

**Ministry of Community Safety
and Correctional Services**

Public Safety Division

25 Grosvenor St.
12th 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^e 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).

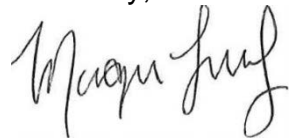
We request you return completed documents outlined in Appendix D and E to the Inspection Lead by Thursday, March 29, 2018, for the purpose of inspection planning.

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.

Sincerely,



Morgan Terry
Manager
Operations Unit, External Relations Branch

Enclosure

c. Duane Sprague, Police Services Advisor