which the individual can be confidently eliminated as a suspect or prioritized for probability in the interests of effective and efficient allocation of investigative resources.

**POLICY AND PROCEDURES**

1. Following the receipt of investigation information, background inquiries shall be conducted.
2. The investigative information and results of the inquiries shall be forwarded to the Command Triangle.
3. When a person of interest is identified, steps shall be taken to ensure a thorough investigation of that individual.
4. If an individual is identified as a suspect, the Command Triangle shall ensure a thorough and complete investigation is conducted. The suspect shall be prioritized as high, medium or low based on the following criteria:
  - a) existence and extent of corroborating evidence;
  - b) reliability of investigative information;
  - c) number of references to the same person;
  - d) existence of motive;
  - e) existence of opportunity;
  - f) relationship to the victim; and,
  - g) background of the suspect.
2. All Actions shall be recorded in the ministry-approved software.
6. The Command Triangle shall prioritize all actions as high, medium or low based on the following factors:
  - a) risk to public safety;
  - b) potential for loss of evidence;
  - c) availability of the source/subject of the information;
  - d) number of references to the same information;
  - e) specificity of the information;
  - f) whether the source of the information is known or anonymous;
  - g) seriousness of the offence, and,
  - h) reliability of the source, if known.
7. In relation to all other investigative information, the information management cycle shall continue until the Command Triangle determines:
  - a) that all relevant investigative avenues have been exhausted; or,
  - b) that no further follow-up is required.

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## **APPENDIX C - Police Service Inspection Program – Major Case Management 2018/19**

### **INTRODUCTION**

The purpose of this standard is to identify the data entry requirements for the ministry-approved software for both threshold and non-threshold major cases. The maintenance of these standards will ensure the integrity of the case management investigative data and the triggering database.

### **POLICY AND PROCEDURES**

1. All investigative information shall be entered in the software within 30 days of receipt of the information. In the situation where an investigation has been reclassified as a major case, then all investigative information shall be entered in the software as soon as resources allow.
2. Tombstone information shall include, but is not limited to, the following relevant information: full name(s), alias(es), date of birth, personal descriptors, telephone number(s), address(es), unique identifier (e.g., driver's licence), vehicle(s), and a detailed summary of the investigation.
3. The entry of cases that have been reported prior to the installation of the ministry-approved software at the police service of jurisdiction may be entered in the software at the discretion of the Major Case Manager.
4. Command Triangle personnel shall consider the privilege attached to the identity of confidential informants. Personal information or information that, by reason of its exclusivity would tend to identify a confidential informant, should not be entered into the incident database, notwithstanding the necessity to disclose certain information to the Crown Attorney, once judicial proceedings are commenced or until such time as the case is declared inactive and the case file is archived.
5. Command Triangle personnel shall consider the security of agents and undercover police officers utilized during an investigation. Personal information or information that by reason of its exclusivity would tend to identify an agent or undercover police officer should not be entered into the incident database, notwithstanding the necessity to disclose certain information to the local Crown Attorney, once judicial proceedings are commenced or until such time as the case is declared inactive and the case file is archived.

### **Threshold Major Cases**

1. For threshold major cases, the following procedures shall be followed:
  - a) all investigative information shall be entered, indexed, researched, and cross-referenced into the ministry-approved software; and,
  - b) the File Coordinator shall ensure the investigative information entered into the ministry-approved software is filed within the appropriate document.

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**Non-Threshold Major Cases**

1. For non-threshold major cases, tombstone information shall be entered, indexed, researched and cross-referenced into the ministry-approved software:
  - a) a summary of the offence providing the date and time, location and circumstances;
  - b) the name and personal identifiers of the victim;
  - c) the name and personal identifiers of the accused, suspect or person of interest; and,
  - d) any other relevant investigative information that may, in the opinion of the Case Manager, assist in the early detection of serial or predatory behaviour; and where there is evidence of serial or predatory behaviour, the data entry standard for threshold cases shall be implemented.

**Data Entry Standard Exceptions to Threshold Major Cases**

1. The data entry requirements for a non-threshold major case as indicated in sections 1 (a) to (d) above may be used in the following situations:
  - a) sexual assaults including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching with a known suspect when the conduct is not predatory or serial in nature and any of the following circumstances are present:
    - i) the victim and suspect are in a familial relationship including genealogical blood lines or common-law union, and shall include adoptive parents/siblings, step parents/siblings and legal guardians;
    - ii) the victim and suspect have a previous relationship;
    - iii) the case involves historical sexual offences (e.g., an offence reported over a year after having been committed);
    - iv) any sexual assault where a suspect has been identified and arrested within 14 days; and,
    - v) sections (a) (i) to (a) (iv) do not apply in cases which are deemed to be predatory or serial in nature.
  - b) in homicide investigations, including attempts where:
    - i) the victim and suspect were in a familial relationship including genealogical blood lines or common-law union, and shall include adoptive parents/siblings, step parents/siblings and legal guardians; and/or,
    - ii) the suspect has been arrested and identified within 14 days or is deceased;
    - iii) sections (b) (i) and (b) (ii) do not apply in cases which are deemed to be predatory or serial in nature.

## Appendix D – Information Provision Schedule

Major Case Management			
Policy and Procedure	Advance	Arrival	Request
<ul style="list-style-type: none"> <li>Board policies with respect to major cases in accordance with the Ontario Major Case Management Manual (O. Reg. 354/04).</li> <li>Chief procedure on undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual. (O. Reg. 354/04).</li> <li>Chief procedure on the investigation of homicides within the meaning of subsection 222 (4) of the Criminal Code (Canada) and attempted homicides.</li> <li>Chief procedure on sexual assaults, including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching.</li> <li>Chief procedure on criminal harassment where the harasser is not known to the victim</li> <li>Other policies and/or procedures relevant to the above topics or content of the Ontario Major Case Management Manual.</li> </ul>	X X X X X		X

Records Management System (RMS)			
RMS	Advance	Arrival	Request
<b>List of Occurrences::</b> <ul style="list-style-type: none"> <li>A list of all major cases in the inspection scope that occurred in 2016 that have been concluded. The list is to include the following fields; <ul style="list-style-type: none"> <li>Occurrence type</li> <li>Occurrence number</li> <li>Date and time of occurrence or range</li> <li>Location of the occurrence (City/Town/Village)</li> <li>Status of the investigation <ul style="list-style-type: none"> <li>Complete - solved (non-criminal)</li> <li>Complete - Unsolved</li> <li>Unfounded</li> <li>Cleared by charge</li> <li>Cleared other</li> </ul> </li> </ul> </li> </ul>	X		

## Appendix D – Information Provision Schedule

<b>Training Records</b> <ul style="list-style-type: none"><li>• Copy of training records in accordance with the Ontario Major Case Management Manual (O. Reg. 354/04).</li></ul>			X
<b>Other</b> <ul style="list-style-type: none"><li>• Documents identified as relevant to the investigation of major cases during the on-site phase of the inspection.</li></ul>			X



# Police Service Inspection Program Major Case Management

## 2018/2019

### Structure and Preparation

This document is provided to assist boards and police services in preparation for an upcoming inspection by the Ministry of Community Safety and Correctional Services. Please contact your assigned Police Services Advisor if there are any additional questions about the inspection program.

## **Ministry of Community Safety and Correctional Services**

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The statutory responsibilities of the Minister of Community Safety and Correctional Services (the Minister) in relation to policing are set out in section 3 of the *Police Services Act (PSA)*. Included are requirements that the Minister shall:

- monitor police forces to ensure that adequate and effective police services are provided at the municipal and provincial levels;
- develop and promote programs to enhance professional police practices, standards and training;
- conduct a system of inspection and review of police forces across Ontario;
- assist in the co-ordination of police services;
- provide information and advice respecting the management and operation of police forces;
- issue directives and guidelines on policy matters; and
- develop and promote programs for community-oriented police services.

## **Public Safety Division**

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Within the Ministry of Community Safety and Correctional Services (the ministry), the Public Safety Division provides leadership and collaborates with stakeholders to:

- promote community safety and crime prevention;
- provide and support training, education, and professional development;
- develop and monitor professional standards and policies in support of legislation;
- ensure compliance through monitoring, advice, and inspections;
- regulate and support the private investigation and security industry;
- provide scientific laboratory services in support of the administration of justice and public safety programs; and
- enhance and support provincial intelligence operations.

## **Ontario Major Case Management Manual (OMCM)**

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The OMCM Manual and the standards contained within, is one of the mechanisms by which the Minister meets the statutory requirements set in section 3(2) of the *Act*. In particular, the standards:

- set out the ministry's position in relation to policy matters;
- provide information and advice regarding the management and operation of major case investigations by police forces;



- promote the inter-disciplinary approach to major case investigations; and,
- promote professional police practices, standards and training.

The standards are also one of the primary tools to assist police services boards and chiefs of police with their understanding and implementation of the *Regulation* of the Major Case Management system.

### **Inspection Program and Standards**

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The Police Service Inspection Program, carried out by the Operations Unit, is another mechanism used by the ministry to meet the statutory requirements set out in the *PSA*.

Inspections are conducted to determine compliance with the requirements set out in the *PSA* and its regulations. Inspections are also conducted to determine the extent to which police services boards and chiefs of police have adopted the policies, procedures and practices recommended by the Ministry. Lastly, practices required by local policy and procedure are examined to verify actual service delivery.

Inspection standards relevant to the current scope are derived from:

1. legislation, such as the *Police Services Act* and the *Criminal Code*;
2. *PSA* regulations, such as the *Major Case Management* and *Adequacy and Effectiveness of Police Services*;
3. the Ontario Major Case Management Manual; and
4. generally accepted good practices and management principles, directions relating to new initiatives, and other relevant criteria.

### **Inspection Scope**

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The Ministry will be conducting a focused inspection on the Major Case Management (MCM) Regulation, O.R. 354/04.

The MCM Regulation requires that police services undertake and manage investigations into major cases in accordance with the Ontario Major Case Management Manual (OMCM) and that every police service use the ministry-approved software, PowerCase. The inspection scope is limited to investigations of the following criteria offences (Appendices A - C):

- homicides within the meaning of subsection 222 (4) of the *Criminal Code* (Canada) and attempted homicides,
- sexual assaults, including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching,
- criminal harassment where the harasser is not known to the victim.

The scope is further limited to events that occurred and were closed in 2016.

## **Inspection Phase 1 – Assessment and Planning**

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An initial step in the inspection process is the review of closed occurrences within the local Records Management System (RMS) and the investigative data entered into the ministry approved software, PowerCase for 2016. In order to leverage technology to create efficiencies and limit disruptions for police services during the inspection process, the ministry will be requesting remote access to police services' RMS to conduct the initial data query and analysis. To facilitate this, the ministry will consult with your Service to determine the most appropriate method to provide remote access while ensuring your security requirements are met.

The preliminary data review and analysis by the Inspection Team will assist with the development of work plans and occur prior to the examination of practices during the on-site phase. Policy and procedure documents and relevant reports should be provided by March 29, 2018.

The Inspection Team will provide the Board and Chief with an overview of the proposed work plan prior to the on-site work.

The included inspection tools will assist boards and chiefs of police in a review of policy, procedure and practices within the inspection scope. The Operations Unit requests that the Service submit the requested information to further assist with inspection planning prior to the on-site phase.

## **Inspection Phase 2 - On-Site Examination**

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Inspection scheduling is arranged after consultation with chiefs of police. Ministry priorities, local circumstances and inspection intervals are considered. The ministry will provide written notification of a scheduled inspection.

The Operations Unit highly recommends the designation of an appropriate staff member as the Inspection Liaison. The Inspection Liaison will be expected to ensure that relevant information, records and data are provided and that staff are available to the Inspection Team. Appendix D describes information and sources to be examined during the inspection and outlines a schedule for provision – advance, on arrival or by request only. Access to original documents when on-site may be required.

Practices are examined through observations, record reviews, data analysis and staff interviews. Regular updates are provided to the Chief and appropriate staff. The Inspection Team will make findings and, where required, provide recommendations to the Board and Chief with the goal of improving the delivery of police services. An oral briefing will be provided to the Board and Chief at the conclusion of the on-site phase.

The Inspection Team will need the following administrative support:

- unrestricted access to police buildings and offices relevant to the inspection;
- dedicated office space;
- access to a copier and paper shredder; and
- parking.

It is strongly recommended that the Chief distribute a notice informing all members that ministry Police Services Advisors are on-site for the purpose of conducting an inspection in accordance with the *Police Services Act*.

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### Inspection Phase 3 - Reporting and Response

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Inspection findings and recommendations are set out in a written report. The Chief will receive a draft report for the purpose of identifying and responding to factual errors. The final report will be completed approximately eight weeks after the conclusion of the on-site phase. A service improvement plan will also be provided to assist with managing the implementation of any recommendations.

The inspection report will be provided to the Chief of Police with a copy to the Board. The ministry considers inspection reports to be confidential documents and would leave further distribution to the discretion of the Chief. Requests received by the ministry for a copy of a completed inspection report will be directed to the Board.

The Board and Chief will be requested to provide the ministry with a coordinated response to inspection recommendations within **90 days** of report delivery. The Police Services Advisor will be available to the Board and Chief for any required clarification. The Police Services Advisor is prepared to assist with the development of a response and will monitor the implementation of the recommendations.

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### Media Inquiries

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From time to time, the local media expresses interest in the Inspection Program. At its discretion, the Board may issue a news release to the local media. If so, the ministry suggests the following messaging:

- Inspections are conducted by the ministry of Community Safety and Correctional Services to determine compliance with legislative and regulatory requirements set out in the Police Services Act.
- This inspection is part of a regular program conducted by the ministry. All Ontario police services will be inspected.
- When completed, inspection reports are provided to the Board with a copy to the Chief of Police.
- Requests for copies of the completed inspection report should be directed to the Board.
- Inspection reports are subject to applicable freedom of information and protection of privacy legislation.

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### Contact Information Operations Unit:

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Manager	Morgan Terry	416-326-9347
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	Det. Cst Tanya Beckon	226-820-2512
	Det. Cst. Randy Galantai	519 573-6413

## **Appendices**

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- Appendix A – Major Case Investigative Functions and Responsibilities Standard
- Appendix B – Information Management Standard
- Appendix C – Data Entry Standard
- Appendix D – Information Provision Schedule
- Appendix E – RMS & PowerCase Data Access Form

February 12, 2018

## **AMO Makes Submission on Policing - Bill 175, Safer Ontario Act**

The Association of Municipalities of Ontario has made a written submission to the Standing Committee on Justice Policy concerning Bill 175, *Safer Ontario Act, 2017*.

The full submission is available [here](#). AMO also supports the call of the Ontario Association of Police Service Boards (OAPSB) that Boards be assured access to professional advice when at the bargaining table negotiating collective agreements. AMO also supports the measures included in Schedules 2-4 which focus on oversight agencies and processes.

Ontarians pay the highest policing costs in the country. Democratically elected local officials must provide for the full range of municipal services that keep Ontarians safe and healthy. That includes, but is not limited to, the financial needs of police services across the province and the OPP's municipal mandate. AMO encourages municipal governments to make written submissions to the Committee to reinforce the above themes and/or share other municipal concerns. A request to make an oral presentation is due February 16 by 10:00am; written submissions are due March 1 by 6:00pm. Hearing details are available [here](#).

Areas of the bill of keen interest to municipal leaders include the following:

### **1. Mandating municipalities to develop Community Safety and Well-Being Plans (Part VIII, Section 187)**

#### **Proposed Municipal Changes:**

1. Limit the scope of this mandate based on the size of a municipality or where an acute local public safety need exists.
2. Require participation of the Police Chief (or police service representatives).
3. Instead of legislation that punishes municipalities for non-compliance, encourage the development of such plans through outreach and financial support.

### **2. Civilianization (Use of Personnel, Part III, Section 13)**

### **Proposed Municipal Changes:**

1. Permit the civilianization of court security and prisoner transportation functions.
2. Permit the civilianization of all specific functions listed in the Bill to include corporate entities.
3. Permit the civilianization of minor property offences, directing traffic, and crime scene security.

### **3. Consolidation of OPP Police Service Boards and Role (Schedule 1, Part V)**

#### **Proposed Municipal Changes:**

1. Provide assurance in law that all municipalities will be represented on OPP Boards.
2. Provide some greater assurance in law that powers of an OPP Board are as similar as possible to those of an own-force board.
3. The OPP Police Governance Advisory Council should establish a mechanism to receive and provide advice to the Minister of Community Safety and Correctional Services and the President of the Treasury Board with respect to the fiscal position of municipal governments to inform the government's bargaining position with the Ontario Provincial Police Association.

### **4. Police Service Boards (Part IV, own force)**

#### **Proposed Municipal Changes:**

1. Either mandate diversity plans for both police service boards and police services or strike diversity plan requirement for boards.
2. Require in law that the provincial government expedite the appointment of its representatives to boards and in so doing, increase the diversity on a Police Service Board. This is consistent with the findings of shortcomings and delays noted by the Auditor General of Ontario's report on Public Appointments.
3. Diminish restrictions on former police officers servicing on a board to within one year of employment by a service.

## **5. Establishment of a Provincial Inspector General (Part VI)**

### **Proposed Municipal Changes:**

1. Supporting boards in fulfilling their function should be a mandate of this office.
2. The Inspector General should be an independent office of the Legislative Assembly.

## **6. Suspension without Pay (Part IX, Section 150)**

### **Proposed Municipal Changes:**

1. AMO support further amendments which ensure the ability of a Chief to maintain discipline within the police service.

## **7. Waterways Policing (Part III, Section 6)**

### **Proposed Municipal Changes:**

1. Provide greater legislative clarity to avoid overlap with waterways currently policed by the OPP.

**AMO Contact:** Matthew Wilson, Senior Policy Advisor