

# WPSB Public Meeting - October 31, 2024

WPSB Public Meeting - October 31, 2024



Police Headquarters, 150 Goyeau Street, 4th Floor Boardroom



Start: Thursday, October 31, 2024 - 1:45pm

End: Thursday, October 31, 2024 - 3:00pm

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## 1. Agenda

1.1 October 31, 2024 Public Agenda.pdf

## 2. Call to Order

## 3. Declarations of Conflict & Pecuniary Interest by Members

## 4. Approval of the Agenda

## 5. Approval of the Minutes

5.1 Public Minutes of September 19 2024 (2).pdf

## 6. Business Arriving from the Minutes

## 7. Delegations

## 8. Monthly Reports

8.1 Crime Stoppers Report Sept.cleaned.pdf

8.2 PSB Monthly Reports Sept Public.cleaned.pdf

8.3 Section 81 - Public Agenda .cleaned.pdf

8.4 FOI Information and Privacy Report.cleaned.pdf


## 9. Quarterly Reports

9.1 Use of Force Report - Q3.cleaned.pdf

9.2 2024 Q3 CCP-POP STATS for WPSB.pdf

 9.2 Appendix 2024 Q3 CCP-POP STATS for WPSB.pdf


 9.3 Q3 YD Report 2023.cleaned.pdf

 9.4 Q3 Amherstburg Policing Activities Report.cleaned.pdf


## 10. Finance


 10.1 WPSB Memo - 2024 Annual WPS Auxiliary Recognition Banquet .cleaned.pdf

## 11. Communications


 11.1 24-0059 - All Chiefs Memo - 2024-2025 Victim Support Grant Call for Applications.cleaned.pdf


 11.1 24-0059 - Attachment - 2024-2025 Victim Support Grant - Guidelines.cleaned.pdf


 11.1 24-0060 - All Chiefs Memo - Nominations for the 2024-25 Attorney Generals Victims Services Awards of Distinction.cleaned (1).pdf

 11.1 24-0060 - Attachment 1 - MAG Memo - Accepting Nominations for the 2024-25 Awards.cleaned (1).pdf

 11.1 24-0060 - Attachment 2 - For Stakeholders, Service Provides and Communities (EN).pdf


 11.1 24-0061 - All Chiefs Memo - Israel-Hamas Conflict Enhanced Patrol Measures for Upcoming Anniversary Events.cleaned.pdf

 11.1 24-0062 - All Chiefs Memo - In-Force of Amendments to O. Reg. 34718 (Exemptions) under the Police Record Checks Reform Act 2015.cleaned.pdf

 11.1 24-0062 - Attachment - In-Force of Amendments to O. Reg. 34718 (Exemptions) under the Police Record Checks Reform Act, 2015.cleaned.pdf

 11.2 Canadian Association Chiefs of Police Conference 2025.pdf


## 12. New Business

 12.1 WPSB Memo to Board re New and Updated Policies.pdf

 12.1.1 WPSB Policy Accessibility Standards for Customer Service.pdf

 12.1.2 WPSB Policy Quality Assurance and Audits.pdf

 12.1.3 WPSB Policy Framework for Strategic Business Planning.pdf

 12.1.4 WPSB Policy Appointment of Special Constables As Members of Windsor Police Service.pdf

-  12.1.5 WPSB Policy Appointment of Special Constables Special Constable Employers.pdf
-  12.1.6 WPSB Policy Administration of Public Complaints System - Special Constables Employed by the Board.pdf
-  12.1.7 WPSB Policy Internal Complaints System Regarding Misconduct of Special Constables.pdf
-  12.1.8 WPSB Policy Use of Auxiliaries and Volunteers.pdf
-  12.1.9 WPSB Policy Child Abuse and Neglect.pdf
-  12.1.10 WPSB Policy Child Pornography (Internet Child Exploitation).pdf
-  12.1.11 WPSB Policy Active Attacker Incidents.pdf
-  12.1.12 WPSB Policy Respecting Extreme Incident Response.pdf
-  12.1.13 WPSB Policy Victims' Assistance.pdf
-  12.1.14 WPSB Policy Canine Units.pdf
-  12.1.15 WPSB Policy Youth Crime.pdf
-  12.1.16 WPSB Policy Domestic and Family Violence Occurrences.pdf
-  12.1.17 WPSB Policy Use of Force and Weapons.pdf
-  12.1.18 WPSB Policy Community-Based Crime Prevention.pdf
-  12.1.19 WPSB Policy Community Patrol.pdf
-  12.2 WPSB 2025 Meeting Schedule.pdf

### 13. Adjournment

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## **PUBLIC Agenda**

Date: Thursday, October 31, 2024  
Time: 1:45 p.m. – 3:00 p.m.  
Location: 150 Goyeau, 4<sup>th</sup> Floor, WPS Headquarters

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1. Agenda
  - 1.1 Agenda
2. Call to Order
3. Declarations of Conflict & Pecuniary Interest by Members
4. Approval of Agenda
5. Approval of Minutes
  - 5.1 Public Minutes September 19, 2024
6. Business Arriving from the Minutes
7. Delegations
8. Monthly Reports
  - 8.1 Crime Stoppers
  - 8.2 PSA Complaints
  - 8.3 Section 81 Reports
  - 8.4 Information and Privacy
9. Quarterly Reports
  - 9.1 Use of Force
  - 9.2 Calls for Service CCP/POP
  - 9.3 Youth Crime Statistics Q3
  - 9.4 Amherstburg Policing Activities
10. Finance
  - 10.1 Auxiliary Banquet Budget Request
11. Communications
  - 11.1 All Chiefs Memos
  - 11.2 Canadian Association of Chiefs of Police Leadership Conference April 2025

12. New Business

- 12.1 Memo – Administrative Director – New and Updated Policies
  - 12.1.1 Accessibility Standards for Customer Service
  - 12.1.2 Quality Assurance and Audits
  - 12.1.3 Framework for Strategic/Business Planning
  - 12.1.4 Appointment of Special Constables as Members of the Windsor Police Service
  - 12.1.5 Appointment of Special Constables – Special Constable Employers
  - 12.1.6 Administration of Public Complaints System – Special Constables Employed by the Board
  - 12.1.7 Internal Complaints System Regarding Misconduct of Special Constables
  - 12.1.8 Use of Auxiliaries and Volunteers
  - 12.1.9 Child Abuse and Neglect
  - 12.1.10 Child Pornography (Internet Child Exploitation)
  - 12.1.11 Active Attacker Incidents
  - 12.1.12 Respecting Extreme Incident Response
  - 12.1.13 Victims' Assistance
  - 12.1.14 Canine Units
  - 12.1.15 Youth Crime
  - 12.1.16 Domestic and Family Violence Occurrences
  - 12.1.17 Use of Force and Weapons
  - 12.1.18 Community Based Crime Prevention
  - 12.1.19 Community Patrol
- 12.2 WPSB Proposed 2025 Meeting Schedule
- 12.3 Closed Session

The Board met in closed session on October 31, 2024, pursuant to Section 44 of the Community Safety and Policing Act, for consideration of confidential subject matter related to personal matters, contractual negotiations, security of property, financial information, and legal matters.

13. Adjournment: Date of Next Meeting – **Thursday, December 12, 2024**



## Public Minutes

DATE OF MEETING: Thursday, September 19, 2024

LOCATION: 4<sup>th</sup> Floor Boardroom, WPS Headquarters

LIVESTREAMED AT: <https://www.facebook.com/windsorpoliceservicesboard/>

MEMBERS PRESENT: Mayor Drew Dilkens (Chair)  
John Elliott  
Sophia Chisholm  
Robert de Verteuil  
Councillor Jim Morrison

ALSO PRESENT: David Tilley, Police Services Advisor, Inspectorate of Policing  
Mayor Michael Prue, Board Advisor, Town of Amherstburg

REGRETS: Councillor Jo-Anne Gignac

STAFF PRESENT: Chief Jason Bellaire  
Deputy Chief Jason Crowley  
Deputy Chief Karel DeGraaf  
Gary Francoeur, Director, Corporate Communications  
Constable Bianca Jackson, Corporate Communications  
Inspector Chris Werstein  
Superintendent Paolo DiCarlo

RECORDER: Administrative Director

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### 1. Agenda

#### 1.1 Agenda

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2. **Closed Session:** The Board met in closed session on September 19, 2024, for consideration of confidential matters pursuant to Section 44 of the Community Safety and Policing Act (CSPA),.

namely for subject matter related to personal matters, contractual negotiations, financial information, legal matters.

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3. **Call to Order** at: 1:45 p.m.

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4. **Declarations of Conflict & Pecuniary Interest by Members** **NONE**

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**5. Approval of Agenda**

Motion to approve the Public Agenda for the meeting of Thursday, September 19, 2024, as circulated Moved by J. Elliott Seconded by S. Chisholm

**RESOLVED THAT the Windsor Police Service Board agenda of September 19, 2024, be adopted as circulated.**

**The motion carried**

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**6. Approval of the Minutes**

6.1 Public Minutes of August 29, 2024

Motion to approve the Minutes of August 29, 2024, Moved by J. Elliott Seconded by S. Chisholm

**RESOLVED THAT the Windsor Police Service Board Minutes of August 29, 2024, be approved as circulated.**

**The motion carried**

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7. **Business Arriving from the Minutes** **NONE**

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8. **Delegations** **NONE**

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**9. Monthly Reports**

9.1 Professional Standards Report

Motion to receive the Professional Standards Report Moved by J. Elliott Seconded by R. de Verteuil

**RESOLVED THAT the Windsor Police Service Board receive the Professional Standards Report as circulated.**

**The motion carried**

9.2 Crime Stoppers Report

Motion to receive the Crime Stoppers Report Moved by S. Chisholm Seconded by J. Elliott

**RESOLVED THAT the Windsor Police Service Board receive the Crime Stoppers Report as circulated.**

**The motion carried**

9.3 Information and Privacy Report

Motion to receive the Information and Privacy Report Moved by J. Elliott Seconded by J. Morrison

**RESOLVED THAT the Board receive the Municipal Freedom of Information and Protection of Privacy Act Report as circulated.**

**The motion carried**

9.4 Crime Statistics Report (Verbal)

For further details, refer to the WPSB Facebook livestream record:  
<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 2:16

Motion to receive the Verbal Crime Statistics Report Moved by S. Chisholm Seconded by J. Morrison

**RESOLVED THAT the Windsor Police Service Board receive the verbal Crime Statistics in the City of Windsor Report.**

**The motion carried**

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**10. Human Resources**

10.1 Strength Decrease - Retirements

Motion to approve the Strength Decrease - Retirements Moved by J. Elliott, Seconded by J. Morrison

**RESOLVED THAT the Windsor Police Service Board receive the Human Resources Monthly Report – Retirements as circulated.**

**The motion carried**

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## 11. Communications

### 11.1 All Chiefs Memos

Motion to receive All Chiefs Memos as circulated Moved by S. Chisholm Seconded by J. Morrison

**RESOLVED THAT the Windsor Police Service Board receive All Chiefs Memos as circulated.**

**The motion carried**

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## 12. New Business

### 12.1 2025 WPS Annual Awards Banquet Budget

Motion to approve the Annual Awards Banquet Budget Moved by S. Chisholm Seconded by J. Elliott

**RESOLVED THAT the Windsor Police Service Board approve the budget for the Annual Awards Banquet in the amount of \$19,1000.00**

**The motion carried**

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## 13. Adjournment

Motion to adjourn the public meeting of the Windsor Police Service Board Moved by S. Chisholm Seconded by J. Elliott

**BE IT RESOLVED THAT the September 19, 2024, public meeting of the Windsor Police Service Board adjourn at 1:55 p.m.**

**The motion carried**

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**DATE OF NEXT MEETING: October 31, 2024, at 1:45 p.m.**



Date: October 21, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Jason Crowley

Re: **Crime Stoppers Report - September**

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Dear Chair and Members of the Police Service Board,

Please see the attached Crime Stoppers Report for September.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley  
Deputy Chief Operations  
Windsor Police Service

Attachment: Crime Stoppers Report – September



**Windsor & Essex County Crime Stoppers**  
Police Coordinator Report  
September 1<sup>st</sup> – 30<sup>th</sup>, 2024

## Overview

Crime Stoppers exists to provide a means for the public to pass along anonymous information that assists in solving crimes, recovering stolen property, seizing illegal drugs, and locating those for whom there is an outstanding warrant of arrest. Locally, the program is operated jointly as Windsor-Essex County Crime Stoppers and has the responsibility to receive and disseminate information to all law enforcement agencies within Essex County.

## AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- September 3<sup>rd</sup>– Robbery in Windsor West-End- W.P.S.
- September 10<sup>th</sup>– Prowler in Windsor East-End- W.P.S.
- September 17<sup>th</sup>– Graffiti at Lakeshore School- O.P.P.
- September 24<sup>th</sup>– Stolen Propeller in Leamington- O.P.P.

## St. Clair College-Media Plex and Radio CJAM FM 99.1

- Recorded weekly – Crime of the Week on hold until October

## CTV News

- Stolen Propeller – O.P.P. to be featured the first week of October

## Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

## Crime Stoppers Upcoming Calendar

- October 12<sup>th</sup> Stuff A Cruiser- LaSalle Zehrs 11am-6pm
- October 22<sup>nd</sup> Crime Stoppers Zone Meeting in Simcoe
- October 26<sup>th</sup> Broomsticks & Brushes, Tecumseh Mall

This statistical report is reflective of September 1<sup>st</sup> – 30<sup>th</sup>, 2024.

Crime Stoppers tip information was distributed to the following agencies during this period.

Windsor Police Service  
WPS - Amherstburg Detachment  
Ontario Provincial Police  
LaSalle Police Service  
Ministry of Revenue and Finance  
Windsor & Essex County Health Unit- Tobacco Enforcement  
CBSA  
ROPE  
Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

### **Attached documents include:**

Police Coordinators Report  
Monthly Statistical Report  
Tip Summary Report

### **This Report was Prepared By:**

Constable Lauren Brisco – Windsor Police Service

*TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)*

*POPULATION (CITY) – 217,188*

*POPULATION (COUNTY) – 126,314*

*POPULATION (LASALLE) – 33,180*

*POPULATION (AMHERSTBURG) – 22,036*

*\*\*SI on Statistical Report is “Since Inception” – 1985*



# Windsor - Essex County Crime Stoppers - Statistical Report

Filter Date: October 2024    Run Date: 2024/10/01

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	131	123	139	167	130	113	112	139	125	1	0	0
Tip Follow-ups	84	96	132	131	145	117	96	72	103	1	0	0
Arrests	11	2	1	14	6	0	21	0	4	0	0	0
Cases Cleared	11	8	1	7	5	0	0	0	4	0	0	0
Charges Laid	23	38	16	34	12	0	0	0	19	0	0	0
Fugitives	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	5	7	2	4	3	4	6	0	3	0	0	0
Rewards Approved	\$450	\$1,650	\$950	\$1,200	\$850	\$800	\$1,900	\$0	\$600	\$0	\$0	\$0
# of Rewards Paid	1	0	0	0	1	0	1	0	1	0	0	0
Rewards Paid	\$100	\$0	\$0	\$0	\$350	\$0	\$650	\$0	\$100	\$0	\$0	\$0
# of Weapons Recovered	0	1	3	0	0	0	0	0	0	0	0	0
# of Vehicles Recovered	0	3	0	1	0	0	0	0	0	0	0	0
Property Recovered	\$0	\$155,000	\$0	\$8,300	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0
Cash Recovered	\$0	\$6	\$970	\$7,486	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0
Drugs Seized	\$145,520	\$100	\$4,625	\$125,245	\$0	\$0	\$365,152	\$0	\$0	\$0	\$0	\$0
Total Recovered	\$145,520	\$155,106	\$5,595	\$141,031	\$0	\$0	\$367,652	\$0	\$0	\$0	\$0	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	393	410	376	1	1,180	62,887
Tip Follow-ups	312	393	271	1	977	22,394
Calls Received	0	0	0	0	0	3,138
Arrests	14	20	25	0	59	7,172
Cases Cleared	20	12	4	0	36	10,484
Charges Laid	77	46	19	0	142	10,539
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	14	11	9	0	34	1,928
Rewards Approved	\$3,050	\$2,850	\$2,500	\$0	\$8,400	\$1,279,360
# of Rewards Paid	1	1	2	0	4	976
Rewards Paid	\$100	\$350	\$750	\$0	\$1,200	\$835,452
# of Weapons Recovered	4	0	0	0	4	558
# of Vehicles Recovered	3	1	0	0	4	38
Property Recovered	\$155,000	\$8,300	\$2,000	\$0	\$165,300	\$13,731,473
Cash Recovered	\$976	\$7,486	\$500	\$0	\$8,962	\$617,071
Drugs Seized	\$150,245	\$125,245	\$365,152	\$0	\$640,642	\$120,394,734
Total Recovered	\$306,221	\$141,031	\$367,652	\$0	\$814,904	\$134,743,278

# Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2024/09/01 to 2024/09/30

Offense Type	Count
Animal Cruelty	0
Arson	5
Assault	5
Attempt Murder	0
Breach of Condition	3
Break and Enter	5
By Law	0
Child Abuse	1
COVID-19	0
Cybercrime	1
Disqualified Driving	1
Drugs	40
Elder Abuse	0
Fraud	4
Highway Traffic Act	6
Hit and Run / Fail to Remain	2
Homicide	0
Human Smuggling	1
Human Trafficking	2
Illegal Cigarettes	0

Immigration	1
Impaired Driver	0
Indecent Act	0
Liquor (sales to minors, sales without licence)	0
Mischief	0
Missing Person	1
Motor Vehicle Collision	0
Possession of Stolen Property	1
Prostitution/Morality	1
Repeat Impaired Driver	0
Robbery	4
Sexual Assault	0
Stolen Vehicle	1
Suspended Driver	1
Suspicious Activity	5
Terrorism	0
Test Tip	0
Theft	7
Threats	3
Warrant	6
Weapons	8
<i>Other</i>	8
<i>Unknown</i>	5
<b>Total</b>	<b>128</b>



# ITEM: 8.2

## HONOUR IN SERVICE



Date: October 21, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: PSB Reports September – Public Agenda

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Dear Chair and Members of the Board,

Please see the attached reports for the public agenda from the Windsor Police Services Professional Standard Branch for the month of September.

Sincerely,

A handwritten signature in cursive script that reads "K.A. De Graaf".

Karel DeGraaf  
Deputy Chief Operational Support  
Windsor Police Service

Attachment: PSB Public Report – September

# September 2024

The Professional Standards Office addressed the following number of complaints:

<b>12</b>	New Complaints received in	<b>September</b>	2024
		<b>9</b>	Public
		<b>2</b>	Service
		<b>0</b>	Chief
		<b>0</b>	Tariff
		<b>0</b>	Civilian Misconduct
		<b>0</b>	WorkplaceHarassment
		<b>1</b>	SIU

<b>28</b>	Complaints Pending as of	<b>Sep 1st</b>	2024
Public	Opened In	2020	<b>1</b>
		2021	<b>1</b>
		2022	<b>0</b>
		2023	<b>0</b>
		2024	<b>7</b>
Service		2023	<b>0</b>
		2024	<b>0</b>
Chief		2022	<b>1</b>
		2023	<b>3</b>
		2024	<b>7</b>
Tariff		2023	<b>0</b>
		2024	<b>0</b>
Civilian		2024	<b>2</b>
Workplace		2024	<b>5</b>
SIU		2024	<b>1</b>

Of the **40** complaints handled in the PSB office in September:

**8** Complaint Files Closed **32** Pending Complaints Carried into **Oct** 2024

Total	Public	Service	Chief	Tariff	Civilian	Workplace	SIU
	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
2020	0						
2021	0						
2022			0				
2023	0	0	0	0			
2024	5	0	1	0	0	1	1
Files opened Jan-Aug 2024	1	0	1	0	0	1	1
Files opened Sep 2024	4	0	0	0	0	0	0

Public	Opened In	2020	<b>1</b>
		2021	<b>1</b>
		2022	<b>0</b>
		2023	<b>0</b>
		2024	<b>11</b>
Service		2023	<b>0</b>
		2024	<b>2</b>
Chief		2022	<b>1</b>
		2023	<b>3</b>
		2024	<b>6</b>
Tariff		2023	<b>0</b>
		2024	<b>0</b>
Civilian		2024	<b>2</b>
Workplace		2024	<b>4</b>
SIU		2024	<b>1</b>

## YEAR TO DATE REPORT OF NEW COMPLAINTS

	OIPRD Complaints					
	Public Complaints			Service/Policy		
	2022	2023	2024	2022	2023	2024
January	5	17	5	0	3	2
February	7	7	3	1	1	0
March	7	7	3	0	0	1
April	7	6	12	1	0	0
May	8	12	7	0	0	1
June	2	10	5	0	2	0
July	2	7	9	1	3	1
August	7	11	8	2	0	0
September	10	9	<b>9</b>	1	1	<b>2</b>
October	6	6		1	1	
November	16	16		1	1	
December	8	6		1	0	
<b>TOTAL</b>	<b>85</b>	<b>114</b>	<b>61</b>	<b>9</b>	<b>12</b>	<b>7</b>

	Internal Complaints					
	Chief's Complaints			Informal Discipline		
	2022	2023	2024	2022	2023	2024
	0	0	1	<del>5</del>	5	0
	2	2	0	<del>17</del>	17	2
	2	0	0	4	7	0
	4	1	2	1	0	0
	1	3	0	8	2	0
	2	0	1	4	2	1
	1	0	3	3	3	1
	4	1	0	0	0	0
	0	3	<b>0</b>	4	0	<b>0</b>
	3	1		4	4	
	1	2		3	1	
	0	0		8	0	
<b>TOTAL</b>	<b>20</b>	<b>13</b>	<b>7</b>	<b>39</b>	<b>41</b>	<b>4</b>



Date: October 21, 2024

To: Chair and Members of the Police Services Board

From: Deputy Chief Karel DeGraaf

Re: Section 81 – Public Agenda

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Dear Chair and Members of the Board,

Please see the attached Section 81 document SIU 24-OCI-183 for the Public Agenda.

A handwritten signature in black ink that reads "K.A. De Graaf".

Karel DeGraaf  
Deputy Chief Operational Support  
Windsor Police Service

Attachment: Section 81 – SIU 24-OCI-183

**WINDSOR POLICE SERVICE**  
**PROFESSIONAL STANDARDS BRANCH**



**SECTION 81 REVIEW: SIU 24-OCI-183**

**AFFECTED PERSON:** Injured Male  
**INCIDENT DATE:** April 25, 2024  
**INVESTIGATED BY:** Sergeant Steve Owen  
**WPS PSB NUMBER:** SI2024-007  
**WPS CASE NUMBER:** 2024-45784

## **Executive Summary**

1. This review is pursuant to section 81 of the Community Safety and Policing Act. It will review the applicable policies of the Windsor Police Service (WPS), the services provided, and the conduct of its members.

## **Background**

2. On April 26, 2024, the Peel Regional Police Service contacted the Special Investigations Unit of the Ministry of the Solicitor General as a result of Windsor Police Event #2024-45784. This contact was initiated to maintain consistent adherence with provincial legislative requirements during an exigent matter that required clear and direct communication.
3. It was determined that the facts-in-issue regarding the events with respect to the serious injury of the Affected Person, who was arrested and in police custody, met the threshold as defined under the Special Investigations Unit Act. This information exchange as to the details of the aforementioned event caused the Special Investigations Unit to invoke their mandate and commence an investigation.
4. Section 81 of the Community Safety and Policing Act requires the Chief of Police to commence an investigation forthwith into any incidents in which the SIU invokes its mandate. Assigned to this investigation was Sergeant Steve Owen of the WPS Professional Standards and Risk Management Unit. This report is based on a factual review of the events, the actions of the involved officers, and a review of applicable WPS policies.

## **Methodology**

5. The scope of this Section 81 review has identified a number of Windsor Police Service Directives and Policies. The purpose of this review is to ensure compliance with the Community Safety and Policing Act, including its Regulations and Ontario Policing Standards, and overall policing best practices. During the investigation, the PSB Investigator reviewed all involved officer's written reports in Versadex and their notes, plus all relevant Directives and Policies.

## **Scope of Review**

6. This review pursuant to Section 81 of Community Safety and Policing Act will review the applicable policies of the Service, the services provided, and the conduct of its members.
7. Examined in relation to this incident were the following Windsor Police Service Directives:
  - a. WPS Directive 716-01 – Special Investigations Unit
  - b. WPS Directive 711-00 – Use of Force
  - c. WPS Directive 711-04 – Agency Conducted Energy Weapon
  - d. WPS Directive 730-01 – Arrest
  - e. WPS Directive 730-02 – Assault/Resist/Obstruct Police Investigations
  - f. WPS Directive 734-01 – Handcuffing, Restraints and Spit Hoods
  - g. WPS Directive 863-01 – Supervisory Response
  - h. WPS Directive 731-01 – Prisoner Care and Control

## **Involved Persons**

### **Affected Person (aka “Complainant”)**

- Injured male giving rise to SIU Investigation

### **Subject Official (SO)**

- Windsor Police Constable - SO #1
- Windsor Police Constable – SO #2

### **Witness Officials (WO)**

- Windsor Police Sergeant – WO #1
- Windsor Police Constable – WO #2

### **Civilian Witnesses (CW)**

- CW #1

### **Investigators**

- Sergeant Steve Owen – Windsor Police; Professional Standards
- Mr. Scott Frail – SIU; lead investigator

### **Summary**

1. On April 25, 2024, in the early morning hours the WPS received a 911 call from CW #1 requesting police assistance to remove her 45-year-old son (The Affected Person). The Affected Person could be heard in the background of the 911 call yelling at CW #1 that he had a warrant out and now she's ruining his life.
2. When SO #1 and SO #2 arrived, they spoke to both CW #1 and The Affected Person, and an agreement was made that the Affected Person would leave after retrieving some of his belongings from the basement.
3. Once in the basement, the Affected Person was delaying his departure and was warned by officers that he would be arrested for trespassing if he continued to refuse to leave the property.

4. The Affected Person continued to delay his departure, therefore SO #1 advised him that he was under arrest for trespassing and attempted to gain physical control of him by grabbing his wrist. The Affected Person pulled away from SO #1 and SO #2.
5. The Affected Person became assaultive and knocked the handcuffs from the hands of SO #1. SO #1 unholstered his taser and advised the Affected Person that if he didn't stop fighting with them he would be tased. The Affected Person continued struggling and SO #1 deployed his conductive energy weapon (CEW) in stun mode to the middle of the Affected Person's back. It was not effective as the Affected Person began to fight more.
6. SO #1 deployed CEW probes into the middle of the Affected Person's shoulder blades and followed up with a CEW contact to one of the Affected Person's ankles in order to achieve neuromuscular incapacitation. SO #1 and SO #2 were able to gain control of the Affected Person and advised him that he was now also being charged with resisting arrest.
7. The Affected Person sustained a cut above his eye and was assessed by paramedics. He declined to be taken to hospital and was transported to the WPS detention unit and lodged in a cell pending confirmation with the Peel Regional Police Service on whether they would be returning the Affected Person on their outstanding warrant.
8. At approximately 12:25 pm, the Affected Person complained of pain in his rib area. Paramedics were contacted and attended the WPS detention unit. The Affected



Person was assessed, and the Affected Person once again declined to be transported to hospital.

9. At 11:26 pm, two officers from the Peel Regional Police Service attended the Windsor Police Service Detention Unit and arrested the Affected Person on a warrant for criminal harassment charges. He was subsequently transported to Peel Regional Police Service 22 Division.
10. At 4:00 am on April 26, 2024, the Affected Person arrived with the officers at Peel Regional Police 22 Division, where the Affected Person began to complain of breathing difficulties but again declined paramedic services.
11. At 5:00 am, the incoming detention unit supervisor noted bruising on one of the Affected Person's eyes and had him transported to a Brampton hospital, where he was diagnosed with a fractured orbital bone.
12. Based on the facts and circumstances noted above, the Peel Regional Police Service made notification to the SIU at 11:10 am on April 26, 2024. The SIU invoked their mandate, dispatching a team of 3 Investigators, arriving on scene at 12:54 pm.
13. On August 23, 2024, the Special Investigations Unit notified Chief Jason Bellaire pursuant to Section 34 of the Special Investigations Unit Act, that their investigation was complete, and a report had been filed with the Attorney General. The Special Investigations Unit indicated that there were no reasonable grounds in the evidence to proceed with criminal charges against the Subject Officials.

## **POLICY REVIEW**

### **Special Investigations Unit; Directive #716-01, Effective 2023-02-21**

#### 14. Rationale:

- a. The Special Investigations Unit (SIU) is a civilian agency with a legislative mandate to ensure transparent oversight of law enforcement occurrences across Ontario. The legislative framework for the SIU is set out in the Special Investigations Unit Act, 2019. The SIU is independent of any police service and operates at arm's length from the Ministry of the Attorney General. The mandate of the SIU is to conduct investigations into circumstances that result in serious injury or death, the discharge of a firearm at a person, or an allegation of a sexual assault, which were the result of actions of a police official and may have criminal implications.
- b. Section 31 of the Special Investigations Unit Act requires that members of the Windsor Police Service shall co-operate fully with members of the SIU. The Special Investigations Unit Act addresses the conduct and duties of police officers with respect to SIU investigations. The purpose of this Directive is to ensure clear direction for members of the Windsor Police Service in fulfilling their legislated duty with the SIU.
- c. Section 81 of the Community Safety and Policing Act states: If the SIU Director causes an incident to be investigated under section 15 of the Special Investigations Unit Act, 2019 involving a member of a police service, other than a deputy chief of police, the chief of police of the police service shall investigate,
  - (a) the member's conduct in relation to the incident;

- (b) the policing provided by the member in relation to the incident;  
and
- (c) the procedures established by the chief of police as they related to the incident.

15. Findings:

- a. At the time of this incident, Directive #716-01 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

**Use of Force; Directive 711-00, Effective 2023-07-11**

16. Rationale:

- a. The authority to use force on a person carries a great responsibility. It is incumbent on a Police Service to provide the proper tools, training and guidance to its Members to ensure that this responsibility is always paramount in the decision making process.
- b. It is important that the Service have access to information concerning the frequency and types of force used by police and the circumstances under which it occurs. This information is used to guide local training, refine policy and assist in the identification of provincial trends and training needs.
- c. The purpose of this Directive is to establish policy and procedures with respect to the reporting of use of force required by CSPA O.Reg. 391/23 and O. Reg 267/18. The other directives in the 711 series are specific to the various Use of Force tools.

17. Findings:

- a. At the time of this incident, Directive #711-00 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

**Agency Conducted Energy Weapon; Directive 711-04, Effective 2023-01-23**

18. Rationale:

- a. The Ministry of Community Safety and Correctional Services (MCSCS) has authorized the carrying and usage of Conducted Energy Weapons (CEW). Expanded use of the CEW provides authorization to front line constables assigned to patrol services, constables assigned to Drugs and Guns, Morality and Target Base. The Emergency Services Unit, Front Line Supervisors or Designates and Supervisors in Drugs and Guns and Target Base continue to have authorization to carry the CEW.
- b. The CEW has a direct impact on the human central nervous system. CEWs use propelled probes and wires or direct contact to conduct energy to stimulate the central nervous system and overrides both the Sensory and Muscular Nervous systems causing what is referred to as Neuromuscular Incapacitation. CEW technology uses similar electrical impulses to cause stimulation of the nerves that control movement.
- c. The purpose of this Directive is to establish policy and procedures regarding the administration, use, maintenance, downloading and reporting of the CEW.

19. Findings:

- a. At the time of this incident, Directive #711-04 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

**Arrest; Directive 730-01, Effective 2023-05-22**

20. Rationale:

- a. The purpose of this Directive is to establish policy and procedures with respect to arrest, which encompasses the legal, constitutional and case law requirements relating to arrest. This directive will outline that all arrests of persons shall be made in accordance with the provisions of the Criminal Code, Charter of Rights and Freedoms, Provincial Statutes and Common Law, and that the rights of all arrested persons under the Canadian Charter of Rights and Freedoms shall be protected.

21. Findings:

- a. At the time of this incident, Directive #730-01 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

**Assault/Resist/Obstruct Police Investigations; Directive 730-02; Effective 2022-11-01**

22. Rationale:

- a. The purpose of this Directive is to establish policy and procedures with respect to arrests involving Assault Police, Resist Arrest and Obstruct Police, all of which terms include the legal, constitutional and case law requirements relating to arrest.
- b. Events involving assault police, resist arrest, and obstruct police present some of the highest risk to the reputation of our officers and our organization. This directive will outline that all arrests of persons shall be made in accordance with the provisions of the Criminal Code, Charter of Rights and Freedoms, Provincial Statutes and Common Law, and that the rights of all

arrested persons under the Canadian Charter of Rights and Freedoms shall be protected.

23. Findings:

- a. At the time of this incident, Directive #730-02 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

**Handcuffing, Restraints and Spit Hoods; Directive 734-01; Effective 2022-05-25**

24. Rationale:

- a. Handcuffs/Leg Restraints and Disposable Restraints are a temporary means of restraint used to control a person to prevent escape, prevent injury to the police or public including the person handcuffed and to prevent the possible destruction of evidence. The proper use of all restraints provides a positioning advantage for police officers/members in the event a person attacks, resists or attempts to escape.
- b. Due to the health risks associated with human saliva exposures, the need to protect officers is increasingly important. Therefore, the use of Spit Hoods is approved to provide protection against the transfer of saliva or blood from a prisoner in custody.

25. Findings:

- a. At the time of this incident, Directive #734-01 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

### **Supervisory Response; Directive 863-01; Effective 2023-05-14**

#### 26. Rationale:

- a. Adequacy Standards Regulations require the establishment of processes and procedures on supervision that set out the circumstances where a supervisor must be notified of an event and where the supervisor must attend at or become involved in an event. These requirements are also embedded in the event specific Directives.
- b. The purpose of this Directive is to list the circumstances where a patrol supervisor must attend a scene, circumstances where the patrol supervisor must be notified of the occurrence, and the supervisory reporting requirements.

#### 27. Findings:

- a. At the time of this incident, Directive #863-01 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

### **Prisoner Care and Control; Directive 731-01; Effective 2023-09-01**

#### 28. Rationale:

- a. The purpose of this Directive is to establish policy and procedures relative to care and control of prisoners detained in the Detention Centre. The police owe a duty of care to those in custody. Offenders are entitled to humane treatment and immediate medical care if needed.
- b. The Sergeant assigned to the Detention Centre is the Officer-in-Charge (OIC) for the purposes of this Directive. The Officer in Charge is responsible to ascertain the need for medical attention for offenders and arrange for

medical attention if circumstances so indicate, resolving all doubt in favour of prisoner wellbeing.

- c. The Officer in Charge of the Detention Centre shall ensure that the appropriate special precautions are taken for offenders who are known or suspected to be: violent or exhibit violent behaviour, mentally ill or have a developmental disability, suicidal, emotionally disturbed or under the influence of alcohol/drugs or suffering a medical emergency.
- d. Offenders have a right to private consultation with counsel. Offenders may be allowed to contact family or friends while in custody.

29. Findings:

- a. At the time of this incident, Directive #731-01 was up to date. Officers were in full compliance and adhered to the directive. There are no further recommendations.

**Services**

30. The PSB Investigator reviewed the services provided by the Windsor Police members who attended the incident. The review found no issues with the services that were provided by these members.

**Conduct**

31. On April 25, 2024, in the early morning hours the WPS received a 911 call from CW #1 requesting police assistance to remove her 45-year-old son (The Affected Person). The Affected Person could be heard in the background of the 911 call yelling at CW #1 that he had a warrant out and now she's ruining his life.



32. Officers arrived at the home and spoke to CW #1 who was visibly upset. CW #1 told the officers that she needed her son removed and that he was currently in the basement. The Affected Person came upstairs and spoke with the officers along with CW #1. While speaking with the Affected Person, officers noticed the odor of a previously consumed alcoholic beverage on his breath.
33. CW #1 confirmed that she wanted him removed from the residence so the officers instructed the Affected Person that he could quickly gather some of his belongings and he would need to leave forthwith. The Affected Person went back to the basement along with SO #2. The Affected Person began to undertake several activities to delay his removal, such as changing his clothes, arguing with the officers, and slowly looking for personal effects.
34. The officers warned the Affected Person that any further delays would result in him being arrested for trespassing. The Affected Person requested to brush his teeth but the officers told him he could do that after he left. The Affected Person ignored the direction and turned on the water to brush his teeth.
35. At 12:55 am, SO #1 advised the Affected Person that he was under arrest for trespassing and grabbed the Affected Person's right arm, while SO #2 was on the Affected Person's left side. The Affected Person pulled away from both officers.
36. The officers put the Affected Person onto the bed where he continued to struggle with the officers, pulling his arms in toward his waist. The Affected Person along with both officers then fell from the bed onto the tile floor. The Affected Person became assaultive, flailed his arms back and knocked the handcuffs out of SO #1's hands.

37. SO #1 unholstered his CEW and advised the Affected Person that if he didn't stop fighting with them he would be tased. The Affected Person continued struggling with the officers therefore SO #1 deployed the CEW in stun mode to the middle of the Affected Person's back. It was not effective as the Affected Person began to fight more.
38. SO #1 deployed CEW probes into the middle of the Affected Person's shoulder blades and followed up with a contact point with the taser to one of the Affected Person's ankles in order to achieve neuromuscular incapacitation. The Affected Person continued to struggle but officers eventually gained control of him and placed him in handcuffs. Officers advised the Affected Person that he was now also being charged with resisting arrest.
39. The Affected Person refused to walk under his own power up the stairs and was pushing back against the officers. SO #1 applied a wrist lock to attempt to get the Affected Person to walk up the stairs but it was ineffective. SO #1 and SO #2 carried the Affected Person up the stairs.
40. At the top of the stairs, the Affected Person began walking on his own and expressed concern about his glasses as he had a cut to his right eyebrow.
41. The supervisor, WO #1, attended the scene and was apprised of the situation by SO #1 and SO #2.
42. The Affected Person was treated by paramedics on scene but refused to be transported to hospital.

43. The Affected Person was transported to the WPS detention unit and lodged in a cell pending confirmation with the Peel Regional Police Service on whether they would be returning the Affected Person on their outstanding warrant.
44. At approximately 12:25 pm, the Affected Person complained of pain in his rib area. Paramedics were contacted and attended the WPS detention unit. The Affected Person was assessed, and once again he declined to be transported to hospital.
45. At 11:26 pm, two officers from the Peel Regional Police Service attended the Windsor Police Service Detention Unit and arrested the Affected Person on a warrant for criminal harassment charges. Prior to transporting the Affected Person to the Regional Municipality of Peel, the Affected Person requested to be handcuffed to the front and referenced fighting the Windsor officers the night before and stated, "I'm being a lot better with you guys...last night...I apologized to them."
46. At 4:00 am on April 26, 2024, the Affected Person arrived with the officers at Peel Regional Police 22 Division, where the Affected Person began to complain of breathing difficulties but again declined paramedic services.
47. At 5:00 am, the incoming detention unit supervisor noted bruising on one of the Affected Person's eyes and had him transported to a Brampton hospital where he was diagnosed with a fractured orbital bone.
48. Due to the facts and circumstances noted above, the Peel Regional Police Service made notification to the SIU at 11:10 am on April 26, 2024. The SIU invoked their mandate, dispatching a team of 3 Investigators, arriving on scene at 12:54 pm.

49. Windsor Police Constable #1 and Windsor Police Constable #2 were designated as Subject Officials, along with two Witness Officials and one Civilian Witness. The SIU interviewed the two Witness Officials and Civilian Witness as part of their investigation. The Subject Officials did not consent to an interview with the SIU Investigator.

50. On August 23, 2024, the Special Investigations Unit notified Chief Jason Bellaire that pursuant to Section 34(4) of the Special Investigations Unit Act, their investigation was complete, and a report had been filed with the Attorney General. The Special Investigations Unit indicated that there were no grounds in the evidence to proceed with criminal charges against the Subject Officials.

51. The SIU Director, Mr. Joseph Martino, explained:

- a. "There is conflicting evidence with respect to whether the officers had lawful authority when they moved to arrest the Complainant in the basement. One source of evidence suggests the officers acted precipitously. Having been allowed to attend the basement to gather some things, it is said that the Complainant had only just turned a bathroom faucet on (having been told by the officers he could not brush his teeth) when he was grabbed by SO #1 and SO #2, forced onto his bed, and eventually handcuffed behind the back. On the other hand, in evidence gathered from WO #1, who spoke to the officers post-arrest at the scene, it seems SO #1 and SO #2 believed the Complainant was delaying his exit from the home. The Complainant was described by another witness as a slow-moving person. And, the Complainant did, in fact, turn on the faucet after he had been told he could not brush his teeth. On this record, I am unable to reasonably conclude that SO #1 and SO #2 were without cause when they decided to arrest the Complainant for trespass under

sections 2 and 9 of the *Trespass to Property Act* in order to compel his exit from the home.

- b. “Similarly, given the conflict in the evidence, I am unable to reasonably conclude with any confidence that SO #1 and SO #2 used other than justified force in taking the Complainant into custody. One source of evidence suggests the Complainant fell from the bed and struck his face and nose on the floor. While offering no resistance, SO #1 is said to have pinned the Complainant’s head against the floor with a foot and then discharged a CEW into his back. SO #2, for his part, is said to have punched the Complainant’s left ribs up to ten times. On the other hand, the subject officials told WO #1 that the Complainant pulled away from them as they took hold of him, and that he struggled against the officers’ efforts to handcuff him on the bed and floor. SO #2 punched the Complainant in the ribs twice on the bed. He then punched him in the face once as the tussle continued on the floor before SO #1 deployed his CEW twice. Following the second discharge, the officers were able to wrestle control of the Complainant’s arms and handcuff them. The more incriminating account describes excessive force. In contrast, the officers’ evidence suggests force that fell within a range of what was reasonable in the circumstances to subdue the Complainant. The more incriminating account of what happened must be taken with a grain of salt. The source was very intoxicated at the time and failed to mention the Complainant receiving two punches to the face. The officers’ evidence must also be approached with caution given it was conveyed second-hand via WO #1. In the final analysis, given the frailties and conflict in the evidence, I am not satisfied the incriminating evidence is sufficiently cogent to warrant being put to the test by a court.”

52. The SIU Director concluded, “In the result, while I accept that the Complainant’s injuries were incurred in the physical engagement that marked his arrest, I am unable to conclude they were attributable to unlawful conduct on the part of either subject official. As such, there is no basis for proceeding with criminal charges in this case. The file is closed.”

## **Conclusion**

53. After reviewing the policies, procedures and services provided with respect to this review, no misconduct issues were noted with respect to the actions of SO #1 or SO #2, nor any other member of the Windsor Police Service in relation to this incident on April 25, 2024. The Windsor Police Service cooperated fully and as required with the Special Investigations Unit.

54. The Special Investigations Unit concluded that there were no reasonable grounds to lay a criminal charge against the Subject Officials. This review, as outlined, concludes that there is no misconduct pursuant to the Community Safety and Policing Act of Ontario. Accordingly, this file is closed.

Respectfully Submitted,



**Sergeant Steve Owen**  
Professional Standards Branch  
Risk Management Unit  
Windsor Police Service  
Dated: August 23, 2024

## **Supervisor – Manager Approval:**

*Jacqueline Khoury*

**Staff Sergeant Jacqueline Khoury**  
Professional Standards Branch  
Risk Management Unit  
Windsor Police Service  
Dated: \_\_\_\_\_



**Inspector Ken Cribley**  
Professional Standards Branch  
Risk Management Unit  
Windsor Police Service

Dated: \_\_\_\_\_

Submitted to Chief's Office: \_\_\_\_\_

**Office of the Chief of Police Approval:**

**Approved by:**

---

**Chief of Police Jason Bellaire (or Designate)**  
Windsor Police Service  
150 Goyeau Street  
Windsor, Ontario  
N9A 6J5

Date: \_\_\_\_\_

Windsor Police Services Board Submission Due Date: \_\_\_\_\_



# ITEM: 8.4

## HONOUR IN SERVICE



Date: October 21, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: Municipal Freedom of Information and Protection of Privacy Act – September

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Dear Chair and Members of the Board,

Please see the attached report for the Municipal Freedom of Information and Protection of Privacy Act for September.

A handwritten signature in black ink that reads "K. A. De Graaf".

Karel DeGraaf  
Deputy Chief Operational Support  
Windsor Police Service

Attachment: FOI Report – September



Date: October 7, 2024

To: Windsor Police Services Board

From: Marilyn Robinet, Coordinator - Information & Privacy Unit

Re: **Municipal Freedom of Information and Protection of Privacy Act for September 1 – 30, 2024**

**Windsor & Amherstburg**

<b>MONTHLY REPORT</b>	
Number of requests received	88
Number of Appeals received	0
Number of Privacy Complaints received	0
Total fees received	\$638.10
<b>COMPLIANCE RATES</b>	
Basic Compliance Rate	75%
Extended Compliance Rate	82%

## **SUMMARY OF APPEALS**

MA21-00219 – An individual requested access to 911 call related to an allegation pending before the courts. Access was denied under 52(2.1) of the act which states: the act does not apply to a record relating to a prosecution if all proceedings in respect of the prosecution have not been completed. Requester has appealed the decision and continues to seek access to the report.

Stage: INTAKE

MA22-00278 – A general request for access to E911 Dispatch Contract (Resolved during Mediation), fees paid by Amherstburg for Policing (Resolved during Mediation) and number of times “specialty units” were dispatched to Amherstburg.

Stage: ADJUDICATION

## Municipal Freedom of Information and Protection of Privacy Act for September 1 – 30, 2024

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MA23-00108 – An individual requested access to two reports involving the individual. Partial access granted. Individual seeking access to severed portions.

Stage: ADJUDICATION

MA23-00226 – Media request for record related to notification of a named officer speeding.

Stage: MEDIATION

MA23-00558 – Media request for records related to a named officer.

Stage: **APPEAL DISMISSED**

MA23-00562 – Request for records involving the personal information of another individual.

Stage: MEDIATION

MA23-00644 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00673 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00672 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00683 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA23-00822 – Request for records involving the personal information of the requester and other parties.

Stage: **CLOSED**

MA24-00068 – Request for records involving the personal information of the requester and other parties.

Stage: **CLOSED**

MA24-00079 – Request for records involving the personal information of the requester and other parties.

Stage: MEDIATION

MA24-00468 – Request for records that fall outside the scope of the act.

Stage: INTAKE

Respectfully submitted,



Marilyn Robinet, Co-ordinator,  
Information and Privacy Unit

# ITEM 9.1

## HONOUR IN SERVICE



Date: October 21, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: **Q3 Use of Force Report**

---

Dear Chair and Members of the Board,

Please see the attached Q3 Use of Force Report.

A handwritten signature in cursive script that reads "K.A. De Graaf".

Karel DeGraaf  
Deputy Chief Operational Support  
Windsor Police Service

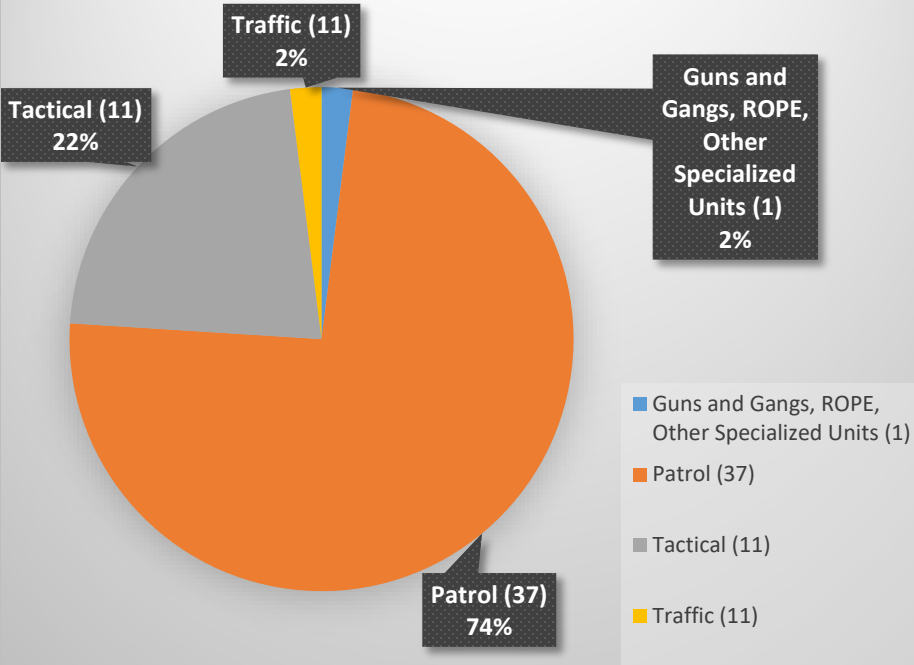
Attachment: Q3 Use of Force Report



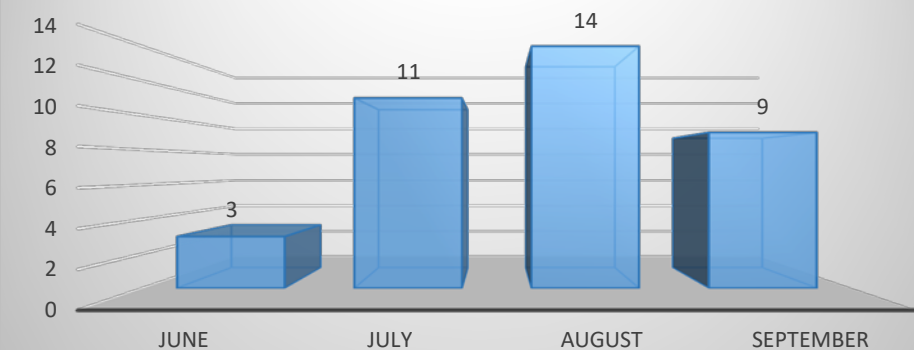
# 2024 Q3 Use of Force Dashboard

42540 Calls for Service – 50 Reports (0.12%)

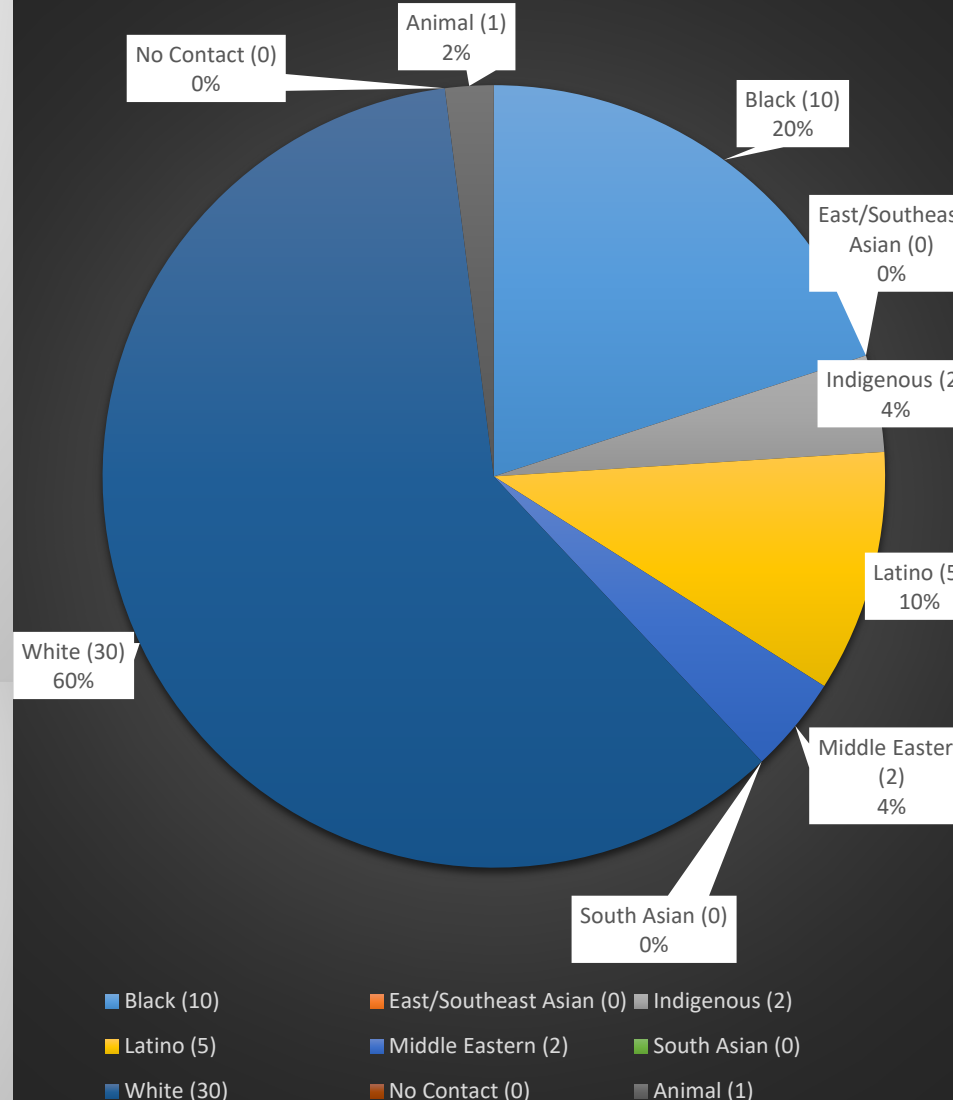
## Type of Assignment



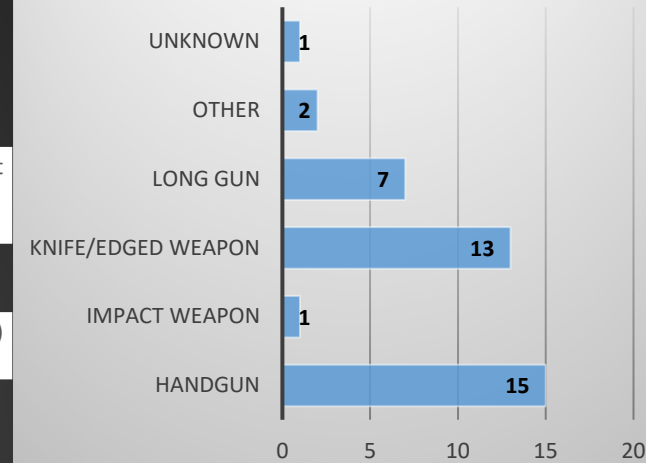
## Events Per Month



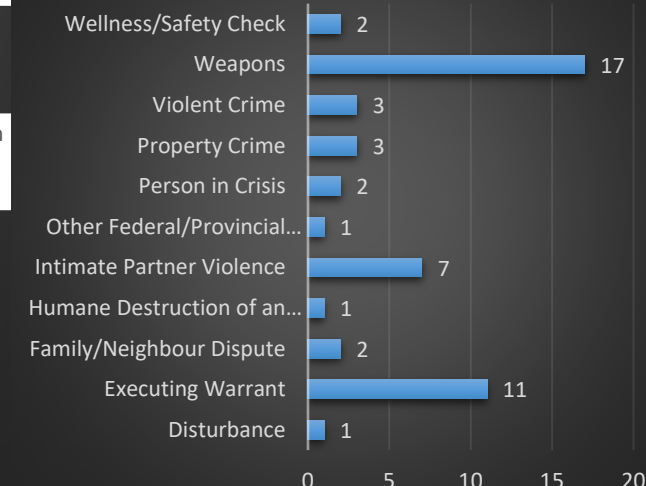
## Perceived Race of Subject



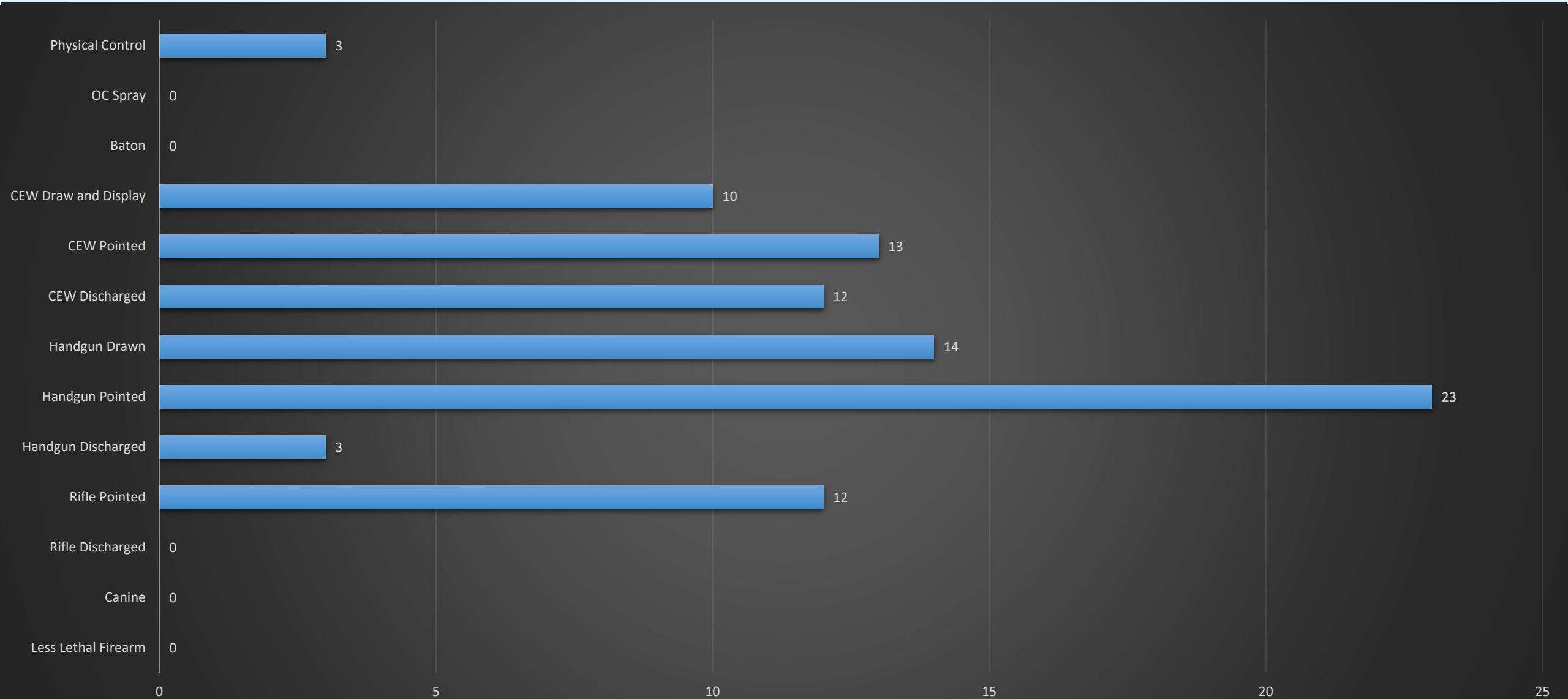
## Weapon Carried by Subject



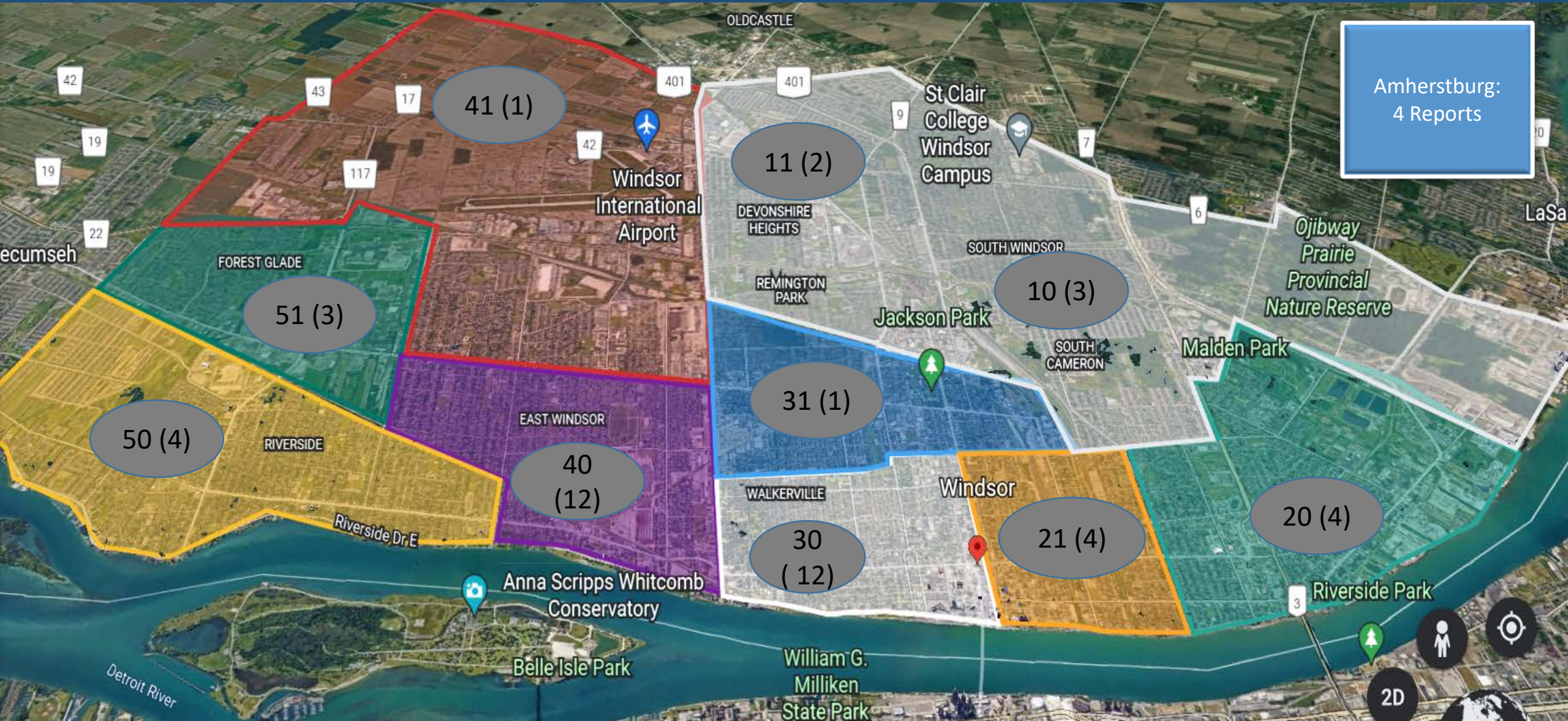
## Type of Incident



# Type of Force Used by Officer

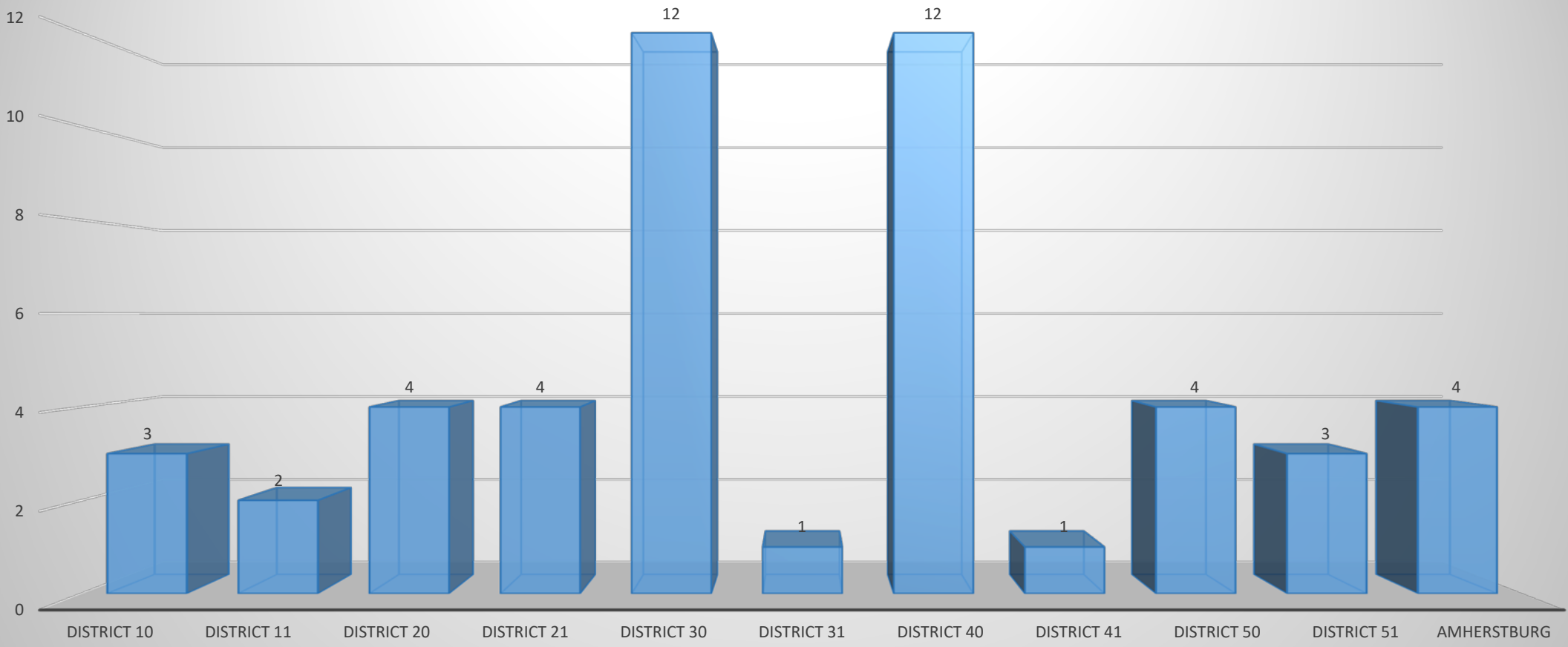


# 2024 Q3 Use of Force Map by Zone (# of Use of Force Reports)

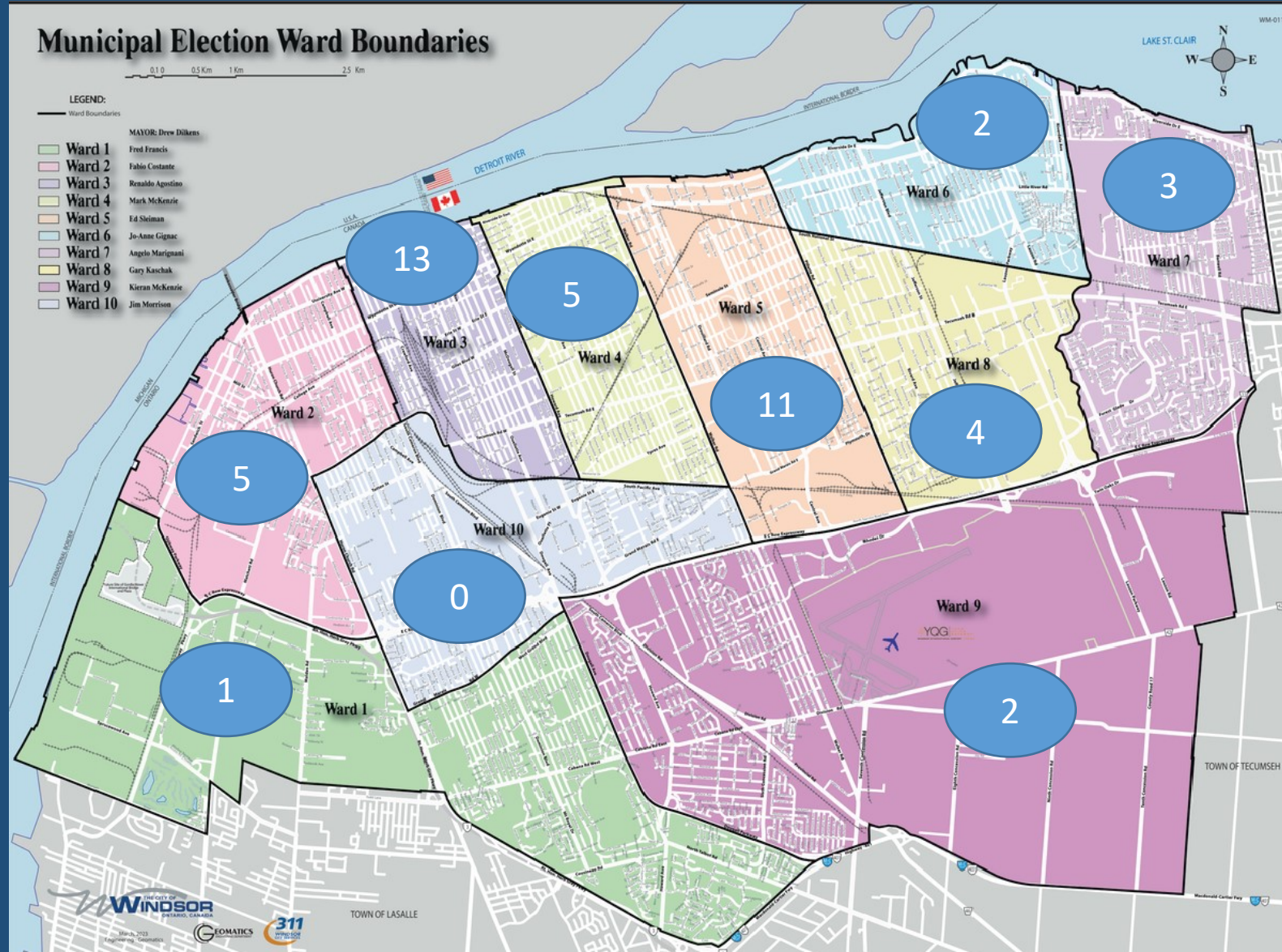




# 2024 Q3 Use of Force Reports by Zone

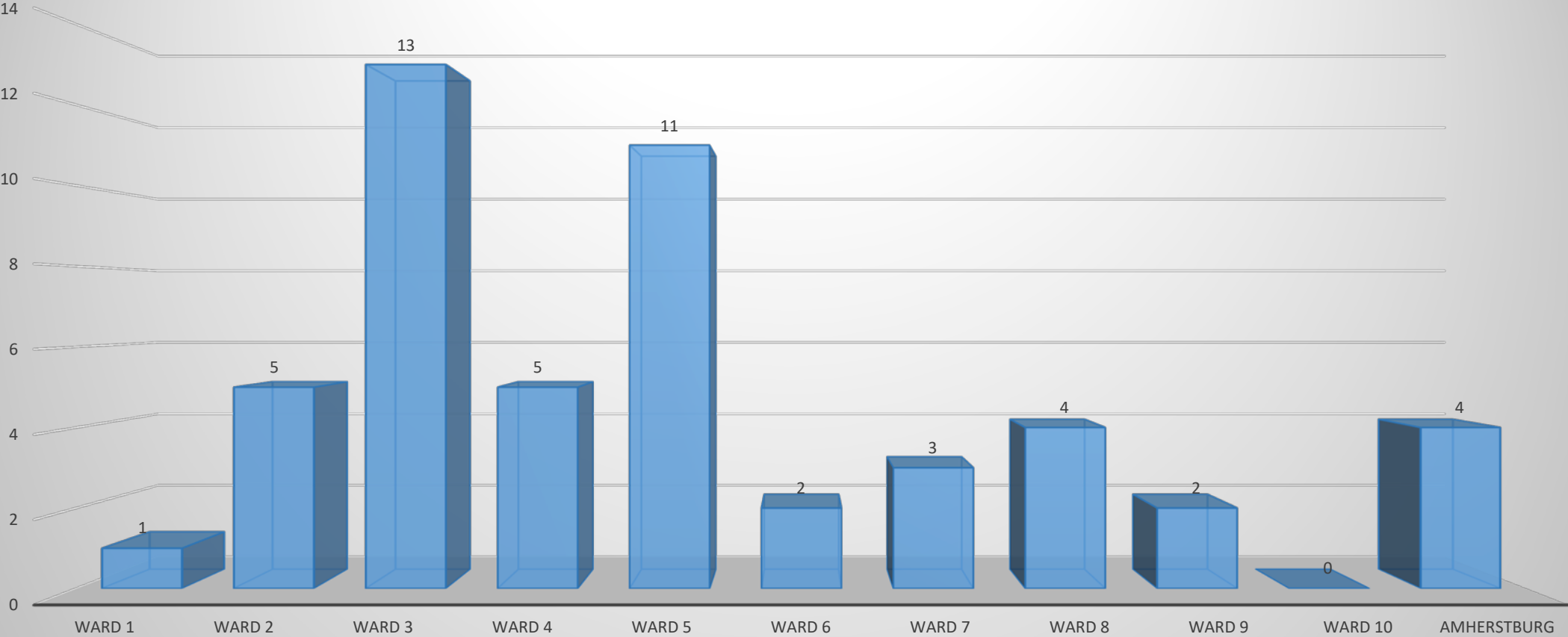


# 2024 Q3 Use of Force Map by Ward (# of Use of Force Reports)



Amherstburg:  
4 Reports

# 2024 Q3 Use of Force Reports by Ward





Date: October 21, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Jason Crowley

Re: **Q3 Calls for Service – CCP/POP Units**

---

Dear Chair and Members of the Police Service Board,

Please see the attached Q3 Calls for Service – CCP/POP Unit report.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley  
Deputy Chief Operations  
Windsor Police Service

Attachment: Q3 Calls for Service – CCP/POP Unit Report



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Date: October 14, 2024

To: Windsor Police Services Board

From: A/Inspector Scott Jeffery

Re: Third Quarter 2024 - City Centre Patrol (CCP) and Problem-Oriented Policing (POP) Unit

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Deputy Chief Jason Crowley,

Enclosed are the compiled statistics for the City Centre Patrol (CCP) and Problem-Oriented Policing (POP) Unit for the third quarter of 2024. The report includes noteworthy incidents from the POP Unit during this time period.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Scott Jeffery'. The signature is written in black ink and is positioned below the text 'Respectfully submitted,'.

A/Inspector Scott Jeffery  
Windsor Police Service

**CITY CENTRE PATROL (CCP) STATISTICS FOR 2024**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>TOTAL ARRESTS</b>	70	63	85	60	66	63	71	54	53				<b>585</b>
<b>PIC APPREHENSIONS</b>	16	16	28	12	12	14	10	9	9				<b>126</b>
<b>ARREST WARRANTS</b>	30	34	49	37	39	41	41	9	7				<b>287</b>
<b>RETURN-OTHER JURISDICTIONS</b>	1	0	2	0	0	0	0	3	1				<b>7</b>
<b>CC/CDSA CHARGES</b>	56	46	64	38	44	56	64	76	24				<b>468</b>
<b>PON/PART 111'S</b>	18	41	19	21	18	19	21	27	10				<b>194</b>
<b>CALLS FOR SERVICE</b>	726	709	822	653	383	743	618	472	413				<b>5539</b>

**PROBLEM-ORIENTED POLICING (POP) STATISTICS FOR 2024**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>TOTAL ARRESTS</b>	133	123	93	106	73	85	104	133	101				<b>951</b>
<b>PIC APPREHENSIONS</b>	1	0	0	1	2	2	3	1	1				<b>11</b>
<b>ARREST WARRANTS</b>	100	104	79	79	81	53	65	89	48				<b>698</b>
<b>RETURN-OTHER JURISDICTIONS</b>	6	0	1	0	3	2	2	7	1				<b>22</b>
<b>CC/CDSA CHARGES</b>	309	311	246	303	252	184	244	322	164				<b>2335</b>
<b>PON/PART 111'S</b>	8	2	1	0	4	14	3	7	3				<b>42</b>
<b>CALLS FOR SERVICE</b>	247	176	148	138	251	194	178	166	190				<b>1688</b>

### **2024 Q3 HIGHLIGHTS FOR POP UNIT**

**Case: #24-75175** - POP officers learned through investigation that a male party was wanted in relation to a torture investigation which was occurring inside 333 Glengarry Avenue. This investigation involved several other wanted persons including this male. Further, POP officers knew the male to be staying in an Apartment at 333 Glengarry Avenue. Officers attended the Apartment and conducted a door knock. The male answered the door and POP officers explained the reason for their presence. The male surrendered without incident. **Charge - Forcible Confinement.**

**Case: #24-86918** - POP officers received information about a male who was currently wanted on outstanding arrest warrants, including 2 first instance warrants for Breach Probation, Possess Firearm While Prohibited, Point Firearm, Utter Death Threats, Assault Choking x2, Mischief Under, Assault with a Weapon, and Assault. Further information was received from an anonymous source, indicating that the male was currently residing in the 1300 block of Rossini Boulevard. Officers attended and conducted a door knock at an address on Rossini Boulevard. The wanted male party was taken into custody without incident. **Charges - Arrest Warrant: Breach Probation, Possess Firearm While Prohibited, Point Firearm, Utter Death, Threats, Assault Choking x2, Mischief Under, Assault with a Weapon, and Assault.**

**Case: #24-88327** - POP officers were approached by a female in the parking lot of 800 Wyandotte Street East. The female advised she was an outreach worker and was just punched in the arm by a displaced male before the male proceeded to throw a chair at her vehicle. The female provided a description of the male, along with his last direction of travel. Further investigation revealed that reasonable grounds existed to arrest the male for Assault and Mischief Under \$5000. Officers observed the subject male walking westbound on Wyandotte Street on the north sidewalk. While attempting to arrest the male, he struck one of the officers in the face and fled. The male proceeded to flee eastbound on Wyandotte Street, then north on Louis Avenue where the officers were able to contain the subject in the driveway on Louis Avenue. The male was taken into custody without any further incident. **Charges - Assault, Mischief Under \$5000, Assault Police, and Resist Arrest.**

**Case: #24-103687** - POP officers received information that a male party had bear maced a security guard in the face and could be arrested on reasonable grounds for Utter Death Threats, Assault with a Weapon and Administer Noxious Thing. Furthermore, through investigation, it was learned that the male frequents a residence in the 1000 block of Louis Avenue. Officers set up surveillance on that address. Shortly after, they observed the wanted male party to enter the yard. Since the male was cautioned armed and dangerous, known to carry weapons, violent and was wanted for violent offences involving a weapon; officers determined it was necessary to contain the

male in the house to prevent him from escaping in the interest of public safety. Members from the Emergency Services Unit were also called to assist. Communication took place with the male inside the residence, who turned himself over to officers and was taken into custody without incident. **Charges – Utter Threats to Cause Bodily Harm, Assault with a Weapon, and Administer Noxious Thing.**

**Case: #24-80953** - POP officers were able to gather information on a male party wanted on a Surety Removal Warrant. Officers were able to locate the male at an address on Niagara Street. POP officers arrested the male who was ultimately remanded to the Southwest Detention Centre. **Charges: Identity Theft, Personation with Intent, Fraud Over \$5000, Theft Over \$5000, Utter Forged Document and Possess Property Obtained by Crime.**

**Case: #24-75175** - POP officers were requested by the Major Crime Unit to locate and arrest several parties who were known to frequent the Downtown Core in relation to a Forcible Confinement investigation. Out of the 8 offenders, POP officers were able to locate and arrest 4 parties. **Charges: Fail to Comply with Release Order, Forcible Confinement, Assault Cause Bodily Harm, Assault with a Weapon, Assault, and Breach Probation.**

**Case: #24-80237** - POP officers were again requested by the Major Crime Unit to locate and arrest several parties who are known to frequent the Downtown Core in relation to another serious Forcible Confinement investigation. Out of the 7 offenders, POP officers were able to locate and arrest 5 of them. **Charges: Assault, Forcible Confinement, Robbery, Utter Threats, Assault Cause Bodily Harm, and Assault with a Weapon.**

**Case: #24-83665** - POP officers attempted to locate a wanted male party and received information that he is known to frequent motels in the City. After an extensive canvass, officers were able to locate the accused's vehicle in the parking lot of a Motel on Huron Church Road. Static surveillance was conducted, and the male party was ultimately observed leaving the building, attempting to access his motor vehicle. The wanted party was arrested without incident. The male party had been in the company of a female party whom he had non-association conditions with as a result of outstanding Domestic Violence charges. Both parties were arrested on scene without incident. **Charges: Surety Removal Warrant and Facilitate Breach Release Order.**

**Case: #24-92235** - POP officers were able to locate and arrest a known male party who had been wanted by Windsor police over a 4-month period. The male was the suspect in relation to numerous Intimate Partner Violence assaults and was wanted on the strength of 4 Windsor Police Warrants. **Charges: Mischief Under \$5000, Dangerous Operation of a Motor Vehicle, Fail to Stop, Assault, Impaired Operation, Fail to Comply with Release Order and Assault/Choking.**



**Case: #24-100602** - POP officers cultivated information on a known wanted female party. Through extensive searching, the female was ultimately located and arrested. **Charges: Fraud under \$5000, Utter forged Document, Possess Stolen Property Obtained by Crime and Fail to Comply with Undertaking.**

The female was also wanted on an out of jurisdiction warrant from OPP for the following offences:

- Theft Over \$5000 x 2 Counts
- Trafficking in Property Obtained by Crime x 12 Counts
- Possess Property Obtained by Crime under \$5000 x 10 Counts
- Fail to Attend Court

**Case: #24-98053** - POP officers received a complaint from a store owner in the Downtown Core of Windsor. A male party who frequents his store continually steals items and has, on several occasions, threatened the store owner. POP officers were able to identify the subject and locate him at a nearby rooming house that often used by transient parties. Upon arrest, the subject became assaultive toward officers and was ultimately arrested without further incident. **Charges: Theft Under \$5000, Assault Peace Officer and Resist Peace Officer.**

**Case: #24-115693** - POP officers received information from the Major Crimes Unit that a male party was wanted by the Windsor Police for numerous Sexual Assault charges against a Youth. POP officers conducted a sweep of numerous areas in the City where the accused was known to frequent. Ultimately officers were able to locate the male and placed him under arrest. **Charges: Assault, Sexual Assault, Sexual Interference and Invitation to Sexual Touching.**

# ITEM 9.2 Appendix

### Calls For Service 2023 - 2024

	2023 CFS (WPS Standard)	2023 Vehicle Stops	% of Calls that are Vehicle Stops	CFS minus Vehicle Stops
January	7720	109	1.41	7611
February	7150	121	1.69	7029
March	7988	118	1.48	7870
April	8168	96	1.18	8072
May	9267	138	1.49	9129
June *	9420	387	4.11	9033
July	10899	1293	11.86	9606
August	9955	1307	13.13	8648
September	9793	827	8.44	8966
October	9292	821	8.84	8471
November	8572	829	9.67	7743
December	8122	678	8.35	7444
<b>Total</b>	<b>106346</b>	<b>6724</b>	<b>6.32</b>	<b>99622</b>

	2024 CFS (WPS Standard)	2024 Vehicle Stops	% of Calls that are Vehicle Stops	CFS minus Vehicle Stops
	9516	1281	13.46	8235
	9253	1445	15.62	7808
	9729	1482	15.23	8247
	9919	1405	14.16	8514
	10577	1137	10.75	9440
	10963	1291	11.78	9672
	11431	1092	9.55	10339
	10836	984	9.08	9852
	<b>10582</b>	<b>917</b>	<b>8.67</b>	<b>9665</b>
				0
				0
				0
<b>Total</b>	<b>92806</b>	<b>11034</b>	<b>11.89</b>	<b>81772</b>

### Year to Date Changes

	2023 CFS minus Vehicle Stops	2024 CFS minus Vehicle Stops	% Change
January	7720	8235	6.67
February	7150	7808	9.20
March	7988	8247	3.24
April	8168	8514	4.24
May	9267	9440	1.87
June	9033	9672	7.07
July	9606	10339	7.63
August	9007	9851	9.37
September	<b>8966</b>	<b>9665</b>	<b>7.80</b>
<b>Total</b>	<b>76905</b>	<b>81771</b>	<b>6.33</b>

\*\* As of June 22, 2023, the Windsor Police Service implemented a new procedure where vehicle stops now generate a call for service.

- YTD in 2024, 11.89% of all calls for service are vehicle stops
- The Windsor Police Service has responded to an additional 4,866 calls for service (excluding vehicle stops) compared to 2023. This is a 6.33% increase
- In September calls for service are up 7.8% compared to September 2023
- In September calls for service are down 1.8% from August

**ITEM: 9.3**  
**HONOUR IN SERVICE**



---

Date: October 9<sup>th</sup>, 2024

To: Windsor Police Service Board

From: Inspector Andrew Randall, Investigations

Re: **Youth Diversion – 3<sup>rd</sup> Quarter Report – October 15, 2024– Public Agenda**

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Attached is the *Essex County Youth Diversion Program* Report for the period of July-September 2024 (Q3).

Submitted for your information.

A handwritten signature in cursive script, appearing to read "A. Randall".

**Andrew Randall**  
Inspector, Investigations



# WPS – Youth Diversion; Q3 Report 2024

## Objective and Goal:

To review investigations involving young persons who have either been identified as a Subject, a Person of Interest, or an Offender to determine if reasonable grounds exist for a Criminal Charge, and if it is in the best interest of the Community and the youth offender to proceed by way of a **Youth Diversion** referral.

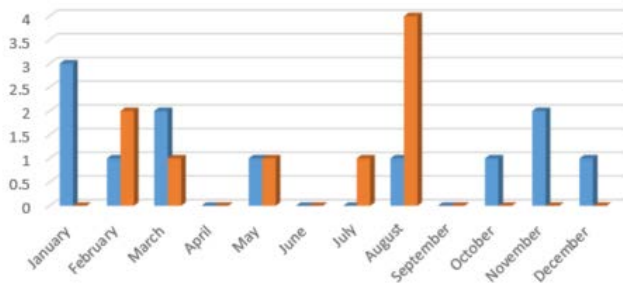
## Highlights Q3:

Two new initiatives are still being developed:

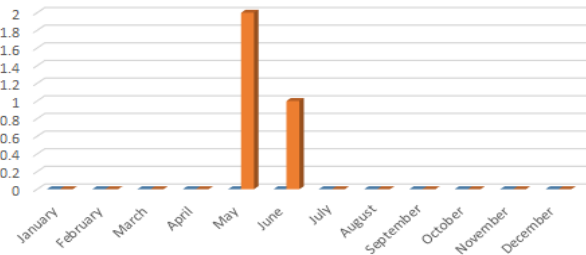
The first is a **collaborative effort between WPS, Youth Diversion, and area school boards, which aims to address and resolve conflicts proactively, reduce recidivism among student transgressors, and foster a culture of dialogue and understanding within our schools.**

The **second** program concept which was brought forward by WPS aims to educate and rehabilitate young drivers and is designed to cultivate responsible and informed driving habits. A large Insurance Brokerage firm in Canada has expressed interest in funding this project. Currently there are no known driver based rehabilitative programs available provincially.

Number of Youth Incidents Under 12 Years

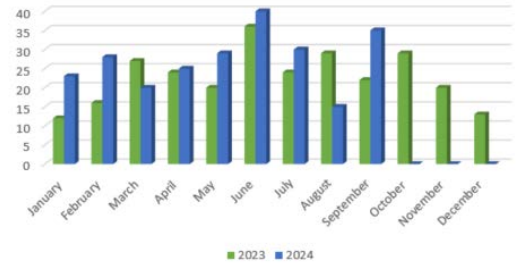


Number of Youth Diversion Referrals 6-11yrs

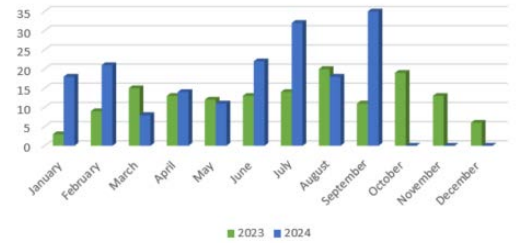


## Statistics

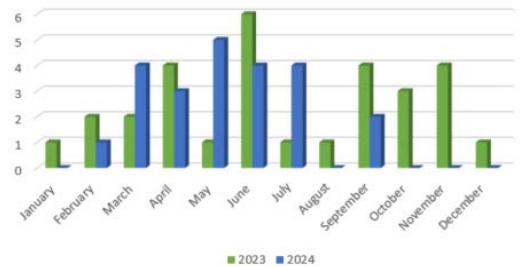
Number of Youth Incidents in All Offence Categories



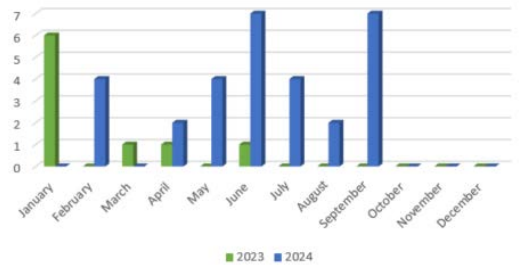
Youth Charged with a Criminal Offence



Number of Youth Diversion Referrals



Number of YCJA Warnings



**Notes on Q3 Stats:** Within Q3 there has been an increase in violent offences that do not meet the threshold for extrajudicial measures. As a result, a group of young offenders have been formally charged by Police.

The spike can be attributed to 2 youths from the GTA (no previous contacts in Windsor) who are co-accused in two robberies, shoplifting under \$5,000 and possession of stolen goods over \$5,000 (9 charges). Three additional incidents are attributed to another youth, from Leamington (no previous contacts in Windsor) who has 5 charges pending for incidents occurring in September for Theft of Motor Vehicle and possession of stolen property over \$5,000.

Community partners (Youth Probation, Youth Diversion, etc.) indicated that many youths were out of the region for portions of the summer months. The return to school has reunited these individuals which has caused an apparent increase in September 2024.



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Date: October 18, 2024

To: Windsor Police Services Board

From: Deputy Chief Jason Crowley

Re: **Q3 Amherstburg Policing Activities Report**

---

Windsor Police Services Board,

Please find attached the Q3 Amherstburg Policing Activities report. Submitted for information – Public Agenda.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley

Deputy Chief of Operations

Windsor Police Service

**2024 POLICING ACTIVITIES REPORT  
WINDSOR POLICE SERVICE AMHERSTBURG DETACHMENT**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
<b>CALLS FOR SERVICE</b>													
Dispatch Generated Incidents (CAD calls)	1067	1050	986	1058	1068	999	924	852	868				8872
Self-Generated Walk-In Incidents	0	11	6	14	10	23	28	17	10				119
<b>TOTAL INCIDENTS</b>	<b>1067</b>	<b>1061</b>	<b>992</b>	<b>1072</b>	<b>1078</b>	<b>1022</b>	<b>952</b>	<b>869</b>	<b>878</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8991</b>
<b>PROVINCIAL OFFENCES</b>													
Traffic Offences	774	721	670	686	578	488	364	360	313				4954
Part III Summons	16	9	9	21	5	9	13	10	11				103
Liquor Offences	1	1	2	3	1	0	0	0	0				8
Other Provincial Offences	135	89	72	72	42	48	34	14	18				524
<b>TOTAL</b>	<b>926</b>	<b>820</b>	<b>753</b>	<b>782</b>	<b>626</b>	<b>545</b>	<b>411</b>	<b>384</b>	<b>342</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5589</b>
<b>CRIME STATISTICS</b>													
Attempted Murder	0	0	0	0	0	0	0	0	0				0
Robbery	0	0	0	0	0	0	0	0	0				0
Break and Enter	2	7	3	0	2	4	5	5	7				35
Theft Over	5	2	3	1	0	0	0	0	1				12
Theft Under	8	7	3	9	10	14	9	9	3				72
Possession Stolen Goods	1	1	1	0	0	0	1	1	4				9
Fraud	12	4	10	5	12	9	15	9	10				86
Mischief	3	6	3	7	10	5	5	8	5				52
Assault (All)	9	6	11	8	8	15	9	13	12				91
Drugs	0	0	0	0	1	0	1	0	0				2
Firearms	0	0	0	0	0	0	0	0	0				0
Arson/Fire Calls	0	2	0	0	0	0	1	1	3				7
Impaired Driving	1	0	2	0	4	0	7	2	7				23
Federal Statutes	0	0	0	0	0	0	0	0	0				0
Other Criminal Code	6	8	5	5	7	8	2	6	8				55
<b>TOTAL</b>	<b>47</b>	<b>43</b>	<b>41</b>	<b>35</b>	<b>54</b>	<b>55</b>	<b>55</b>	<b>54</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>444</b>
<b>COMMUNITY OUTREACH ACTIVITIES</b>													
Community Service Calls / Coast	9	19	23	19	26	21	20	16	13				166

# ITEM: 10.1

## HONOUR IN SERVICE



Date: October 18, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Jason Crowley

Re: **2024 Annual WPS Auxiliary Recognition Banquet**

---

Dear Chair and Members of the Police Service Board,

Please see the attached 2024 Annual WPS Auxiliary Recognition Banquet Memorandum.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley  
Deputy Chief Operations  
Windsor Police Service

Attachment: 2024 Annual WPS Auxiliary Recognition Banquet



## WINDSOR POLICE SERVICE

## Chief's Executive Office

Chief J. Bellaire  
Deputy Chief J. Crowley  
Deputy Chief K. DeGraaf

### MEMORANDUM

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Date: October 18, 2024

To: Chair and Members of the Police Services Board

From: Deputy Chief Jason Crowley

**Re: 2024 Annual WPS Auxiliary Recognition Banquet**

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The WPS Auxiliary Patrol is comprised of a group of dedicated individuals who donate numerous volunteer hours to augment and support our sworn officers at various special events throughout the community.

In addition to their volunteer efforts, Auxiliary members conduct foot and bicycle patrols throughout the City of Windsor's many parks and walking trails from early May to the end of October each year. This park patrol provides residents and visitors to the City of Windsor with visible presence and a sense of security while enjoying our parks and trails. With the exception of their paid time for patrolling our parks, our Auxiliary Officers receive no other remuneration.

In previous years, the Windsor Police Services Board has generously funded the banquet, contributing \$7,000 in 2023. With the expansion of our Auxiliary Officer complement through the Strengthen the Core Initiative, and rising banquet facility costs, the projected budget for 2024 has increased to \$12,400.

Once the date is confirmed, all members of the Board will be invited to attend the Banquet to join in meeting and honouring the Windsor Police Service Auxiliary Police Patrol Unit members.

With respect to the above, I recommend the following resolution:

RESOLVED THAT the Windsor Police Services Board APPROVES the financial support for the 2024 Annual Auxiliary Recognition Banquet in the amount of \$12,400.00.

Sincerely,

Jason Crowley  
Deputy Chief Operations  
Windsor Police Service



**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** 2024-2025 Victim Support Grant – Call for Applications

<b>DATE OF ISSUE:</b>	<b>October 3, 2024</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>November 7, 2024</b>
<b>INDEX NO.:</b>	<b>24-0059</b>
<b>PRIORITY:</b>	<b>Normal</b>

I am pleased to advise you that the Ministry of the Solicitor General is now accepting applications for the **Victim Support Grant (VSG) program for the 2024-2025 grant cycle.**

This grant will operate on a one-year period and will provide funding to police services in collaboration with local organizations and/or Indigenous communities to enhance capacity to support and improve services for victims and survivors. The grant will provide police services with the flexibility needed to adapt to their own community's needs and fill gaps in responding to the unique needs of all victims and survivors.

Funding under this grant is available to police services in Ontario, including municipal and First Nations police services, as well as municipalities policed by the Ontario Provincial Police (OPP) for projects that focus on supporting victims and survivors of all crimes. This will allow more victims and survivors to be reached and for them to feel safe and supported. Some examples of areas of focus for projects may include intimate partner violence/domestic violence, gender-based violence, human trafficking and child abuse, violent crimes, hate crimes, and elder abuse.

Applicants are required to collaborate with a minimum of one other relevant agency/organization. Some examples include violence against women services, Victim Crisis Assistance Ontario agencies, sexual assault centers, Indigenous victim services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, and community-based agencies, etc.

Eligible applicants (Municipal and First Nations polices services, as well as municipalities policed by the OPP) can submit as many applications as they would like. There is no limit on the number of applications per eligible applicant. The maximum funding request for each project is **\$200,000.00** over one year.

The application forms are accessible on Transfer Payment Ontario (TPON). **All applications must be submitted through TPON, as well as by email to [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and [Silvana.Burke@Ontario.ca](mailto:Silvana.Burke@Ontario.ca), by 4:00 p.m. Eastern Standard Time on November 7, 2024.**

Late submissions will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Instructions and Guidelines.

Please direct all inquiries regarding the Victim Support Grant and/or the application process to the email addresses above.

Sincerely,



Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety



Ministry of the Solicitor General

# Application Instructions and Guidelines

Grant Program: **Victim Support Grant (VSG)**

Grant Term: **2024-2025 (one year)**

**Area of Focus:** Support for victims and survivors of all crimes.

- ❖ The VSG will provide local police services with the flexibility needed to adapt to their own community's needs and fill gaps in responding to the unique needs of all victims and survivors.

# Table of Contents

INTRODUCTION.....	3
AREAS OF FOCUS.....	4
ELIGIBILITY CRITERIA.....	5
APPLICATION REQUIREMENTS.....	5
FUNDING & TIMELINES.....	7
OUTCOMES & PERFORMANCE INDICATORS.....	7
REVIEW PROCESS.....	11
ASSESSMENT CRITERIA.....	11
CONTRACTUAL AGREEMENT.....	14
APPLICATION SUBMISSION.....	14
MINISTRY CONTACT.....	15
APPENDIX A: Glossary of Terms.....	15
APPENDIX B: Registering your Organization in Transfer Payment Ontario.....	20

## INTRODUCTION

**Please note:**

- ❖ This document is to assist you in completing the Victim Support Grant (VSG) application form and provides information and guidance that should be reviewed prior to filling out the application form.
- ❖ These application guidelines and instructions outline the grant process and contain information on eligibility criteria, outline outcomes and performance indicators, the application review process, selection criteria, and more.
- ❖ If you have any questions or concerns or require assistance with this document, please contact ministry staff.

**Victim Support Grant 2024-2025**

The Ministry of the Solicitor General (ministry) is pleased to present the 2024-2025 VSG program.

The VSG program will provide funding to police services to enhance capacity to support victims and survivors of all crimes through increased collaboration with local organizations and communities.

Supporting victims of crimes is crucial for:

- Emotional recovery of the victim and assisting with mental health concerns as a result of the crime committed against them.
- Restoring victims' confidence in the justice system and ensuring they feel heard.
- Improving the chances for police to solve crime and hold offenders accountable through victim cooperation.
- Enhancing public safety by victims feeling safe to report crime.

Funding under this grant program is available to police services in Ontario, including municipal and First Nations police services, as well as municipalities policed by the Ontario Provincial Police (OPP) for projects that focus on supporting victims and survivors of all crimes. This will allow more victims and survivors to be reached and for them to feel safe and supported.

## AREAS OF FOCUS

The VSG program will have a wide area of focus to support victims and survivors of all crimes, some examples include:

- Intimate partner violence/domestic violence
- Gender-based violence
- Human trafficking and child abuse
- Sexual assault
- Hate crimes
- Elder abuse
- Cybercrime/online fraud
- Violent Crimes
- Assault

**However, police services can choose the area of focus based on local community needs.**

- More than one focus can be selected (i.e., hate crimes and property crimes, gender-based violence and domestic violence).

**Funding Objective:** To support victims and survivors of all crimes who may come into contact with police, through enhanced collaboration and coordination between police and broader sectors and communities.

- Broader sectors may include justice, housing, education, health/mental health, community and social services, and children and youth services.

**Examples of key activities that may be funded as part of a proposed project:**

- Development of multisectoral teams or resources to support specialized interventions (e.g., situation tables, referral protocols).
- Collaborative community initiatives to support regional capacity building in supporting victims and survivors (e.g., community events, community of practice).
- Investments in collaborative resources that assist police in responding to the unique needs of victims and survivors (e.g., “soft” interview rooms in a community agency, victim navigation supports, language interpretation services for victims, peer support services).
- Training and education for police on how to handle cases sensitively and implementing a victim centred approach.
- Working with advocacy groups to support victims and raise awareness.
- Restorative and justice initiatives to engage victims and offenders, when appropriate to promote healing and accountability.
- Developing mentoring and intervention programs for at-risk youth to prevent them from becoming victims.
- Provide outreach to victims working with social services, legal advisors, and healthcare to investigate crimes and provide resources for protection and recovery.
- Immediate trauma informed counselling for traumatic events.

## ELIGIBILITY CRITERIA

### Who is Eligible?

Funding is available to:

- Municipal and First Nations Police Services.
- Municipalities policed by the Ontario Provincial Police (OPP).
- **Proposals must be in collaboration with at least one other community-based agency and/or Indigenous community, etc.**

Municipal and First Nations polices services, as well as municipalities policed by the OPP, can submit as many applications as they would like. There is no limit on the number of applications per eligible applicant.

**NEW:** For all **OPP-policed municipalities**, applications must be reviewed by the OPP's Grant Support Team at [OPP.Grant.Support.Team@OPP.ca](mailto:OPP.Grant.Support.Team@OPP.ca) prior to submission in Transfer Payment Ontario (TPON). In addition, applications **must be submitted through the municipality's TPON account.**

More details on the application process, including accessing the application and applying through TPON, are outlined in **Appendix B** below.

## APPLICATION REQUIREMENTS

### *a) MULTI-SECTORAL COLLABORATION AND PARTNERSHIPS*

Applicants are required to work with a minimum of one (1) other relevant agency/organization from a different sector that has proven expertise in supporting victims and survivors. Some examples include: Violence Against Women (VAW) services, Victim Crisis Assistance Ontario (VCAO) agencies, Sexual Assault Centres (SAC), Indigenous Victim Services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, survivor-led human trafficking organizations, community-based agencies, etc.

Applications should clearly identify how the collaboration/partnership will result in a more effective and coordinated approach to supporting victims and survivors of crime. Applications should demonstrate how the project is evidence-based, victim/survivor-centered, and where appropriate, includes consultation and collaboration with people with lived experiences.

The application should also clearly outline key roles and responsibilities between the police service and all partners/organizations/Indigenous communities in planning and implementing

the project, as well as any accountability towards project performance and the use of project funding.

**Note:** The application should be submitted by the police service and must include a letter of support from all partners/organizations/Indigenous communities involved with the project (see (b) LETTER OF SUPPORT, below).

*b) LETTER OF SUPPORT*

Applicants are required to provide a letter of support that confirms the involvement of any partners/organizations/Indigenous communities. These letters should detail the nature of the collaboration and what role the organization/community will play in the development and/or delivery of your project. This must be an official letter signed by the respective organization/Indigenous community.

*c) PERFORMANCE MEASUREMENT*

Applicants must track and collect data on **MANDATORY** ministry-identified outcomes, as well as identify individual local performance measures (see Outcomes and Performance Indicators section).

*d) RESULTS-ORIENTED*

Projects should be developed in such a way that the objectives are clearly articulated, tangible and have measurable indicators associated with them. It should be clearly stated how each sub-component of a proposal is intended to meet the objective(s) it is in service of.

Please see the Assessment Criteria that provides important details about all the components that must be addressed in your application.



## FUNDING & TIMELINES

### Funding

The ministry will provide funding over one-year for time-limited projects that improve services for victims and survivors. Applications are eligible for a maximum budget of up to **\$200,000 for one year (2024-2025)**.

All complete and eligible applications submitted by the deadline will be reviewed and scored by an inter-ministerial Review Committee.

### Timelines

The ministry must receive completed applications through both TPON and by email by **4:00 p.m. EST on November 7, 2024**. See [Application Submission](#) section.

**Projects approved for funding under this grant must be completed no later than March 31, 2025.** Any expenses incurred after this date are not permissible and will not be funded by the ministry. Please take this into consideration when developing project activities and budgets, given the timing of the call-for-applications.

## OUTCOMES & PERFORMANCE INDICATORS

Successful VSG recipients will be required to report back on ministry and local indicators that your project will be focused on (i.e., intimate partner violence/domestic violence, gender-based violence, human trafficking and child abuse, sexual assault, hate crimes, elder abuse, etc.). The ministry's overall goal of this grant funding is to increase public safety by working with policing and community partners to provide the resources and tools they need to keep Ontario's communities safe and resilient.

This funding will assist and/or contribute towards the ministry's overall goal by providing police services and community organizations with additional resources (training and education, outreach, equipment, collaboration, etc.) to implement projects under the 2024-2025 VSG cycle.

Please follow the steps below to fill out the Performance Measures section of the document. **There will be two separate charts to complete:**

- 1) Chart for Ministry Key Performance Indicators (KPI's) - ALL MINISTRY MEASURES ARE MANDATORY**
- 2) Chart for Local Specific Indicators – IT IS MANDATORY THAT AT LEAST TWO LOCAL INDICATORS BE PROVIDED FOR THIS CHART**

### **Chart One Instructions - Ministry KPI's**

**STEP ONE:** Indicate your target goal that you wish to achieve by end of this project term (by March 31, 2025) for each of the indicators listed below.

#### **A. Project/Program Coverage - # of services/activities delivered**

1. **Indicator 1:** # of calls for service attended to support victims of crime.
2. **Indicator 2:** # of FTEs dedicated to supporting victims of crime.

#### **B. Project/Program Administration Costs**

1. **Indicator 1:** Total amount spent on administration of the program (\$).
2. **Indicator 2:** Total initiative allocation (\$).

#### **C. Project/Program Impact – Increasing Support for Victims of Crime**

1. **Indicator 1:** # of victims who are referred to community organizations.
2. **Indicator 2:** # of victims who felt supported through the investigation of crime.
3. **Indicator 3:** # of victims who are referred to community organizations but did not want support.

#### **D. Reduction in the Incidence of Violent Crime**

1. **Indicator 1:** # of individuals arrested for the indicated offense.
2. **Indicator 2:** # of individuals charged for the indicated offense.

#### **E. Increasing Support to Front-Line Officers**

1. **Indicator 1:** # of officers who received training.
2. **Indicator 2:** # of training sessions/hours provided.
3. **Indicator 3:** % of officers who indicated that the training provided them additional information.

#### **F. Ensuring People Feel Safe and Secure**

1. **Indicator 1:** # of community outreach events held.
2. **Indicator 2:** # of community members who attended the community outreach events.
3. **Indicator 3:** % of community members who indicated that the events increased their knowledge of the issue (survey of individuals who attend the outreach event).

**STEP THREE:** Input your target/goals from April 1 to March 31.

**STEP FOUR:** Input where your data is being provided from (this will be a dropdown menu). This will explain if the data is provided through project-based data, unit-based data, police service wide data, or other.

**STEP FIVE:** Use this section only if you selected "other" under step four. For other, please explain in the "data captured based on other" column where data was gathered from (i.e., partner agency).

**Example Ministry KPI's Chart (Chart One)**

Police Service Name:		GRANT PROGRAM: VICTIM SUPPORT GRANT (VSG)			
Project Title:		GRANT CYCLE: 2024-25			
PRIORITY/FOCUS	Ministry Key Performance Indicator (KPI)	Indicator to be Measured for Ministry KPI	Goal/Target <small>(Project Term - 2024 to 2025)</small>	Data Captured Based on <small>(Example, project based, unit based, police service based,</small>	Data Captured Based on Other <small>(please explain where data was captured from if other)</small>
human trafficking	Increasing Support for Victims of Crime	# of victims who are referred to community organizations	50	project-based data	
human trafficking	Increasing Support for Victims of Crime	# of victims who felt supported through the investigation of crime	50	other	victim services agency
domestic violence	Increasing Support to Front-line Officers	# of officers who received training	100	police service wide data	
domestic violence	Increasing Support to Front-line Officers	# of training sessions/hours provided	5	project-based data	

## Chart Two Instructions - Local Specific Indicators

**STEP ONE:** Input a minimum of (2) local indicator(s) you would like to provide to the ministry that you feel are relevant to your project.

Some examples of local indicators may include but are not limited to:

- Survivors receive services that are culturally responsive to address their diverse needs.
- The total number of annual educations programs provided to youth.
- Percentage of victims of experience repeat victimization.
- Survivors have increased knowledge of services.
- Survivors experience increased economic security and financial independence.
- Perpetrators have increased awareness of and skills to stop the cycle of violence.
- Reduced recidivism for perpetrators.

**STEP TWO:** Input your target/goals from April 1 to March 31.

**STEP THREE:** Input where your data is being provided from (this will be a dropdown menu). This will explain if the data is provided through project-based data, unit-based data, police service wide data, or other.

**STEP FOUR:** Use this section only if you selected “other” under step four. For other, please explain in the "data captured based on other" column where data was gathered from (i.e., partner agency).

<b>GRANT PROGRAM: VICTIM SUPPORT GRANT (VSG)</b> <b>GRANT CYCLE: 2024-25</b>				
<b>Police Service Name:</b>				
<b>Project Title:</b>				
<b>PRIORITY/FOCUS</b>	<b>Local Indicator Measured</b>	<b>Goal/Target</b> <small>(Project Term - 2024 to 2025)</small>	<b>Data Captured Based on</b> <small>(Example, project based, unit based, police service based, other)</small>	<b>Data Captured Based on Other</b> <small>(please explain where data was captured from if other)</small>
hate crimes	Survivors receive services that are culturally responsive to address their diverse needs	10	project-based data	
Violent Crime	The total number of annual educations programs provided to youth	5	unit-based data	

## REVIEW PROCESS

All applications submitted by the deadline will be reviewed and assessed by a formal Review Committee, comprised of representatives and subject matter experts from within and outside the ministry. The Review Committee's primary mandate will be to review and evaluate applications, to ensure that eligibility criteria are met, and to confirm that applications have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

Should the application meet the eligibility criteria, your proposal will be assessed based on the following set of criteria:

- ✓ Demonstrated Need
- ✓ Work Plan and Activities
- ✓ Multi-sectoral Collaboration and Partnerships
- ✓ Outcomes and Performance Indicators
- ✓ Budget

Successful projects are subject to the Solicitor General's approval.

**Note:** All applicants will receive written notification of the final decision whether their application is approved or declined.

## ASSESSMENT CRITERIA

Please review the assessment criteria outlined below. It provides important details about the components that must be addressed in your application.

### **DEMONSTRATED NEED (6 points)**

#### **1) Indicate the need for funding under this grant.**

- ✓ Provide a brief summary and overview of the project you are seeking funding for.
- ✓ Provide an explanation outlining the need for your project and identifying gap areas.
- ✓ Evidence should be provided to demonstrate the need (e.g., high rates of victimization, demographic needs, gaps in services/programs, feedback from people with lived experience etc.).
- ✓ Include current and reliable statistical data to support your rationale, including from your own jurisdiction. Statistics/evidence may originate from police reports, academia, journal/scholarly articles and publications (e.g., from Statistics Canada, police reported data) or through local findings as a result of community consultations, a gap analysis, an environmental scan, traditional knowledge, surveys etc.

**Note:** It is important that projects build on the existing support service systems and do not duplicate services already available locally. Consideration should be given to aligning with and leveraging local community safety and well-being (CSWB) planning efforts and supporting initiatives that address priorities identified through the local CSWB plan.

**WORK PLAN and ACTIVITIES (4 points)**

**2) Provide a comprehensive outline of the activities and work plan that will be implemented as part of the project. Explain what work will be done, the activities associated with the work, who will execute the work plan and who will benefit from these activities and how.**

- ✓ Describe in detail the work plan and key activities that will be implemented during the project.
- ✓ Identify how the work plan and each of the activities relate to the priority(ies) you choose to implement (domestic violence, human trafficking, hate crimes, gender-based violence, cyber crime, etc.). What work will be done?
- ✓ Provide an explanation of the activities that will be implemented and who will benefit from the activities and how.
- ✓ Explain how the proposal is responsive to any unique community needs.

**MULTI-SECTORAL COLLABORATION AND PARTNERSHIPS (3 points)**

**3) List the agencies/organizations/Indigenous communities that will be involved in the project. In the table provided in the application (see below for reference), please provide applicable information to describe the organizations you will be collaborating with.**

**Note:** Applicants are required to collaborate with at least one (1) agency/organization from a different sector. All partners/organizations/Indigenous communities must provide a letter of commitment that confirms the nature of the collaboration and what role they will have in the development and/or delivery of your project.

Partner/Organization/Community	Sector	Role	Value	Contact Info

- ✓ **Partner/Organization/Community:** Indicate the name of the agency/organization(s) and/or Indigenous community that will be involved with the delivery of the project.
- ✓ **Sector:** Based on the following list of six (6) sectors, identify the sector(s) to which the partner/organization/Indigenous community has expertise in: justice, housing, education, health/mental health, community and social services, and children and youth services.
- ✓ **Role:** Outline each partner/organization/community’s role in carrying out the project, including what activities they will implement (e.g., providing referrals, assisting in organizing community events).

- ✓ **Value:** Explain the value that each partner/organization/community brings to the project (e.g., expertise/resources/skills/etc.) and how they will each enhance the ability to carry out the project (e.g., why they are best positioned to fulfill their specified role).
- ✓ **Contact Information:** Provide the primary contact information for each partner/organization/community.

### **OUTCOMES AND PERFORMANCE INDICATORS (4 points)**

- Complete the chart outlined in the application. Please refer to the Outcomes and Performance Measures section of these Guidelines for more details.

### **BUDGET (3 points)**

**4) Using the budget sheet provided, clearly itemize all expenditures associated with the project (this may include budget items to support project partners, if applicable). Eligible costs are budget items directly related to the project. All costs funded by the ministry should be reasonable and necessary for the project's successful completion and implementation.**

- ✓ Clearly describe the need/use for the items that require ministry funding in **detail**.
- ✓ Budget items without an associated explanation may not be funded.
- ✓ Only 10 per cent of the funding requested from the ministry may be used to pay external consultants (see Eligible Budget Items below).
- ✓ Should you require funding for personnel, a description of the duties and responsibilities for the position is required.

#### **Eligible Budget Items:**

*\*When developing the project budget, financial support for project partners, community agencies and Indigenous communities should be integrated into the budget and clearly outlined where appropriate.*

- Project staff and contractual work, including overtime (capped at **40 per cent** of overall ministry requested amount): funding for project staff, overtime and contractual work for the project and for the duration of the contract term only.
  - **Note:** The above does not apply towards consultants which is capped at **10 per cent** of overall ministry requested amount.
- Education/training: training of law enforcement, support personnel, and community members. Examples may include costs associated with providing a trainer, meals, transportation and other travel costs, etc.
  - **Note:** This includes providing compensation for participants for their involvement with the delivery of training (e.g., providing an honorarium for facilitators and guest speakers with lived experiences).
- Equipment and other operating project costs: equipment costs may include laptop/printer/desktop, rental costs, etc.

- Administration and other: administration/other costs may include cell/monthly costs, internet, office expenses, supplies, etc.

**What is NOT Eligible** (i.e., the grant will not cover expenses related to the items outlined below):

- Police officer's salaries and benefits.
- Funding that requests offsetting current policing operating budgets, for example officer equipment and supplies that are not related to the project.
- Out of province travel. **However, the ministry may consider covering the cost of the course/training itself (i.e., registration) but not the costs associated with the travel (i.e., transportation and food).**
- Facial recognition technology.
- Body-worn cameras.

## CONTRACTUAL AGREEMENT

As a requirement of providing funding, the ministry will enter into a Transfer Payment Agreement (TPA) with the respective police service board or municipality. Once the TPA is signed, the funds will be disbursed based on the reporting/payment schedule outlined in the TPA. The project funds must be used for the purposes described in the application and according to the terms of the TPA.

Standard government procedures regarding grants (as outlined in the Treasury Board Transfer Payment Accountability Directive) will be followed. The TPA will outline:

- Purpose for which the grant will be used;
- Commitments to be undertaken or specific activities to support the proposal;
- Interim and final reporting requirements and dates;
- Performance measures and evaluation component; and
- Funding disbursement schedule.

## APPLICATION SUBMISSION

All applications must be submitted through TPON as well as to the ministry contacts by email at [Ramanan.Thanabalasingam@Ontario.ca](mailto:Ramanan.Thanabalasingam@Ontario.ca) and [Silvana.Burke@Ontario.ca](mailto:Silvana.Burke@Ontario.ca) **by 4:00 p.m. Eastern Standard Time on November 7, 2024.** Submissions that are late will not be considered for funding.

Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message within five business days. **Please follow up if you do not receive the confirmation.**



**For OPP-policed municipalities:**

- **OPP-policed municipalities submitting applications per OPP detachment must do so through the municipality's account on TPON.**
- **For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team via OPP.Grant.Support.Team@OPP.ca prior to submission in TPON.**

More details on the application process, including accessing the application and applying through TPON, are outlined in Appendix B.

## MINISTRY CONTACT

If you have any questions regarding the VSG or these guidelines, please contact Ram Thanabalasingam at (647) 532-8128 or by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana Burke at (647) 532-8246 or by email at Silvana.Burke@Ontario.ca.

## APPENDIX A: Glossary of Terms

This section includes a list of words used in the VSG guidelines or words that may be helpful when planning your project. The purpose of the definitions in this section is to provide clarity in the context of the VSG guidelines only and is not meant to be all-encompassing or definitive definitions. Additional resources are provided as supplementary information.

### **Agency**

Community organizations (e.g., service provider, non-profit, charitable organization, social services organization) that provide a particular service or program that include servicing victims and survivors of intimate partner violence or human trafficking.

### **Collaboration**

Collaboration is a process where police services and agencies, communities, groups and individuals work together and share a common purpose. These relationships are mutually beneficial and involve co-development of an initiative, including design, delivery and implementation.

Collaborators generally need to gain something from the process. The intent is that through collaboration each entity will be stronger, more resilient and efficient, including:

- have a unified voice to influence policy and bring change
- have access to creative, financial, technical and human resources
- limit duplication
- share knowledge
- be able to accomplish more
- be mutually beneficial

### **Intimate Partner Violence**

The use of physical or sexual force, actual or threatened, in an intimate relationship at any time in a relationship, including after the relationship has ended and regardless of whether the partners live together or whether they are sexual intimate with one another. These acts of violence are often committed in a context where there is a pattern of assaultive and controlling behaviour. This violence may include physical assault, and emotional, psychological and sexual abuse. It can include threats to harm children, other family members, pets and property. The violence is used to intimidate, humiliate or frighten victims, or to make them powerless. Intimate partner abuse may include a single act of abuse. It may also include a number of acts which may appear minor or trivial when viewed in isolation, but collectively form a pattern that amounts to abuse.

Intimate relationships include those in heterosexual or 2SLGBTQQIA relationships (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex and Asexual persons). These relationships vary in duration and legal formality, and include current and former dating, common-law and married couples. See definition of 2SLGBTQQIA.

Additional resource: <https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2021001/article/00003-eng.pdf?st=vBRdsmNa>

### **Domestic Violence**

Domestic violence is a pattern of behaviour used by one person to gain power and control over another person with whom they have or previously had an intimate relationship and can include:

- physical violence with the use of hands, objects, or weapons
- sexual violence, including threats, intimidation, physical force, or using a position of power for sexual purposes
- emotional abuse, verbal abuse, or psychological intimidation, including threatening to kill a partner, a child, a pet, or livestock
- spiritual abuse, including using to religion to threaten or intimidate, forcing someone to comply with religious beliefs against their will, or preventing someone from practicing their beliefs
- financial abuse, including stealing, controlling finances, forcing a partner to work, or prohibiting a partner from working
- harassment and stalking, including monitoring a partner's activities online, using electronic devices to watch or control them, following them, or consistently invading their privacy
- cyber-violence, including image and video sharing without consent, taking pictures or video without a person's consent, online bullying, harassment, unwanted sexting, and hate speech

### **Human Trafficking**

Human trafficking, also referred to as trafficking in persons, can include recruiting, harbouring, or controlling a person's movements using force, physical or psychological coercion, or deception. Human trafficking takes various forms, and is often for the purposes of forced, labour or sexual services.

Human Trafficking is conduct described in sections 279.01, 279.011, 279.02 and 279.03 of the *Criminal Code* (Canada), without regard to the interpretive rules set out in section 279.04 of that Act, and not requiring a charge or conviction under any of those sections.

### **Child Exploitation**

Child exploitation refers to any situation in which a child is being used, manipulated, or taken advantage of for the benefit of another person or group. It can take many different forms, including sexual exploitation, forced labor or slavery, trafficking, and participation in armed conflict or other dangerous activities.

### **Gender-based Violence (GBV)**

GBV is not limited to physical violence and can include any word, action, or attempt to degrade, control, humiliate, intimidate, coerce, deprive, threaten, or harm another person. GBV can take many forms including cyber, physical, sexual, societal, psychological, emotional, and economic. Neglect, discrimination, and harassment can also be forms of GBV.

### **Partner(ship)**

For the purposes of the guidelines, "Partner" is not intended to refer to Intimate Partner Violence.

"Partners" are police services, communities and agencies that work regularly together, and have a mutually beneficial and strong working relationship. See definition of Collaboration.

Partnership involves a respectful and mutually beneficial relationship between police services, local organizations, agencies, Indigenous-led organizations and/or Indigenous communities. A partnership should be negotiated and agreed upon with respect to every new initiative and changes that occur in any context.

### **Sector**

A distinct group of entities that provide similar services, programs, supports or have a similar mandate of serving a particular population. Six sectors identified for the purposes of the VSG, include: justice, housing, education, health/mental health, community and social services and children and youth services.

### **Situation Tables**

A Situation Table consists of a regular meeting of frontline workers, from a variety of human services agencies and sectors, who work together to identify individuals, families, groups or locations that are at an acutely elevated risk of harm (as recognized across a broad range of

service providers) and customize multi-disciplinary interventions which mitigate those risks. It is a type of multi-sectoral risk intervention model that consists of human service providers and workers from different sectors working together to provide an immediate, coordinated and integrated response to address complex situations facing individuals and/or families.

In Ontario, Situation Tables are locally driven initiatives that adapt to the needs and assets of their own catchment area, as well as the policies, practices and preferences of its partnering agencies/organizations.

### **Survivor**

An individual who has experienced, is experiencing, or at risk of experiencing intimate partner violence, human trafficking, or other forms of violence, and may have started a healing journey to recover and rebuild their lives. This term can refer to an individual who may wish to be referred to as a “person with lived experience” or “someone who has experienced violence”.

“Survivor” may be preferred to “victim” as it reflects the reality that many individuals who experience violence are able to live beyond the violence, they experienced rather than permanently being defined by traumatic events in the past. The term “survivor” refers to those who have experienced violence, recognizing that using the term survivors is not a demand on people to “hurry up and heal”. This assumes that the healing journey is a linear and one-way process rather than capturing the complexity of the healing process.

It is important to recognize that:

- exiting may not be a linear process and may instead take multiple attempts;
- survivorship and victimization are not mutually exclusive terms or experiences;
- individuals who have experienced abuse, violence, and/or exploitation may prefer one term over another to describe their experiences;
- not all victims and survivors enter or are engaged in the legal system.

*Please note: The experience of abuse, violence, and/or exploitation does not define an individual’s identity and for some, avoiding labels such as “victim” or “survivor” is important to their healing. One term may not work for everyone. See definition of Victim.*

### **Trauma-informed**

A trauma-informed framework or approach recognizes the widespread impact of trauma and understands potential paths for recovery. This can include: an awareness of the prevalence of violence and trauma; an understanding of trauma’s impact on physical, emotional and mental health; an understanding that current programs, policies or service delivery systems can retraumatize individuals and seeks to reduce the risk of re-traumatization. It recognizes that experiences of violence can also be systemic and that for many marginalized populations, discrimination and systemic violence are everyday experiences. As such, it essential that a trauma-informed approach or framework address: racism, colonialism and homo/transphobia.

Trauma-informed policies and practices recognize the connections between violence, trauma, negative health outcomes and behaviours. These approaches increase safety, control and resilience for people who are seeking services in relation to experiences of violence and/or have a history of experiencing violence.

The goal of a trauma-informed approach is to support healing in a manner that is welcoming and appropriate to the needs of those affected by trauma.

### **Victim**

An individual who has suffered or is suffering physical or emotional harm, property damage, or economic loss because of intimate partner violence, human trafficking, or other forms of violence.

A victim can be an individual who is still in a human trafficking or intimate partner violence situation, or an individual who has exited an intimate partner violence or human trafficking situation.

It is important to recognize that:

- exiting may not be a linear process and may instead take multiple attempts;
- survivorship and victimization are not mutually exclusive terms or experiences;
- individuals who have experienced abuse, violence, and/or exploitation may prefer one term over another to describe their experiences;
- not all victims and survivors enter or are engaged in the legal system.

The term “victim” is defined in certain legislation, such as the *Criminal Code*, the *Victims’ Bill of Rights (Ontario)* and *Canadian Victims Bill of Rights* and is used in relation to that legislation.

*Please note: The experience of abuse, violence, and/or exploitation does not define their identity and for some, avoiding labels such as “victim” or “survivor” is important to their healing. One term may not work for everyone. See definition of Survivor.*

### **Violence Against Women (VAW)**

In addition to acts of physical violence, this term can also be used to refer to the intentional and systematic use of tactics to establish and maintain power and control over a woman’s thoughts, emotions beliefs and behaviours.

The United Nations (UN) defines violence against women as “any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivations of liberty, whether occurring in public or private life.”

Examples of VAW agencies may include shelters, counselling and family services, sexual assault centres and service providers for survivors of domestic violence/human trafficking.

## APPENDIX B: Registering your Organization in Transfer Payment Ontario

Transfer Payment Ontario is the Government of Ontario's online transfer payment management system. It provides one window access to information about available funding, how to submit for Transfer Payment (TP) funding and how to track the TP status of your submission.

### Getting Started

- **NOTE:**
  - Effective April 17, 2023: TPON changed the way you access Transfer Payment Ontario. You will need to Create a My Ontario Account for the first time if you have not done so already.
  - For more information: See the [Creating a My Ontario Account guide](#) and [video](#).
- All organizations must be registered with Transfer Payment Ontario to submit the intake form to request funding for this TP program.
  - The form must be submitted online through Transfer Payment Ontario.
- **For both existing and new users to TPON:** please use the link below to gain access to the Government of Ontario's online transfer payment management system.
  - [\*\*Transfer Payment Ontario\*\*](#)

**NOTE:** Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

### Technical Support

Transfer Payment Ontario Client Care support for external users is available from Monday to Friday 8:30 a.m. to 5:00 p.m., except for government and statutory holidays, at:

- Toll-free: 1-855-216-3090
- TTY: 416-325-3408
- Toll-free TTY: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

**NOTE: ALL APPLICATIONS MUST BE SUBMITTED ONLINE AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED IN THESE GUIDELINES.**

**Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message within five business days. Please follow up if you do not receive the confirmation.**

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Nominations for the 2024/25 Attorney General's  
Victims Services Awards of Distinction**

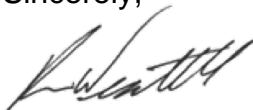
<b>DATE OF ISSUE:</b>	<b>October 4, 2024</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>November 29, 2024</b>
<b>INDEX NO.:</b>	<b>24-0060</b>
<b>PRIORITY:</b>	<b>Normal</b>

At the request of the Ministry of the Attorney General's Victims and Vulnerable Persons Division, I am sharing a communication to advise that nominations are now being accepted for the 2024/25 Attorney General's Victim Services Awards of Distinction, which will be held in Spring 2025.

For further information, please review the attached memo from Assistant Deputy Attorney General Olha Dobush, Victims and Vulnerable Persons Division, Ministry of the Attorney General. Information on the nomination package, including the nomination form and instructions, are available [online](#). **The deadline for nominations is Friday, November 29, 2024 by 11:59 pm EST.**

If you have any questions regarding the award, please contact the awards' Planning Committee at [AGVSAD@ontario.ca](mailto:AGVSAD@ontario.ca).

Sincerely,



Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

Attachments

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety



**Ministry of the Attorney General**  
Victims and Vulnerable Persons Division

720 Bay Street, 5<sup>th</sup> Floor  
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**Ministère du Procureur général**  
Division des services aux victimes et aux  
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Toronto, ON M7A 2S9

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October 1, 2024

VIA EMAIL

**MEMORANDUM TO:** Kenneth Weatherill  
Assistant Deputy Minister  
Public Safety Division

**FROM:** Olha Dobush  
Assistant Deputy Attorney General  
Victims and Vulnerable Persons Division

**SUBJECT: Attorney General's Victim Services Awards of Distinction -  
Accepting Nominations for the 2024/25 Awards**

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Today, the Attorney General announced that nominations are now being accepted for the 2024/25 Attorney General's Victim Services Awards of Distinction, which will be held in Spring 2025.

This important awards program recognizes exceptional achievements in service to people who have experienced victimization due to crime. It also honours the courageous efforts of individuals who have been personally impacted by crime and are now working to raise the profile of victims' issues in Ontario to help make their communities stronger.

I kindly ask that you please share this information with your Chiefs of Police so deserving individuals and groups may be considered for this award. A copy of the Attorney General's letter launching this year's awards, in English and French, is attached to assist in sharing.

Thank you for your continued support and partnership.

A handwritten signature in black ink that reads "Odobush".

---

Olha Dobush  
Assistant Deputy Attorney General

Attachment

**Attorney General**  
McMurtry-Scott Building  
720 Bay Street  
11th Floor  
Toronto Ontario M7A 2S9  
Tel: 416-326-4000  
Fax: 416-326-4007

**Procureur général**  
Édifice McMurtry-Scott  
720, rue Bay  
11e étage  
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Tél. : 416-326-4000  
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Our Reference Number: M-2024-8295

October 1, 2024

Dear Stakeholders, Service Providers and Communities:

Ontario is committed to supporting victims of crime and creating safer communities across our province. The leadership, expertise and commitment that is shown from local volunteers, organizations and practitioners are essential to ensuring people who have experienced victimization due to crime can access critical supports and services when they need them.

I am pleased to announce that nominations are now being accepted for the 2024/2025 Attorney General's Victim Services Awards of Distinction, which will be held in Spring 2025. **The deadline for nominations is Friday, November 29, 2024, at 11:59 pm EST.**

This important awards program recognizes exceptional achievements in service to people who have experienced victimization due to crime. It also honours the courageous efforts of individuals who have been personally impacted by crime and are now working to raise the profile of victims' issues in Ontario to help make their communities stronger.

Nominations can be made for any eligible individual or organization/group in Ontario:

- individuals who have experienced victimization due to crime\*, their family members, or others personally impacted by crime who have raised the profile of victims' issues in Ontario
- volunteers who offer their time and personal resources to help people who have experienced victimization due to crime
- professional practitioners and paid victim services providers who have gone above and beyond their regular duties while providing support to people who have experienced victimization due to crime
- programs, groups, and organizations that deliver innovative services to people who have experienced victimization due to crime

*\*Crime refers to an offence under the Criminal Code (Canada).*

Please note that the ministry cannot accept self-nominations (for the Individual category) or nominations for:

- persons who are not residents of Ontario\*
- organizations located outside of Ontario\*
- employees of federal, provincial, and municipal governments and sworn police officers
- persons with criminal cases *currently* before the courts (inclusive of sentencing and appeals).

*\*Exceptions may be made for individuals or organizations involved with human trafficking work.*

The nomination package, including the nomination form and instructions, is available on the ministry's [website](#).

You can obtain more information by contacting the awards' Planning Committee at [AGVSAD@ontario.ca](mailto:AGVSAD@ontario.ca).

I would kindly ask you to distribute this information to appropriate members of your community so that deserving individuals and groups may be considered for this award.

Thank you in advance for your participation in this very important initiative.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive style with a long, sweeping underline that extends under the word "Downey".

Doug Downey  
Attorney General

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Israel-Hamas Conflict: Enhanced Patrol Measures for  
Upcoming Anniversary Events**

<b>DATE OF ISSUE:</b>	<b>October 4, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>24-0061</b>
<b>PRIORITY:</b>	<b>High</b>

As police services are aware, October 7 will mark the one-year anniversary of the attack by the terrorist group Hamas on Israel. Following this attack, Israel declared a state of emergency and war against Hamas and other terrorist groups, including the Iran-backed militant group Hezbollah.

Since October 7, 2023, countless pro-Palestinian and pro-Israeli demonstrations have occurred in Ontario, and across Canada. While events have been mainly peaceful, Ontario has seen instances of tensions, disruptions, and criminality; some of which have been hate-related. In recent days leading up to the one-year anniversary, there has been a surge of planned events, rallies, vigils, and counter-protests promoted online and organized for major cities across the province.

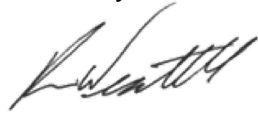
It is possible additional events will be planned or materialize with little or no lead time. Owing to the heightened state of conflict, events may garner a higher number of attendees, incite deep-rooted emotions, and inspire threat actors to mobilize.

The Ministry of the Solicitor General acknowledges the strong relationships that police leaders have forged with religious and other community leaders, which are foundational to community safety and encourages sustained proactive outreach with religious leaders and community partners to promote and maintain public safety during this turbulent time.

In response to community concerns, police services are strongly encouraged to consider enhancing patrols in Jewish communities, as well as cultural centres, synagogues, mosques, schools, and other places of worship and gathering.

Thank you for your urgent consideration and continued efforts to ensure that our communities are protected from hate and intimidation in any form.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill". The signature is fluid and cursive, with a prominent initial "K" and "W".

Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Service Boards

**FROM:** Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **In-Force of Amendments to O. Reg. 347/18  
(Exemptions) under the *Police Record Checks Reform  
Act, 2015***

<b>DATE OF ISSUE:</b>	<b>October 15, 2024</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>January 1, 2025</b>
<b>INDEX NO.:</b>	<b>24-0062</b>
<b>PRIORITY:</b>	<b>Normal</b>

I am sharing a communication to advise of regulatory amendments to [O. Reg. 347/18 \(Exemptions\)](#) made under the *Police Record Checks Reform Act, 2015* that will come into force on January 1, 2025.

For further information on these amendments, please review the attached memo from Assistant Deputy Minister Sarah Caldwell, Strategic Policy Division, Ministry of the Solicitor General (SOLGEN).

If you have any questions, please contact Katherine Ahlberg, Policy Analyst, Policy Development and Collaboration, Strategic Policy Division at [Katherine.Ahlberg@ontario.ca](mailto:Katherine.Ahlberg@ontario.ca) or Susan Galea, Team Lead, Policy Development and Collaboration, Strategic Policy Division at [Susan.Galea@ontario.ca](mailto:Susan.Galea@ontario.ca).

Sincerely,



Ken Weatherill  
Assistant Deputy Minister  
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety

**Ministry of the Solicitor General**

Strategic Policy Division  
Community Safety and Animal Welfare  
Policy Branch

25 Grosvenor Street, 9<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 212-4221

**Ministère du Solliciteur général**

Division des politiques stratégiques  
Bureau du sous-ministre adjoint

25, rue Grosvenor, 9<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 212-4221



**MEMORANDUM TO:** Kenneth Weatherill  
Assistant Deputy Minister  
Public Safety Division

**FROM:** Sarah Caldwell  
Assistant Deputy Minister  
Strategic Policy Division

**SUBJECT:** **Amendments to O. Reg. 347/18 (Exemptions) under the *Police Record Checks Reform Act, 2015***

---

I am writing to request your assistance in notifying the policing community of regulatory amendments that have been made under the *Child, Youth and Family Services Act, 2017* (CYFSA) and the *Intercountry Adoption Act, 1998* (IAA) that establish police record check requirements for the child and youth sector.

Further amendments to [O. Reg. 347/18 \(Exemptions\)](#) made under the *Police Record Checks Reform Act, 2015* (PRCRA) will exempt individuals subject to police record check requirements under the CYFSA or IAA from standard requirements for police record searches prescribed under the PRCRA.

These changes will come into force on January 1, 2025.

**What is the purpose of the amendments to O. Reg. 347/18 (Exemptions) under the PRCRA?**

The amendments to [O. Reg. 347/18 \(Exemptions\)](#) will support new regulatory provisions under the CYFSA and the IAA that specify:

- when and from whom police record checks are required,
- what practices and procedures are to be followed when a check is required,
- the type of information police services will be asked to consider disclosing based on the type of check.

All types of checks governed by the CYFSA and IAA are exempted from the requirements of the PRCRA but are subject to the procedural safeguards contained in sections 0.2 to 0.5 of the Exemptions Regulation.

**Who will be requesting what type of check?**

The CYFSA and IAA regulations include requirements for specific individuals to provide either a Vulnerable Sector Check or a “Broad Record Check” (BRC).



O. Reg. 155/18 under the CYFSA and O. Reg. 200/99 under the IAA specify the type of information that police services will be asked to consider disclosing based on the type of check required under these regulations.

A **Vulnerable Sector Check (VSC)** must include the information that is authorized to be disclosed in a VSC pursuant to the Schedule in the PRCRA.

The list of roles and positions that require a VSC can be found in the table in [section 120 of O. Reg. 155/18 under the CYFSA](#) and [section 17 of O. Reg. 200/99 under the IAA](#).

A **“Broad Record Check” (BRC)** must include the information listed in [section 119 of O. Reg. 155/18 under the CYFSA](#) and [section 16 of O. Reg. 200/99 under the IAA](#).

The list of roles and positions that require a BRC can be found in the table in [section 121 of O. Reg. 155/18 under the CYFSA](#) and [section 18 of O. Reg. 200/99 under the IAA](#).

Note that a BRC is not a new type of police record check under the PRCRA. As permitted under an exemption from O. Reg. 347/18 of the PRCRA, this check may include more information than is generally authorized for disclosure through a VSC, based on police discretion as to the relevance of the information. This could include disclosure of outstanding restraining orders made against the person under specific acts, contact between the person and a police service where there is a written record (unless certain conditions apply), and contact between the person and police service in relation to actions taken against the person under the *Mental Health Act, 1990*.

Please note the above information is not a detailed summary of the regulatory amendments and it is not intended to be used as legal advice. Please consult with legal counsel where required and visit e-Laws to read the official copies of the Acts and regulations.

### **What can police record check providers expect?**

It is anticipated that there will be a higher volume of checks in the first year of implementation with the standardization of police record check requirements within the child and youth sector. In addition, it is anticipated that more frequent checks will be required at regular intervals. Under the MCCSS regulatory requirements, individuals will be required to provide a police record check (either a VSC or BRC) at least every three years where they continue to hold a position.

### **What other information is available to support implementation?**

If members of police services, particularly those with responsibility for administering police record checks, are interested in learning more about these upcoming changes, the Ministry of Children, Community and Social Services will be hosting two virtual information sessions for policing stakeholders:

#### **Information Session #1**

November 6, 2024  
1:00 AM – 2:00 PM

**LINK:**

[https://teams.microsoft.com/l/meetup-join/19:meeting\\_ODQ5ODhiMGMtZGU4Mi00NWY3LTk5ZmQtOWI1ZTczMTNkOWM3@thread.v2/0?context=%7B%22Tid%22:%22cddc1229-ac2a-4b97-b78a-0e5cacb5865c%22,%22Oid%22:%220a56732d-0556-4d2c-971e-b4cc7bfd734a%22%7D](https://teams.microsoft.com/l/meetup-join/19:meeting_ODQ5ODhiMGMtZGU4Mi00NWY3LTk5ZmQtOWI1ZTczMTNkOWM3@thread.v2/0?context=%7B%22Tid%22:%22cddc1229-ac2a-4b97-b78a-0e5cacb5865c%22,%22Oid%22:%220a56732d-0556-4d2c-971e-b4cc7bfd734a%22%7D)

**Information Session #2**

November 13, 2024

1:00 PM – 2:00 PM

**LINK:**

[https://teams.microsoft.com/l/meetup-join/19:meeting\\_NzBkNWlwMGYtYWVlOS00MTM4LWE4MTQtODc2ZmNiNzk1NGJi@thread.v2/0?context=%7B%22Tid%22:%22cddc1229-ac2a-4b97-b78a-0e5cacb5865c%22,%22Oid%22:%220a56732d-0556-4d2c-971e-b4cc7bfd734a%22%7D](https://teams.microsoft.com/l/meetup-join/19:meeting_NzBkNWlwMGYtYWVlOS00MTM4LWE4MTQtODc2ZmNiNzk1NGJi@thread.v2/0?context=%7B%22Tid%22:%22cddc1229-ac2a-4b97-b78a-0e5cacb5865c%22,%22Oid%22:%220a56732d-0556-4d2c-971e-b4cc7bfd734a%22%7D)

For more information, please contact:

Katherine Ahlberg  
Policy Analyst, Strategic Policy Division  
Ministry of Children, Community and Social Services  
[Katherine.Ahlberg@ontario.ca](mailto:Katherine.Ahlberg@ontario.ca)

Or

Susan Galea  
Team Lead, Strategic Policy Division  
Ministry of Children, Community and Social Services  
[susan.galea@ontario.ca](mailto:susan.galea@ontario.ca)

Sincerely,

Sarah Caldwell  
Assistant Deputy Minister  
Strategic Policy Division  
Ministry of the Solicitor General



## Canadian Association of Chiefs of Police

Supporting police professionals through innovative and inclusive police leadership to advance the safety and security of all Canadians.

## Association canadienne des chefs de police

Appuyer les professionnels du secteur policier par un leadership policier novateur et inclusif afin de promouvoir la sûreté et la sécurité de tous les Canadiens.

**CACP/MACP National Police  
Leadership Conference**

**Conférence sur le leadership policier  
de l'ACCP/AMCP**

**APRIL 28 - 30 AVRIL 2025**



(Le message en français suit le texte en anglais.)

### **Navigating Tomorrow:**

### **Leading with Resilience, Innovation, and Well-being**

The CACP welcomes this opportunity to work with the Manitoba Association of Chiefs of Police (MACP) to deliver another impactful event specifically designed for Canada's current and future police leaders. Don't miss out on this chance to invest in yourself and your future.

Here is a preview of some of the session topics and guest speakers who will help take your leadership journey to the next level.



**Meet a Speaker - Ritesh Kotak**

**Cybersecurity and Technical  
Analyst/Lawyer/Media Contributor**

Ritesh Kotak is a licensed lawyer in Ontario and practices in the area of privacy, cybersecurity and emerging technology. He has spoken at the World Internet Conference in China, the NATO-sponsored cybersecurity summit in North Macedonia and the FBI/Major City Chiefs Conference in the United States. Ritesh has dedicated his career to exploring how emerging technology will impact society and will provide insight on how it could affect police operations.



### **Sneak Peek at a Session**

#### **How malicious actors are using social media and AI-created imaging against law enforcement**

Judy Pal will share her valuable insight based on the experience acquired as the founder and CEO of 10-8 Communications, former Assistant Commissioner with the NYPD, Director of Operations for FBI-LEEDA, Chief of Staff with the Baltimore and Milwaukee Police, as well as member of the command staff of the Atlanta, Savannah and Halifax police departments.

[Register Today](#)

[Event Website](#)

[Sponsorship Opportunities](#)

**Le leadership de demain :  
résilience, innovation et bien-être**

L'ACCP est heureuse de pouvoir collaborer avec l'Association manitobaine des chefs de police (AMCP) pour offrir un autre événement percutant conçu spécifiquement pour les cadres policiers actuels et futurs. Ne manquez pas cette occasion d'investir en vous et dans votre avenir.

Voici un aperçu de certains thèmes et conférenciers qui vous aideront à franchir la prochaine étape sur votre parcours de leadership.



**Rencontrez un conférencier - Ritesh Kotak**

**Analyste technique et de la cybersécurité/avocat/contributeur média**

Ritesh Kotak est un avocat agréé en Ontario et exerce dans le domaine de la protection de la vie privée, de la cybersécurité et des technologies émergentes. Il a été conférencier à la Conférence mondiale sur l'Internet en Chine, au sommet sur la cybersécurité parrainé par l'OTAN en Macédoine du Nord et à la conférence FBI/Major City Chiefs aux États-Unis. Ritesh a consacré sa carrière à l'étude de l'impact des technologies émergentes sur la société et offrira un aperçu de la façon dont elles pourraient affecter les opérations de la police.



### **Aperçu d'une session**

#### **Comment les acteurs malveillants utilisent les médias sociaux et l'imagerie conçue par l'IA contre la police**

Judy Pal partagera ses précieuses connaissances fondées sur l'expérience acquise en tant que fondatrice et directrice générale de 10-8 Communications, ancienne commissaire adjointe du service de police de New York, directrice des opérations pour le FBI-LEEDA, chef d'état-major de la police de Baltimore et de Milwaukee, et comme membre de l'équipe de direction des services de police d'Atlanta, de Savannah et d'Halifax.

[S'inscrire](#)

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[Occasions de commandite](#)

STAY CONNECTED





October 31, 2024

**TO: Windsor Police Service Board**  
**FROM: Administrative Director**  
**RE: BOARD POLICIES**

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Attached for the Board's review are policies pursuant to Section 38(2) of the Community Safety and Policing Act: Other policies: In addition to the policies required by subsection (1), a police service board may establish policies respecting any other matters related to the police service or the provision of policing.

Included on today's agenda are new and existing policies that have been updated to reflect the name and sections of the new CSPA and/or Adequacy Regulations. These include:

- (a) Accessibility Standards for Customer Service
- (b) Quality Assurance and Audits
- (c) Framework for Strategic/Business Planning
- (d) Appointment of Special Constables Employed by the Board
- (e) Appointment of Special Constables – Special Constable Employers
- (f) Administration of Complaints – Special Constables Employed by the Board
- (g) Internal Complaints – Special Constables
- (h) Appointment of Auxiliaries and Volunteers
- (i) Child Abuse and Neglect
- (j) Child Pornography - Internet
- (k) Active Attacker Incidents
- (l) Extreme Incident Response
- (m) Victims' Assistance
- (n) Canine Units
- (o) Youth Crime
- (p) Domestic and Family Violence
- (q) Use of Force and Weapons
- (r) Community Based Crime Prevention
- (s) Community Patrol

Additional policies, as they are prepared or updated, will be included on future WPSB agendas.





# **WINDSOR POLICE SERVICE BOARD**

## **POLICY**

Policy Name: <b>ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE</b>		Policy Number: <b>A-001</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>Every 5 years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>NEW</b>	Reporting: <b>Chief to make annual report to the Board by August 30th</b>	Next Review Date: <b>November 2029</b>

### **1. PREAMBLE:**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS the Accessibility for Ontarians with Disabilities Act (“AODA”) was enacted into law by the Provincial Government in 2005 to ensure the development, implementation, and enforcement of accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025;

1.4 AND AS the Accessibility Standards for Customer Service Regulation 429/07 (ASCS) is the first of five sets of standards to be issued by the Provincial Government in support of the AODA;

1.5 AND AS the O. Reg. 429/07 (ASCS) establishes accessibility standards for customer service and applies to every designated public sector organization, and to every other person or organization that has at least one employee in Ontario and that provides goods or services to members of the public or other third parties;

1.6 AND AS Section 1 of the Ontario Human Rights Code, c. H. 19 states that, “Every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.”

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Assistive Devices” include, but are not limited to, auxiliary aids such as communication aids, cognition aids, personal mobility aids and medical aids (i.e. canes, crutches, wheelchairs, or hearing aids);

2.3 “Board” means the Windsor Police Service Board;

2.4 “Chief” means the Chief of the Windsor Police Service;

2.5 “Disability” is defined as prescribed in the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 and the Human Rights Code, R.S.O. 1990, c. H. 19, as follows:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or in a wheelchair or other remedial appliance or device,
- b) a condition or mental impairment or a development disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;

2.6 “WPS” means the Windsor Police Service;

2.7 “Service Animals” are defined as prescribed in the Accessibility Standards for Customer Service, O. Reg. 429/07, as follows: “An animal is a service animal for a person with a disability:

- 1. If it is readily apparent that the animal is used by the person for reasons relating to their disability; or

2. If the person provides a letter from a recognized health care professional confirming that the person requires the animal for reasons relating to the disability;”

2.8 “Support Persons” means, in relation to a person with a disability, another person who accompanies them to help with communication, mobility, personal care or medical needs or with access to goods or services.

### **3. POLICY:**

3.1 The Board is committed to providing equal treatment to people with disabilities with respect to the use and benefit of services, programs and goods provided by the Windsor Police Service, in a manner that respects their dignity and that is equitable in relation to the broader public.

3.2 It is therefore the policy of the Board that the Chief of Police develop procedures and practices which address integration, independence, dignity, and equal opportunity, in compliance with the requirements of the Accessibility Standards for Customer Service, O. Reg. 429/07 made under the Accessibility for Ontarians with Disabilities Act, 2005.

### **4. APPLICATION AND SCOPE:**

4.1 This Policy applies with the necessary modifications to Police Service Board members and staff, and to all employees of the Windsor Police Service, auxiliary members, volunteers, and third-party contractors and agents.

### **5. DIRECTION TO THE CHIEF:**

#### **5.1 PROCEDURES**

5.1.1 The Chief shall establish written procedures and processes that incorporate the following principles and provisions listed in Section 5.2.

#### **5.2 PRINCIPLES**

5.2.1 The Chief shall ensure that the services, programs, and goods provided by the WPS to people with disabilities shall be done in a manner that:

- (a) accommodates disability-related needs by modifying the delivery of services, programs and goods to make them accessible to persons with disabilities;
- (b) reflects the principles of dignity and independence;
- (c) seeks to provide integrated services; and
- (d) provides equal opportunity to obtain, use or benefit from the programs, goods, and services.

#### **5.3 ASSISTIVE DEVICES**

5.3.1 The Chief shall ensure that WPS employees, auxiliary members, volunteers, and third-party contractors accommodate the use of personal assistive devices. If a

person with a disability requires assistive devices to access goods or services of the WPS, they are allowed to use such devices.

#### 5.4 GUIDE DOGS AND SERVICE ANIMALS

5.4.1 The Chief shall ensure that if a person with a disability is accompanied by a guide dog or other service animal, the WPS will permit the person to enter the premises with the animal and keep it with them, unless the animal is otherwise excluded by law from the premises. If the service animal or guide dog is excluded by law from the premises, the WPS will look to other measures to enable the person with a disability to obtain, use or benefit from the WPS goods and services.

#### 5.5 SUPPORT PERSONS

5.5.1 Where a person with a disability accessing WPS goods or services is accompanied by a support person, WPS employees, auxiliary members, volunteers, and third-party contractors shall ensure that both persons are permitted to enter the premises together and shall ensure that the person with a disability can access the support person while on the premises.

#### 5.6 ADMISSION FEES

5.6.1 If the WPS charges an admission fee in connection with a support person's presence at an event or function, the WPS shall ensure that notice is given in advance about the amount, if any, that is payable in respect of the support person accompanying a person with a disability.

#### 5.7 COMMUNICATIONS

5.7.1 When communicating with a person with a disability, WPS employees, auxiliary members, volunteers, and third-party contractors shall do so in a manner that respects the person's disability.

5.7.2 Upon request, any documents required to be provided to a person with a disability pursuant to Section 9 (1) of Regulation 429/07 shall be provided in a format which considers the person's disability.

#### 5.8 NOTICE OF TEMPORARY SERVICE DISRUPTION

5.8.1 If there is a disruption in the availability of facilities, services or goods used by persons with disabilities, the WPS shall give notice to the public of the reason for the disruption, the date(s) of disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

5.8.2 Such notice shall be posted in a conspicuous place on the premises of the WPS or provided by other reasonable methods in the circumstances.

5.8.3 If the temporary disruption is anticipated, the WPS will provide reasonable amount of advance notice of the disruption. If the temporary disruption is unexpected, notice will be provided as soon as possible.

5.8.4 A document shall be prepared that sets out the steps to be taken in conjunction with a disruption and upon request, shall be given to any person.

## 5.9 TRAINING

5.9.1 All Police Service Board members and staff, WPS employees, auxiliary members, volunteers, and contractors who deal with the public on behalf of the WPS shall receive training on accessible customer service. Training shall include information about the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 and the requirements of the Accessibility Standards for Customer Service, O. Reg. 429/07 as they pertain to the WPS.

5.9.2 Training records shall be maintained, including dates when training is provided and the number of employees, volunteers, and others where applicable who received training.

5.9.3 A document describing the training policy shall be prepared that includes a summary of the contents of the training and details of when the training is to be provided.

5.9.4 Third-party contractors shall be required to demonstrate to the WPS that they are following the AODA Customer Service Standards training before services are procured.

## 5.10 FEEDBACK

5.10.1 The Chief shall ensure that a process is established in accordance with the Accessibility Standards for Customer Service Regulation for receiving and responding to feedback about the way the Windsor Police Service provides goods or services to persons with disabilities, and that information shall be made readily available to the public.

## 5.11 DOCUMENTATION

5.11.1 Notice shall be given to persons to whom the WPS provides goods or services that documents required by the Accessibility Standards for Customer Service Regulation are available upon request.

5.11.2 Documentation requested shall be given in a format that considers the person's disability.

**6. REPORT TO THE BOARD:**

6.1 The Chief shall make an annual written report to the Board each year in respect of Accessibility Standards for Customer Service. The report shall include:

(a) a summary of the written procedures concerning Accessibility Standards for Customer Service; and

(b) confirmation of WPS compliance with said procedures.

**7. IMPLEMENTATION.**

7.1 This Policy shall come into force on November 1, 2020.

**ADOPTED AND PASSED THIS 31st day of October 2024**

**WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: <b>Quality Assurance and Audits</b>		Policy Number: <b>A-002</b>
Responsible Manager: <b>Administrative Director</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>NEW</b>	Reporting: <b>Chief – Annual Report to WPSB</b>	Next Review Date: <b>November 2027</b>

### 1. PREAMBLE:

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS O. Reg. 392/23: Adequacy and Effective Policing (General) (“the Adequacy Regulation”) prescribes standards for adequacy and effectiveness of police services;

1.4 AND AS Section 23 of the Adequacy Regulation requires every Police Service Board and Chief of Police to implement a quality assurance process relating to the provision of adequate and effective policing and compliance with the CSPA and the Regulations;

1.5 AND AS the Board deems it expedient to enact this Policy to ensure that the delivery of policing services by the Windsor Police Service complies with the said Act, and Regulations.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

**2. DEFINITIONS:**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Member” means a member of the Windsor Police Service; and

2.5 “Service” means the Windsor Police Service.

**3. POLICY:**

3.1 The cornerstone of effective policing lies in the adherence to clearly defined processes and procedures, coupled with vigilant leadership oversight to ensure their adherence, review, and necessary updates. With a steadfast dedication to accountability and efficacy, the Board is unwavering in its commitment to ensuring the implementation and meticulous execution of a comprehensive quality assurance program within the Windsor Police Service. This approach serves as a proactive measure to mitigate risks and propel the attainment of defined operational objectives.

**4. DIRECTION TO THE CHIEF:**

4.1 The Chief of Police shall:

4.1.1 ensure that all practices related to quality assurance and audit functions are in accordance with statutory requirements and generally accepted principles and standards for the professional practice of internal auditing;

4.1.2 establish an internal audit capability for the Police Service and ensure that appropriate resources are provided to the Members performing the function;

4.1.3 ensure that Police Members involved in audit processes have the knowledge, skills and abilities required to perform the duties required, and that adequate training and education are provided to members to enable them to fulfill their responsibilities;



4.1.4 develop an internal audit work plan, on an annual basis, based on risk assessment and operational priorities, that identifies potential audit projects to be performed during the calendar year and provide a copy of the plan to the Board;

4.1.5 present to the Board a consolidated report summarizing the results of the previous year's audits, including any audits conducted externally;

4.1.6 inform the Board, as required, of any audit results that may require the immediate attention of the Board.

**5. REPORTING REQUIREMENTS:**

5.1 The Chief of Police shall submit a report to the Board annually demonstrating compliance with this Policy.

**6. IMPLEMENTATION:**

6.1 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**THE WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **WINDSOR POLICE SERVICE BOARD**

### **POLICY**

<b>Policy Name: FRAMEWORK FOR STRATEGIC/BUSINESS PLANNING</b>		<b>Policy Number: A-003</b>
<b>Responsible Manager: Administrative Director WPSB</b>	<b>Review Schedule: 3 Years</b>	<b>Effective Date: November 1, 2024</b>
<b>Repeals: AR-AI001, November 28, 2013; April 26, 2001</b>	<b>Reporting: Chief annual report to the Board as per Section 9</b>	<b>Next Review Date: November 2027</b>

#### **1. PREAMBLE**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS Section 39 of the CSPA provides that a Police Service Board shall in accordance with the regulations, if any, prepare and adopt a Strategic Plan for the provision of policing;

1.4 AND AS Part AI-001 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and Members relative to the legislative framework and model for strategic planning.

#### ***THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:***

#### **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Member” means a member of the Windsor Police Service;

2.5” Ministry” means the Ministry of the Solicitor General;

2.6 “Municipal Council” means the Municipal Council of the City of Windsor;

2.7 “Service” means the Windsor Police Service.

### **3. POLICY**

3.1 The Board and the Windsor Police Service are committed to providing quality policing to the citizens of City of Windsor. The development of a sound Strategic/Business Plan that reflects the needs of our communities and of the Windsor Police Service is fundamental to the effective delivery of adequate and effective policing, and it is therefore the policy of the Board to establish a framework for strategic planning that is consistent with the guidelines provided by the Ministry of Solicitor General and in accordance with Section 39 of the CSPA and this Policy.

### **4. STRATEGIC/BUSINESS PLAN**

4.1 The Board shall develop a Strategic/Business Plan every three years in accordance with Section 39 of the CSPA and this Policy.

The Strategic/Business Plan shall address at least the following matters:

1. How the Police Service Board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area.
2. The objectives, priorities, and core functions of the Police Service.
3. Quantitative and qualitative performance objectives and indicators of outcomes relating to:
  - (i) the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
  - (ii) community satisfaction with the policing provided;
  - (iii) emergency calls for service;
  - (iv) violent crime and clearance rates for violent crime;
  - (v) property crime and clearance rates for property crime;
  - (vi) youth crime and clearance rates for youth crime;
  - (vii) police assistance to victims of crime and re-victimization rates;
  - (viii) interactions with persons described in paragraphs 4 and 5 of this subsection;
  - (ix) road safety; and
  - (x) any other prescribed matters.

4. Interactions with,

- (i) youths;
- (ii) members of racialized groups; and
- (iii) members of First Nation, Inuit, and Métis communities.

5. Interactions with persons who appear to have a mental illness or a neurodevelopmental disability.

6. Information technology.

7. Resource planning.

8. Police facilities.

9. Any other prescribed matters.

(1) The Strategic/Business Plan must also provide an overview of the consultations that were conducted under subsection (3) and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the Plan. 2019, c. 1, Sched. 1, s. 39 (2).

(2) In preparing or revising the Strategic/Business Plan, the Police Service Board shall consult with:

- (a) Chief of Police;
- (b) the municipal council of any municipalities in the Board's area of policing responsibility;
- (c) the Band Councils of any First Nations in the Board's area of policing responsibility;
- (d) groups representing diverse communities in the Board's area of policing responsibility;
- (e) school boards, community organizations, businesses, and members of the public in the Board's area of policing responsibility;
- and
- (f) any other prescribed persons, organizations, or groups. 2019, c. 1, Sched. 1, s. 39 (3).

(4) In preparing or revising the Strategic/Business Plan, the Police Service Board shall consider, at a minimum,

- (a) the results of the consultations conducted under subsection (3);
- (b) any community safety and well-being plans adopted by the municipalities or First Nations that are in the Board's area of policing responsibility; and
- (c) the needs of members of the diverse communities in the Board's area of policing responsibility, including the needs of members of racialized groups and of First Nation, Inuit, and Métis communities. 2019, c. 1, Sched. 1, s. 39 (4).

(5) The Police Service Board shall review and, if appropriate, revise the Strategic/Business Plan in accordance with the regulations, if any, at least once every four years. 2019, c. 1, Sched. 1, s. 39 (5).

6) The Police Service Board shall publish the Strategic/Business Plan on the Internet in accordance with the regulations made by the Minister, if any.

## **5. DIRECTION TO CHIEF**

### 5.1 Procedures

The Chief shall develop and implement procedures that are consistent with the requirements of the CSPA that provides a co-operative framework for strategic/business planning to achieve our legislative responsibilities and respond to community concerns.

## **6. ROLES & RESPONSIBILITIES**

### 6.1 Police Service Board

The Board has the powers and responsibilities set out in the recitals and in sections 3 and 4 above. The practical effect of these legislative powers and responsibilities is that the Board develops and approves the process for strategic planning, monitors the consultation process, leads and participates in external consultations and environmental scanning; implements the external consultation process in order to obtain input from the business community, municipal councils, school boards and the public at-large; ensures data is analyzed and issues identified; participates in planning discussions and identifies policing priorities collaboratively with the Chief of Police; weighs costing factors and approves action plans and funding estimates; shares expectations regarding the success indicators and milestones; and reviews and assess reports from the Chief of Police.

### 6.2 Chief of Police

The Chief of Police has authority to make the operational and administrative decisions required to operate the Police Service. The role of the Chief of Police in connection with strategic planning policy role is to ensure implementation of this policy; to undertake internal consultation and organizational review; to analyze data and bring issues forward to the Board; to participate in planning discussions and identify policing priorities collaboratively with the Board; to estimate costs to identified priorities and goals and participate in funding allocation discussions; to provide the Board with details of agreed to policing priorities; and to prepare regular and annual reports.

## **7. PROTOCOL**

7.1 The Board shall enter into a protocol with the City of Windsor that sets out the dates by which the Strategic/Business Plan should be provided to Municipal Council, the responsibility for making it public, and if Municipal Council chooses, jointly determining and participating in the consultation process for the development of the Strategic/Business Plan, in accordance with Section 39 of the CSPA and this Policy.

## **8. FRAMEWORK FOR STRATEGIC/BUSINESS PLANNING**

### **8.1 STRATEGY FOR STRATEGIC/BUSINESS PLANNING**

8.1.1 The Board, in consultation with the Chief, will prepare a strategy for the development of a Strategic/Business Plan that is consistent with the requirements of Section 39 of the CSPA.

8.1.2 The strategy referred to in subsection 8.1.1. above for the development of a Strategic/Business Plan will include consultation on:

- a. an environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
- b. the results achieved by the Service in relation to the Strategic/Business Plan currently in effect;
- c. a summary of the workload assessments and service delivery evaluations undertaken during the existing Strategic/Business Plan cycle;
- d. the Board's proposals with respect to the Service's objectives, core business and functions, and performance objectives and indicators for the functions set out in O. Reg. 392/23: Adequate and Effective Policing (General); and
- e. the estimated cost of delivering adequate and effective police services to meet the needs in the draft Strategic/Business Plan.

### **8.2 PERFORMANCE OBJECTIVES**

8.2.1 The Board, in consultation with the Chief, will consider the following factors when developing performance objectives:

- a. the Service's existing and/or previous performance and estimated costs;
- b. crime, calls for services and public disorder analysis and trends, and other social, demographic and economic factors that may impact on the community;
- c. the type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;
- d. the availability of measurements of assessing the success in achieving the performance objectives; and
- e. community expectations, derived from the consultation process, community satisfaction surveys and victimization surveys.

### 8.3 INFORMATION TECHNOLOGY

8.3.1 The Board, in consultation with the Chief, will include in the Strategic/Business Plan an information technology plan that:

- a. is based on an evaluation of the Service's information technology needs, including its capacity to electronically share information with other agencies, organizations and community groups;
- b. requires periodic review of key business processes, practices and related technology to identify possible changes that may reduce the administrative workload of front-line officers; and
- c. addresses information technology acquisition, updating, replacement and training.

### 8.4 POLICE FACILITIES

8.4.1 The Board, in consultation with the Chief, will include in the Strategic/Business Plan, a police facilities plan that, at minimum, ensures that the Service maintains one or more police facilities that are accessible to the public during normal working hours, and that during all other hours, the public has telecommunications access to a communications centre.

8.4.2 The Chief will implement a resource planning methodology that is either automated or manual and which takes into account the Strategic/Business Plan and existing demands for service.

### 8.5 COMMUNICATION OF STRATEGIC/BUSINESS PLAN

8.5.1 The Board, in consultation with the Chief, will establish a process, with Municipal Council, for the communication of the Strategic/Business Plan to:

- a. Members; and
- b. Members of the public. The Board's approved Strategic/Business Plan will be provided to Members of City Council in accordance with the Protocol for the Sharing of Information Between the Windsor Police Service Board and The City of Windsor as referred to in subsection 7.1

8.5.2 The Chief of Police will ensure the Strategic/Business Plan is communicated to all members of the Windsor Police, and that it is available to the public on the Windsor Police web site.

### 8.6 COST PROJECTIONS

8.6.1 The Chief shall ensure that the Strategic/Business Plan includes the operating and capital budgets and estimated cost projections for implementing the Strategic/Business Plan for each year that the plan covers.

## 9. REPORT TO THE BOARD

9.1 The Chief shall provide the Board with an annual report of each year. The report shall contain:

a. whether police facilities:

- i. meet or exceed provincial building and fire codes;
- ii. have sufficient space for the efficient organization of offices and equipment;
- iii. are adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
- iv. have lockers, separate change areas, if Members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
- v. have appropriate security measures and communications;

b. whether or not Members have available:

- i. appropriate and secure working, records and equipment storage space; and
- ii. separate or private areas for interviewing purposes;

c. whether the Service's lock-up facilities meet the following requirements:

- i. the minimum cell size is 7' x 4.6" x 7' high;
- ii. Fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
- iii. smoke and heat detectors are installed in the lock-up area;
- iv. toilet facilities are provided in each lock-up;
- v. no unsafe conditions exist, including means of attaching ligatures;
- vi. first aid equipment, including airway devices for mouth-to-mouth resuscitation, are readily available;
- vii. lock-ups are separate from public view;
- viii. confidential interviews with legal counsel can be accommodated;
- ix. a proper area for prisoner processing is provided;
- x. cell keys are in a secure location and master or duplicate keys are readily available;
- xi. the area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
- xii. compliant with the Service's policy and procedures with respect to communicable diseases; and
- xiii. a means of constantly communicating with the main desk area and/or the communications centre is available;

d. a comparison of cost projections for the Strategic/Business Plan to actual cost for the year;



e. a report on any other matter contained in the Strategic/Business Plan that has changed;

9.2 At least once every strategic planning cycle, the Chief shall undertake and report back on workload assessments and service delivery evaluations for the following areas:

- a. crime prevention;
- b. law enforcement, including separate assessments and evaluations for the Service's community patrol, communications and dispatch, crime analysis, criminal intelligence, criminal investigation and investigative supports functions;
- c. providing assistance to victims;
- d. public order maintenance; and
- e. emergency response services in accordance with subsection 9 (1) of O. Reg. 392/23: Adequate and Effective Policing (General).

**10. IMPLEMENTATION**

10.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-AI001, November 28, 2013; April 26, 2001 or any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed on October 31, 2024.

10.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**THE WINDSOR POLICE SERVICE BOARD**

**Attachments (1)**

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Legislative/Regulatory Requirements

Section 30(1) of the Adequacy Standards Regulation requires a police service board to prepare, at least once every three years, a business plan that addresses:

- the objectives, core business and functions of the police service, including how it will provide adequate and effective police services;
- quantitative and qualitative performance objectives and indicators relating to:
  - the police service's provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
  - community satisfaction with police services;
  - emergency calls for service;
  - violent crime and clearance rates for violent crime;
  - property crime and clearance rates for property crime;
  - youth crime and clearance rates for youth crime;
  - police assistance to victims of crime and re-victimization rates; and
  - road safety;
- information technology;
- police facilities; and
- resource planning.

In addition, section 32(1) requires a board to enter into a protocol with municipal council that sets out the dates by which the business plan should be provided to municipal council, the responsibility for making it public, and if municipal council chooses, jointly determining and participating in the consultation processes for the development of the business plan.

Furthermore, section 32(2) requires a board to consult with its municipal council, school boards, community organizations and groups, businesses and members of the public during the development of the business plan.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to business planning that:

### **Consultation**

1. This Board, in partnership with the Chief of Police, will prepare a strategy for the development of the business plan, consistent with the requirements of the Adequacy



Standards Regulation (including the protocol with municipal council), that will include consultation on:

- a) an environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
- b) the results achieved by the police service in relation to the business plan currently in effect;
- c) a summary of the workload assessments and service delivery evaluations undertaken during the existing business plan cycle;
- d) the board's proposals with respect to the police service's objectives, core business and functions, and performance objectives and indicators for the eight functions set out in the Adequacy Standards Regulation; and
- e) the estimated cost of delivering adequate and effective police services to meet the needs identified in the draft business plan.

**Performance Objectives**

2. This Board, in partnership with the Chief of Police, will consider when developing the performance objectives, factors such as:
  - a) the police service's existing and/or previous performance, and estimated costs;
  - b) crime, calls for service and public disorder analysis and trends, and other social, demographic and economic factors that may impact on the community;
  - c) the type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;
  - d) the availability of measurements for assessing the success in achieving the performance objectives; and
  - e) community expectations, derived from the consultation process, community satisfaction surveys, and victimization surveys.
3. The business plan will include the estimated cost projections for implementing the business plan for each year that the plan covers.

**Information Technology**

4. This Board, in partnership with the Chief of Police, will include in the business plan an information technology plan that:
  - a) is based on an evaluation of the police service's information technology needs, including its capacity to electronically share information with other agencies, organizations and community groups;
  - b) requires the periodic review of key business processes, practices and related technology to identify possible changes that may reduce the administrative workload of front-line officers; and
  - c) addresses information technology acquisition, updating, replacement and training.

**Police Facilities**

5. This Board, in partnership with the Chief of Police, will include in the business plan a police facilities plan that, at minimum, ensures that the police service maintains one or more police facilities that are accessible to the public during normal working hours,

- and that during all other hours public telecommunications access to a communications centre.
6. The Chief of Police should review and report back to the board, at least once every business cycle, on whether:
- a) all police facilities:
    - i) meet or exceed provincial building and fire codes;
    - ii) have sufficient space for the efficient organization of offices and equipment;
    - iii) be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
    - iv) have lockers, separate change area, if members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
    - v) have appropriate security measures and communications;
  - b) members of the police service have available:
    - i) appropriate and secure working, records and equipment storage space; and
    - ii) separate or private areas for interviewing purposes; and
  - c) the police service's lock-up facilities meet the following requirements:
    - i) the minimum cell size is 7' x 4'6" x 7' high;
    - ii) fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
    - iii) smoke and heat detectors are installed in the lock-up area;
    - iv) toilet facilities are provided in each lock-up;
    - v) no unsafe conditions exist, including means of attaching ligatures;
    - vi) first aid equipment, including airway devices for mouth to mouth resuscitation, are readily available;
    - vii) lock-ups are separate from public view;
    - viii) confidential interviews with legal counsel can be accommodated;
    - ix) a proper area for prisoner processing is provided;
    - x) cell keys are in a secure location and master or duplicate keys are readily available;
    - xi) the area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
    - xii) compliant with the police service's policy and procedures with respect to communicable diseases; and
    - xiii) a means of constantly communicating with the main desk area and/or the communications centre is available.
7. Where it is determined that the police facilities do not meet the requirements in 6(a), (b) and (c), the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

**Resource  
Planning**

8. The Chief of Police will:
- a) implement a resource planning methodology that is either automated or manual, and which takes into account the business plan and existing demands for service; and
  - b) at least once every business cycle, undertake and report back on workload assessments and service delivery evaluations for the following areas:
    - i) crime prevention;
    - ii) law enforcement, including separate assessments and evaluations for the service's community patrol, communications and dispatch, crime analysis, criminal intelligence, criminal investigation and investigative supports functions;
    - iii) providing assistance to victims;
    - iv) public order maintenance; and
    - v) emergency response services for the six functions identified in sections 21(1) and 22 of the Adequacy Standards Regulation.

**Communication**

9. This Board, in partnership with the Chief of Police, will establish a process, with municipal council if required, for the communication of the business plan to:
- a) members of the police service; and
  - b) members of the public.

**Police Service Guidelines****Procedures**

1. Every police service's procedures should address:
- a) information technology and security, including electronic file management, security systems, software usage and auditing; and
  - b) police facilities management, including:
    - i) identifying an individual(s) who is responsible for the overall management of the police service's facilities;
    - ii) requiring the maintenance of an updated inventory of police facilities; and
    - iii) the appropriate use of police facilities, including facility security and maintenance.



## WINDSOR POLICE SERVICE BOARD

### POLICY

Police Name: <b>APPOINTMENT OF SPECIAL CONSTABLES AS MEMBERS OF THE WINDSOR POLICE SERVICE</b>		Policy Number: <b>HR-010</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>As required by CSPA</b>	Effective Date: <b>November 1, 2024</b>
Repeals:	Reporting: <b>Chief annual report to the Board as per Section 6</b>	Next Review Date:

#### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS Sections 92, 93, 94 of the CSPA contain provisions governing the appointment, duties, reappointment, suspension and termination of Special Constable appointments to be employed as Members of the Service;

1.4 AND AS O. Reg. 396/23: Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers, prescribes rules respecting Certificates of Appointment, Weapons, Equipment, Special Constable Employer Applications and powers and duties of Special Constables;

1.5 AND AS the Board has deemed it appropriate that it establish a policy regarding the appointment of Special Constables to be employed by the Board as Members of the Service;

1.6 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, and with its objectives and priorities determined pursuant to Sections 37, 38, 92, 93, 94, and 94 of the CSPA and O. Reg 396/23 to require the Chief of Police to establish

procedures and processes in respect of the hiring, training, and deployment of Special Constables.

***THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:***

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and as amended;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Certificate of Appointment” means a certificate issued by the Board pursuant to subsection 92 (6) of the CSPA, as amended, appointing an employee of the Service as a Special Constable;

2.4 “Chief” means the Chief of the Windsor Police Service;

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Ministry” means the Ministry of the Solicitor General;

2.7 “Service” means the Windsor Police Service;

2.8 “Special Constable” in this Policy means a Member of the Service appointed by the Board to carry out Special Constable functions in accordance with the CSPA, O. Reg. 396/23, as amended, and the terms and conditions of the Certificate of Appointment.

**3. BOARD POLICY**

3.1 It is the policy of this Board that all Special Constable appointments regarding Members of the Service be made in consultation with and on the advice of the Chief, and that all such appointments, including Special Constable duties, permitted weapons, suspension and termination of appointments comply with the provisions of sections 92, 93 and 94 of the CSPA and O. Reg 396/23, as amended.

**4. DIRECTION TO THE CHIEF**

4.1 The Chief shall make recommendations to the Board regarding Members to be appointed as Special Constables.

4.2 The Chief shall ensure that candidates recommended to Board pursuant to Section 4.1 above meet at a minimum the criteria set out in subsection 92 (1) of the CSPA, as amended.

4.3 The Chief shall ensure that the Special Constable powers and duties recommended to be included in the Certificate of Appointment of a Special Constable are included in and do not exceed the powers and duties prescribed in Columns 2, 3 and 4 of item 1 of the Schedule to O. Reg. 396/23, as amended.

4.4 The Chief shall ensure that Special Constables receive, at a minimum, training mandated by the Ministry from time to time, including initial and ongoing annual training.

4.5 The Chief shall ensure that the Board is notified of any circumstances reasonably requiring consideration of an amendment, suspension, or termination of the Certificate of Appointment.

## **5. CERTIFICATE OF APPOINTMENT**

5.1 Upon receipt of the recommendation made pursuant to Section 4 above, the Board shall consider the recommendation, and in the absence of any contrary negative information which indicates non-compliance with the CSPA or O. Reg. 396/23, as amended, shall issue a Certificate of Appointment to the Special Constable(s) who are the subject of the Chief's recommendation.

## **6. REPORT TO THE BOARD**

6.1 The Chief shall make an annual report each year including the following information:

6.1.1 The number of Special Constables employed as Members of the Service;

6.1.2 The number of Special Constables hired/appointed during preceding calendar year;

6.1.3 The units/duties to which Special Constables were deployed during preceding calendar year;

6.1.4 The number of appointments terminated for disciplinary reasons;

6.1.5 The number of appointments terminated for non-disciplinary reasons;

6.1.6 The total hours of Special Constables who were off work during preceding calendar year;

6.1.7 The number of public complaints made against Special Constables in the preceding calendar year, and status/disposition of those complaints; and

6.1.8 Confirmation that the Service has followed the requirements of the terms of the Certificate of Appointment, and the provisions of the CSPA and O. Reg 396/23, as amended, or, if not in compliance, an explanation of any incident(s) of such noncompliance.

## **7. IMPLEMENTATION**

7.1 All other Policies, sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31,2024.

7.2 This Policy shall come into force on November 1,2024.



**ADOPTED AND PASSED this 31<sup>st</sup> day of October, 2024.**

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date



## WINDSOR POLICE SERVICE BOARD POLICY

Police Name: <b>APPOINTMENT OF SPECIAL CONSTABLES – SPECIAL CONSTABLE EMPLOYERS</b>		Policy Number: <b>HR-011</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>As required under CSPA</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>NEW</b>	Reporting: <b>Chief annual report to the Board as per Section 7</b>	Next Review Date:

### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS Sections 92, 93, 94 of the CSPA contain provisions governing the appointment, duties, reappointment, suspension and termination of Special Constable appointments to be employed as employees of Special Constable Employers;

1.4 AND AS O. Reg. 396/23: Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers prescribes rules respecting Certificates of Appointment, Weapons, Equipment, Special Constable Employer Applications and powers and duties of Special Constables;

1.5 AND AS Sections 97, 98 and 99 of the CSPA contain provisions governing the authorizations issued by the Minister to Special Constable Employers, the duties of Special Constable Employers, and the suspension or revocation of such authorizations;

1.6 AND AS The University of Windsor has employed Special Constables prior to the enactment of the CSPA and will continue to do so in accordance with the provisions of the CSPA referenced

above, subject to being issued authorizations from the Minister under the said section 97 and to the transition provisions of subsection 92 (12) of the CSPA;

1.7 AND AS the Board has deemed it appropriate that it establish a policy regarding the appointment of Special Constables to be employed by Special Constable Employers;

1.8 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, and with its objectives and priorities determined pursuant to Sections 37, 38, 92, 93, 94, 97, 98, and 99 of the CSPA and O. Reg 396/23 to require the Chief of Police to establish procedures and processes in respect of the appointment, training and deployment of Special Constables.

***THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:***

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, as amended;

2.2 “Authorization” means the authorization to employ Special Constables issued by the Minister pursuant to Section 97 of the CSPA, as amended;

2.3 “Board” means the Windsor Police Service Board;

2.4 “Certificate of Appointment” means a certificate issued by the Board pursuant to subsection 92 (6) of the CSPA, as amended, appointing an employee of a Special Constable Employer as a Special Constable;

2.5 “Chief” means the Chief of the Windsor Police Service;

2.6 “Member” means a member of the Windsor Police Service;

2.7 “Service” means the Windsor Police Service;

2.8 “Special Constable” in this Policy means an employee of a Special Constable Employer appointed by the Board to carry out Special Constable functions in accordance with the CSPA, O. Reg 396/23, as amended, and the terms and conditions of the Certificate of Appointment;

2.9 “Special Constable Agreement” means a written contract between the Board and the Special Constable Employer regarding the duties of the Special Constable Employer, the terms and conditions of the Special Constable appointments, including powers and duties, training, investigations, complaints, discipline, suspension and termination of Special Constables and Special Constable appointments;

2.10 “Special Constable Employer” means a not-for-profit employer authorized by the Minister to employ Special Constables pursuant to Section 97 of the CSPA, as amended, and includes the University of Windsor.

### **3. POLICY**

3.1 It is the policy of this Board that all Special Constable Certificates of Appointment regarding employees of Special Constable Employers be issued in consultation with and on the advice of the Chief, and that all such appointments, including Special Constable powers and duties, permitted weapons, suspension and termination of appointments comply with the provisions of Sections 92, 93 and 94 of the CSPA and O. Reg 396/23, as amended.

3.2 It is the further policy of this Board that no new Special Constable Appointments will be issued after April 1, 2024, unless the Minister has issued a Special Constable Employer authorization under Section 97 of the CSPA, as amended.

3.3 It is the further policy of this Board that no new Special Constable Certificates of Appointment will be issued until the Board and the Special Constable Employer enter into a Special Constable Agreement.

3.4 It is the further policy of this Board that such Special Constable Agreement be negotiated and signed as soon as possible after April 1, 2024, and in any event, on or before July 31, 2024.

### **4. DIRECTION TO THE CHIEF**

4.1 The Chief shall make recommendations to the Board regarding employees of Special Constable Employers to be appointed as Special Constables.

4.2 The Chief shall ensure that candidates recommended to the Board pursuant to 4.1 above meet at a minimum the criteria set out in subsection 92 (1) of the CSPA, as amended.

4.4 Regarding applications for appointment of Special Constables employed by the University of Windsor, the Chief shall ensure that Special Constable duties and powers recommended to be included in the Certificate of Appointment are included in and do not exceed the duties and powers prescribed in Columns 2, 3 and 4 of Item 5 of the Schedule to O. Reg. 396/23.

4.5 The Chief shall ensure that the Special Constable Employer ensures that its Special Constables receive, at a minimum, training mandated by the Ministry from time to time, including initial and ongoing annual training.

4.6 The Chief shall ensure that the Board is notified of any circumstances reasonably requiring consideration of an amendment, suspension, or termination of the Certificate of Appointment.

4.7 Prior to making the recommendation referenced in this section 4.1 above, the Chief shall:

4.7.1 Consult with the Special Constable Employer regarding the matters detailed in this section;

4.7.2 Ensure that the said Employer is aware of the CSPA provisions regarding Special Constables.

**5. DIRECTION TO SPECIAL CONSTABLE EMPLOYER**

5.1 Every prospective Special Constable Employer shall complete and submit to the Chief and the Board an application for each Special Constable Appointment.

5.2 Every prospective Special Constable Employer shall negotiate and enter into a written Special Constable Agreement with the Board as defined in 2.9 of this Policy.

**6. CERTIFICATE OF APPOINTMENT**

6.1 Upon receipt of the recommendation made pursuant to Section 4 above, the Board shall consider the recommendation, and in the absence of any contrary negative information which indicates non-compliance with the CSPA or O. Reg. 396/23, as amended, shall issue a Certificate of Appointment to the Special Constable who is the subject of the Chief's recommendation.

**7. REPORT TO THE BOARD**

7.1 The Chief shall make an annual report including the following information:

7.1.1 The name of Special Constable Employers which employ Special Constables pursuant to Certificates of Appointment issued by the Board;

7.1.2 The number of Special Constables employed by each Special Constable Employer;

7.1.3 The number of Special Constables appointed by the Board pursuant to this Policy for each Special Constable Employer during preceding calendar year;

7.1.4 A general description of the duties of the Special Constables employed by each Special Constable Employer;

7.1.5 The number of appointments of Special Constables which were terminated for disciplinary reasons during preceding calendar year;

7.1.6 The number of appointments of Special Constables which were terminated for non-disciplinary reasons during preceding calendar year;

7.1.7 The number of public complaints made against Special Constables in preceding calendar year, and status/disposition of those complaints; and

7.1.8 Confirmation that the Special Constable Employer has followed the requirements of the Authorization from the Minister, the terms of the Certificate of Appointment, the provisions of the CSPA, and O. Reg. 396/23, as amended, and the Special Constable Agreement, or, if not in compliance, an explanation of any incident(s) of such non-compliance.

**8. IMPLEMENTATION**

8.1 All other Policies, or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

8.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**THE WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date



**WINDSOR POLICE SERVICE BOARD  
POLICY**

Policy Name: <b>Administration of Public Complaints System – Special Constables Employed by the Board</b>		Policy Number: <b>HR-012</b>
Responsible Manager: <b>Administrative Director</b>	Review Schedule: <b>As required under CSPA/Regulation</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>NEW</b>	Reporting: <b>Chief – Annual Report to WPSB</b>	Next Review Date:

**1. PREAMBLE:**

AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS O. Reg. 411/23: Complaints About Special Constables prescribes processes for reporting, receiving, investigating and, where appropriate, imposing discipline in respect of Public Complaints against Special Constables;

1.4 AND AS the Board deems it expedient to enact this Policy to ensure that the response to public complaints by the Board and the Service adheres to the principles set out in the said O. Reg. 411/23, the CSPA and this Policy.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

- 2.3 “Chief” means the Chief of the Windsor Police Service;
- 2.4 “Deputy” means the Deputy Chief of Police of the Windsor Police Service;
- 2.5 “Administrative Director” means the Administrative Director of the Board;
- 2.6 “Member” means a member of the Windsor Police Service;
- 2.7 “Misconduct” means misconduct as defined in Section 195 of the CSPA;
- 2.8 “Police Officer” is defined in accordance with the CSPA;
- 2.9 “Professional Standards Unit” means the Unit within the Service designated by the Chief to deal with discipline matters, including Public Complaints, and to liaise with LECA;
- 2.10 “Service” means the Windsor Police Service; and
- 2.11 “Special Constable” means a person appointed as a Special Constable under Section 92 of the CSPA.

### **3. BOARD POLICY**

3.1 The Board recognizes and adheres to the principle that fair, open, prompt, thorough and efficient response to Public Complaints, including Public Complaints against Special Constables, is a cornerstone to establishing and maintaining a positive community-police relationship, and it is therefore the policy of the Board that such complaints be dealt with in a professional and thorough manner in accordance with O. Reg. 411/23: Complaints About Special Constables, the CSPA and the procedures established by the Chief as directed in this Policy.

### **4. DIRECTION TO THE CHIEF – PUBLIC COMPLAINTS**

#### **4.1 PROCEDURES**

4.1.1 The Chief shall develop and maintain a procedure to ensure that complaints are processed in accordance with the provisions of O. Reg. 411/23: Complaints About Special Constables and shall provide a copy of the said procedure to the Board.

4.1.2 The Chief shall maintain a Professional Standards Unit, adequately staffed and trained, to receive, investigate and where appropriate, prosecute or assist in the prosecution of Public Complaints against Special Constables in accordance with O. Reg. 411/23: Complaints About Special Constables.

4.2 The Chief shall ensure that said procedure referred to in Article 4.1 above complies with the provisions of Sections 4 and 5 of the said O. Reg. 411/23, including, at a minimum the following provisions:

4.2.1 If the Chief of Police receives a complaint made in accordance with Ontario Regulation 411/23 about a Special Constable employed by a Special Constable Employer, the Chief of Police shall forward the complaint to the Special Constable Employer and will notify the complainant that the complaint has been forwarded to the Special Constable Employer;



4.2.2 If the Chief of Police receives a complaint made in accordance with Ontario Regulation 411/23 about a Special Constable employed by the Board, the Chief of Police shall provide the complainant with written acknowledgment that the complaint has been received and shall:

- (a) ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's Certificate of Appointment or contravened any provision of the Act or the Regulations;
- (b) ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a Member of the Police Service or of another police service;
- (c) advise the complainant, in writing, of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board;
- (d) endeavour to complete any investigation of a Special Constable under this Section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended;
- (e) if the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
- (f) if the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their Certificate of Appointment or contravened any provision of this Act or the Regulations, the Chief of Police shall take appropriate action to remedy the contravention.

4.3 Notice to the public about how to make a complaint against a Special Constable shall be published on the Board's web site and the Service's web site.

4.4 That Public Complaints received by any Member of the Service be forwarded immediately to the Chief to be dealt with in accordance with the said Ontario Regulation 411/23.

4.5 That when the Service is accepting a complaint it will ensure that notice of the complaint is not provided to the respondent Special Constable or any other Member until the Chief so directs.

4.6 That adequate training is provided to all Members of the Service in respect of the complaints procedures of the Service and the said O. Reg. 411/23: Complaints About Special Constables.

4.7 That the procedures developed by the Chief include a mechanism to provide assistance for Public Complainants who may not be literate, or who may not be fluent in English.

4.8 That all notices to the Complainant, the Special Constable who is the subject of the Complaint, the Compliant Director and the Board be given as required by O. Reg. 411/23 and the CSPA.

## **5. REPORTING REQUIREMENTS**

### **5.1 CONDUCT COMPLAINTS OF A SERIOUS NATURE**

5.1.1 The Chief shall make a confidential written report in respect of any Conduct Complaint which involves allegations of criminal misconduct by a Special Constable, or which involves allegations of misconduct which are of such a serious nature that, if proven, are likely to call into question the reputation or integrity of the Service, or which involve the public interest.

5.1.2 The said reports shall contain information as to the nature of the conduct alleged, the action being taken regarding the complaint, and any other information which the Chief feels is relevant but shall not include the name of the Special Constable who is the subject of the report.

5.2 **BOARD REPORTS:** In all other matters of Public Complaints regarding Special Constables, the Chief shall report to the Board as follows:

5.2.1 The Chief shall make annual written reports to the Board on the administration of the Public Complaints process, such report to be provided to the Board in January of each year.

5.2.2 The reports shall include comparative data for the immediately preceding calendar year.

5.2.3 The Chief shall include the relevant Complaints information in the Annual Report of the Service.

5.3 The reports shall include the following information in respect of conduct complaints regarding Special Constables:

5.3.1 the total number of conduct complaints regarding Special Constables made;

5.3.2 the number of conduct complaints determined to be unsubstantiated after investigation;

5.3.3 the number of conduct complaints determined to be substantiated, and the action or remedy taken by the Chief in each;

5.3.4 the number of outstanding complaints as at the end of the reporting period; and

5.3.5 the time to complete each complaints process from the date the complaint is received to the date it is disposed of.

## **6. IMPLEMENTATION**

6.1 Any policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed.

6.2 This Policy shall come into force on November 1, 2024.

**ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.**

**THE WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date



**WINDSOR POLICE SERVICE BOARD**  
**POLICY**

Policy Name: <b>Internal Complaints System Regarding Misconduct of Special Constables</b>		Policy Number: <b>HR-012</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>New</b>	Reporting: <b>As per Section 5 of policy</b>	Next Review Date: <b>November 2027</b>

**1. PREAMBLE**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS Section 183 (1) of the CSPA provides that every Chief of Police shall establish written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by Members of its Police Service, other than by the Chief of Police or Deputy Chief of Police;

1.4 AND AS Part XI of the CSPA sets out the rights and duties of Police Service Members, Former Police Service Members, Chiefs of Police and Police Service Boards regarding procedures for disclosure of misconduct, reporting to the Inspector General in certain circumstances and protection from reprisals;

1.5 AND AS Part XII of the CSPA addresses procedures regarding work performance, discipline, misconduct, investigations and discipline, including a requirement in Section 194 that every Chief of Police shall establish written procedures for the assessment of work performance of Members and the imposition of discipline, and shall make the procedures available to Service Members and the Police Associations representing Members;

1.6 AND AS Section 195 of Part XII the CSPA defines misconduct;

1.7 AND AS the Board deems it expedient to enact this Policy to ensure that the response to internal complaints of Special Constable misconduct by the Board and the Service adheres to the principles set out in Part XI and XII of the CSPA, accepted human resource principles and this Policy.

***THE WINDSOR SERVICE BOARD ADOPTS AS FOLLOWS:***

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of Police of the Windsor Police Service;

2.4 “Code of Conduct” means O. Reg. 410/23: Code of Conduct for Special Constables;

2.5 “Collective Agreement” means the collective agreement made between the Board and the Police Association, as amended from time to time;

2.6 “Complaints Director” means the person appointed by the Lieutenant Governor in Council under Section 131 of the CSPA as the head of LECA;

2.7 “Deputy Chief” means the Deputy Chief of Police of the Windsor Police Service;

2.8 “Administrative Director” means the Administrative Director of the Board;

2.9 “Former Member” means a former employee of the Windsor Police Service;

2.10 “Inspector General” means the person appointed to that position by the Lieutenant Governor in Council;

2.11 “Internal Complaint” means a complaint about the conduct of a Special Constable that is not directed at or otherwise directly affects a member of the public and that, if proven, constitutes misconduct as defined in Section 195 of the CSPA;

2.12 “Member” means a Member of the Windsor Police Service;

2.13 “Ministry” means the Ministry of the Solicitor General;

2.14 “Misconduct” means misconduct as defined in Section 195 of the CSPA;

2.15 “Police Association” means the Windsor Police Association;

2.16 “Professional Standards Unit” means the Unit within the Service designated by the Chief to deal with discipline matters, including Public Complaints, and to liaise with LECA; and

2.17 “Service” means the Windsor Police Service.

### **3. BOARD POLICY**

3.1 The Board recognizes and adheres to the principle that fair, open, prompt, thorough and efficient response to Internal Complaints made against Special Constables is a cornerstone to establishing, maintaining and promoting public trust in the Board and the Service. It is therefore the policy of the Board that such complaints be dealt with in a professional and thorough manner in accordance with Parts XI and XII of the CSPA, and procedures established by the Chief as directed in this Policy and the CSPA.

### **4. DIRECTION TO THE CHIEF – INTERNAL COMPLAINTS**

#### **4.1 PROCEDURES:**

4.1.1 The Chief shall develop and maintain a procedure to ensure that Internal Complaints regarding Special Constables are processed in accordance with the provisions of Parts XI, XII and the Regulations of the CSPA, and this Policy and shall provide a copy of the said procedure to the Board.

4.1.2 The Chief shall maintain a Professional Standards Unit, adequately staffed, and trained to receive, investigate such Internal Complaints, or alternatively, shall ensure that at least one other Member of the Service is adequately trained to investigate such Internal Complaints.

4.2 The Chief shall ensure that said procedure referred to in Article 4.1 addresses, at a minimum, the following:

4.2.1 Disclosure of misconduct in accordance with Section 183 of the CSPA;

4.2.2 Circumstances requiring disclosure to the Inspector General in accordance with Section 185 of the CSPA;

4.2.3 Protection from reprisals in accordance with Sections 190 and 191 of the CSPA;

4.2.4 Adherence to relevant Collective Agreement provisions;

4.2.5 Investigations in accordance with generally accepted human resources principles;

4.2.6 Discipline Measures and Hearings in accordance with relevant Collective Agreement provisions and generally accepted human resources principles;

4.2.7 That when the Service is accepting an Internal Complaint regarding a Special Constable it will ensure that notice of the complaint is not provided to the Special Constable who is the subject of the Complaint until the Chief directs that such notice can be given.

4.3 That adequate training is provided to all Members of the Service in respect of the complaints procedures of the Service regarding Special Constables.

## **5. REPORTING REQUIREMENTS**

### **5.1 CONDUCT COMPLAINTS OF A SERIOUS NATURE**

5.1.1 The Chief shall make a confidential written report to the Board in respect of any Conduct Complaint regarding a Special Constable which involves allegations of criminal misconduct by a Special Constable, or which involves allegations of misconduct which are of such a serious nature that, if proven, are likely to call into question the reputation or integrity of the Service, or which involve the public interest.

5.1.2 The said reports shall contain information as to the nature of the conduct alleged, the action being taken regarding the complaint, and any other information which the Chief feels is relevant but shall not include the name of the Special Constable who is the subject of the report.

### **5.2 BOARD REPORTS**

5.2.1 The Chief shall make an annual written report to the Board on the administration of the Internal Complaints process regarding Special Constables, such report to be provided to the Board in January of each year.

5.3 The reports shall include the following information in respect of Internal complaints, except for those complaints against the Chief or the Deputy Chief:

5.3.1 the aggregate disciplinary measures the Chief has taken in respect of Internal Complaints regarding Special Constables;

5.3.2 the number of Internal Complaints determined to be unsubstantiated after investigation;

5.3.3 the number of grievance hearings and findings from the hearings held pursuant to the relevant Collective Agreement provisions;

5.3.4 a summary of the penalties imposed;

5.3.5 comparative data for the same time period in the immediately preceding calendar year; and

5.3.6 the time to complete each complaints process from the date the complaint is received to the date it is disposed of.

## **6. IMPLEMENTATION**

6.1 Any Policy, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed.

6.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date





**WINDSOR POLICE SERVICE BOARD**  
**POLICY**

Policy Name: <b>USE OF AUXILIARIES AND VOLUNTEERS</b>		Policy Number: <b>HR-014</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>5 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>AR-AI005, June 21, 2012; AR-AI006, October 26, 2006</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2029</b>

**1. PREAMBLE**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS Section 91 of the CSPA addresses the appointment, authority and restrictions in relation to the use of auxiliaries by police services;

1.4 AND AS subsection 11 (3) of the CSPA authorizes a Chief of Police to take reasonable steps to develop partnerships with trained volunteer groups to facilitate operations described in Section 7, 8, 9 and subsection 10 (1) of the CSPA;

1.5 AND AS the Board deems it appropriate that the Chief of Police be permitted to utilize volunteers to assist in non-policing functions in addition to the functions recited above;

1.6 AND AS O. Reg. 392/23: Adequate and Effective Policing (general) prescribes standards for adequacy and effectiveness of police services;

## **THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

### **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Auxiliary Member” means a member of a police service appointed under Section 91 of the CSPA;

2.3 “Board” means the Windsor Police Service Board;

2.4 “Chief” means the Chief of the Windsor Police Service;

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Ministry” means the Ministry of Solicitor General;

2.7 “Service” means the Windsor Police Service;

2.8 “Volunteer” means those individuals who enter into or offer themselves for any service of their own free will and, in the case of the Service, are designated as community members.

### **3. POLICY**

3.1 Public safety, quality of life, and the prevention of crime are the utmost importance to the Board, and it is therefore the policy of the Board that the use of auxiliaries/volunteers by the Police Service shall be conducted only to accordance with the procedure set out by the Chief of Police as established in accordance with this Policy.

### **4. DIRECTION TO THE CHIEF**

#### **4.1 PROCEDURES**

4.1.1 The Chief shall establish written procedures and processes with respect to the use of auxiliaries and volunteers in accordance with Appendix A.

4.1.2 The Chief shall develop a policy respecting the appointment process for the appointment of auxiliary members of the Service and recruitment process for use of volunteers by the Police Service.

4.1.3 The Chief shall develop a policy respecting the issuance of firearms to auxiliary members in accordance with subsection 91 (7) of the CSPA.

4.1.4 No auxiliary member shall be appointed by the Board unless the Chief confirms in his/her report recommending appointment and that the appointment process has been followed by the Service.

## 4.2 SUPERVISION

4.2.1 The Chief shall ensure that auxiliary members and community volunteers are under the direction and supervision of a member of the Police Service.

## 4.3. TRAINING

4.3.1 The Chief shall ensure that auxiliary members of the Police Service and community volunteers receive training and have the requisite knowledge, skills, and abilities to perform these functions prior to deployment.

## 5. REPORT TO THE BOARD

5.1.1 The Chief shall make a written report to the Board for any requests or recommendations for appointments and initiation of auxiliary recruiting drives, promotion, demotion, suspension, or termination of the appointment of auxiliary members of the Service.

5.1.2 The Chief shall make a written report to the Board each year. The report shall include:

- a. a summary of the written procedures that address the use of auxiliaries/volunteers;
- b. the status of Service compliance with said procedures;
- c. confirmation that auxiliary members have been trained in accordance with section 4.3.1;
- d. generally commenting on the appointment process in respect of auxiliary members;
- e. confirming the number and rank of auxiliary members and any changes since the date of the last report;
- f. confirming the work performed by the auxiliary members; and
- g. an indication of resources used and cost associated with the Windsor Auxiliary Police Service.

## 6 IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-AI005, June 21, 2012 (Use of Auxiliaries); Number AR-AI006, October 21, 2006 (Use of Volunteers) and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

6.2 This Policy shall come into force on November 1, 2024.

**ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.**

**Attachments (2)**

**THEWINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Assistant

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Date

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Date

## Legislative/Regulatory Requirements

Section 52 of the *Police Services Act* addresses the appointment, authority and restrictions in relation to the use of auxiliaries by police services.

In addition, the Adequacy Standards Regulation makes reference to the use of auxiliaries in the delivery of the police service's community-based crime prevention initiatives, under the direction of a member of the police service.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to the use of auxiliaries that the Chief of Police will:

- a) develop and maintain procedures that address the use of auxiliaries by the police service in accordance with the *Police Services Act* and the Adequacy Standards Regulation; and
- b) ensure that records are maintained relating to the use of auxiliaries.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures should:
    - a) set out the roles and activities of auxiliaries;
    - b) address the selection, supervision and training of auxiliaries;
    - c) address the termination of auxiliaries;
    - d) require, unless authorized under the *Police Services Act*, that an auxiliary shall not perform the duties normally performed by a member of a police service;
    - e) prohibit an auxiliary from operating a marked patrol vehicle, except where the auxiliary is using the vehicle to attend an auxiliary event, a police sponsored function, or in an emergency where an officer, with whom an auxiliary is riding along, requests the auxiliary to drive the vehicle to assist the officer in performing his or her duties, or where the officer is incapacitated and unable to provide direction;
    - f) require that uniforms and insignia for its auxiliaries are distinct from the uniforms of police officers;
    - g) require that an auxiliary not be equipped with a weapon nor use force on another person except in compliance with Regulation 926 on *Equipment and Use of Force*.

2. Nothing in section 1 precludes a police service from using auxiliaries to assist in the delivery of community-based crime prevention initiatives and ground search for lost or missing persons, subject to those individuals being under the supervision of members of the police service.
3. Every Chief of Police should maintain records relating to the use of auxiliaries, including when an auxiliary is authorized under section 52 of the *Police Services Act* to perform police duties, including the nature of the special circumstances and the duration of the authorization.
4. Every Chief of Police should ensure that auxiliaries have the knowledge, skills and abilities required, including knowledge of citizens powers of arrest, the *Canadian Charter of Rights and Freedoms*, note taking procedures, use of communications equipment, use of force and any other internal policies and procedures dealing with the use of auxiliaries.

## Legislative/Regulatory Requirements

The Adequacy Standards Regulation makes reference to the use of volunteers in the delivery of the police service's community-based crime prevention initiatives and ground search for lost or missing persons, under the direction of a member of the police service.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to the use of volunteers that the Chief of Police will:

- a) develop and maintain procedures that address the use of volunteers by the police service in accordance with the Adequacy Standards Regulation, including recruitment, screening, training and supervision; and
- b) ensure that records are maintained relating to the use of volunteers.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures on the use of volunteers should:
    - a) set out the roles and activities of volunteers that are used by the police service in directly delivering programs or services on behalf of the police service;
    - b) address the recruitment and screening of volunteers, including reference and records checks, as appropriate;
    - c) address the training and ongoing supervision volunteers;
    - d) address the termination of volunteers;
    - e) require that volunteers are not to be used to undertake any functions or activities that must be performed by members of the police service or by police officers under the Adequacy Standards Regulation;
    - f) prohibit a volunteer from operating a marked general patrol vehicle;
    - g) require that volunteers are not to carry or be equipped with weapons;
    - h) require that volunteers, other than chaplains and members of police bands and choirs, are not to be equipped with or wear a police uniform; and
    - i) require that uniforms and insignia for its volunteer members of police bands and choirs are distinct from the uniforms of police officers.
  2. Nothing in section 1 precludes a police service from using volunteers in community-based crime prevention and victim's assistance initiatives and ground search for lost or missing persons, subject to those individuals being under the supervision of members of the police service.

3. Every Chief of Police should ensure that records are maintained relating to the use of volunteers by the police service.





**WINDSOR POLICE SERVICE BOARD  
POLICY**

Police Name: <b>CHILD ABUSE AND NEGLECT</b>		Policy Number: <b>P-005</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>AR-LE027, Jan. 24, 2013; August 10, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

**1. PREAMBLE**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AS O.Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.4 AS the Board deems it appropriate that the Chief of Police develop and maintain procedures on and processes for undertaking and managing investigations into child abuse and neglect;

1.5 AS Part LE-027 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix “A”, contains guidelines directing the Chief and police service relative to investigations into child abuse and neglect.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

## **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Service” means the Windsor Police Service.

## **3. BOARD POLICY**

3.1 The Board recognizes that matters of child abuse and neglect are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

## **4. DIRECTION TO THE CHIEF**

### **4.1 PROCEDURES**

4.1.1. The Chief shall develop and maintain procedures for undertaking and managing investigations into child abuse and neglect. These procedures shall be in accordance with Appendix A.

4.1.2 The Chief shall ensure that the procedures referred to in section 4.1.1 above include a clear delineation of duties and responsibilities for all Members who come into contact with victims of child abuse and neglect.

### **4.2 PROTOCOL**

4.2.1 The Chief shall ensure that the Police Service enters into a child abuse protocol with Windsor-Essex Children’s Aid Society and the Crown Attorney with respect to investigations into complaints of child abuse and neglect and the sudden unexpected death of any child.

4.2.2 The Chief shall ensure that the protocol referred to in section 4.2.1 is reviewed on an annual basis.

### **4.3 TRAINING**

4.3.1. The Chief shall ensure that Members involved in the investigations of child abuse and neglect have the requisite knowledge, skills and abilities required.

**5. REPORT TO THE BOARD**

5.1 The Chief shall make a written report to the Board on or before August 30th of each year in respect of investigations into child abuse and neglect. The report shall include:

- (a) a summary of the written procedures concerning investigations into child abuse and neglect;
- (b) confirmation that the procedures and protocol are being complied with; and
- (c) a summary of the training given to Members regarding investigations into child abuse and neglect.

5.2 The Chief shall ensure that a proposed protocol is presented to the Board for review and approval.

**6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy – Adequacy 0.REG. 3/99 Number AR-LE027, and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

This By-law shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31st day of October, 2024.

THE WINDSOR POLICE SERVICE BOARD

Attachment (1)

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into the physical and sexual abuse of children. In addition, section 12(1)(a) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into the physical and sexual abuse of children.

Furthermore, the *Child and Family Services Act (CFSA)* mandates that the paramount purpose of any child abuse and neglect investigation is to promote the best interests, protection and well being of the child.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to child abuse and neglect investigations that the Chief of Police will:

- a) in partnership with the local Crown, Children's Aid Societies, municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
- b) develop and maintain procedures on and processes for undertaking and managing child abuse and neglect investigations;
- c) enter into a child abuse protocol with their local Children's Aid Societies with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child; and
- d) if the alleged child abuse fits the definition of a major case, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

## Police Service Guidelines

### Multi-Disciplinary Coordination

1. Every Chief of Police should, in partnership with the local Crown, Children's Aid Societies (CAS), municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to coordinate the development of a local strategy for preventing, and responding to issues and complaints of, child abuse and neglect.

2. The mandate of the committee should include:
  - a) addressing information sharing among the member organizations, in order to facilitate a coordinated response to child abuse and neglect;
  - b) the implementation of local community strategies and education/awareness initiatives/programs for addressing issues related to child abuse and neglect; and
  - c) liaising with the local Child Abuse Review Team(s) (CART), where one(s) exists within the community.
3. The mandate of the above committee may be fulfilled through an existing CART, or other planning and review committee, already established within the community (in which case the committee (referred to in sections 1 and 2) need not be established).

**Child Abuse Protocol**

4. Every Chief of Police shall enter into a child abuse protocol with their local Children's Aid Societies (CAS), which should:
  - a) include a statement of principles consistent with prevailing legislation;
  - b) provide definitions of terms consistent with current applicable legislation, including:
    - i) child;
    - ii) neglect;
    - iii) sexual abuse and assault;
    - iv) physical abuse;
    - v) assault;
    - vi) emotional abuse and assault;
    - vii) child at risk;
    - viii) place of safety;
    - ix) child in need of protection;
    - x) criminal negligence;
    - xi) abandonment;
    - xii) failure to provide the necessities of life;
    - xiii) duty to report, including an officer's legislative duty to report;
    - xiv) person having charge of a child;
    - xv) sudden infant death and sudden unexpected death; and
    - xvi) major case and threshold major case;
  - c) provide for police participation in the local Child Abuse Review Team(s) (CART), including in every child abuse and neglect case in which there is a history of domestic violence or a firearm is known to be in the home;
  - d) set out the circumstances in which each organization will notify the other regarding a case/occurrence where children may be at risk of physical or emotional abuse or otherwise in need of protection as set out in the section 37(2) of the *CFSA*, including in domestic violence occurrences;
  - e) set out the initial response procedures;

- i) when a Children's Aid Society contacts the police regarding a case, including where applicable the use of a referral form if one has been developed;
  - ii) when the police contact a Children's Aid Society, including in domestic violence occurrences where children, in the care of the victim or suspect, may be at risk of physical or emotional abuse or otherwise in need of protection as set out in the section 37(2) of the *CPSA*; and
  - iii) for consultation between police and CAS workers regarding the extent of police involvement;
- f) require procedures for undertaking and managing joint investigations that:
- i) set out the respective roles and responsibilities;
  - ii) address interviewing children, non-offending parents and/or person having charge of the child and alleged offenders, including the use of audio/videotaping and *R. v. K.G.B.* statements where appropriate; and
  - iii) set out the procedures for the collection, handling and preservation of evidence taking into consideration the unique circumstances of child physical and sexual abuse investigations, including for arranging for the child to be medically examined;
- g) address information sharing and disclosure at the time of initial notification, during the joint investigation and after the investigation has been completed, including the sharing of information on any legal proceedings arising from the investigation;
- h) set out procedures for the apprehension of children with and without a warrant;
- i) establish procedures for undertaking investigations involving suspects employed by a police service or a Children's Aid Society;
- j) address the investigation requirements/procedures following the death of a child, including where foul play is suspected or the death is sudden and unexpected, in accordance with the *Ontario Major Case Management Manual* and the Chief Coroner's memorandum on the protocol to be used in the investigation of the Sudden and unexpected death of any child under 5 years of age;
- k) address the requirement for an assessment of the risk to other children be completed in any case following the death of a child where foul play is suspected;
- l) address the procedures for the investigation of multiple victim incidents, including, but not limited to, those occurring at a school, residential facility or a correctional facility;
- m) address the duty to report that a child is or may be in need of protection, and the subsequent laying of charges in relation to a failure to report;
- n) if the alleged child abuse fits the definition of a major case, require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
- o) address compliance with the *ViCLAS Regulation*; and
- p) require the regular monitoring and evaluation of the effectiveness of the local protocol.

- Procedures**
5. Every police service's procedures on and processes for undertaking and managing child abuse and neglect investigations should:
    - a) require that investigations be conducted in accordance with the police service's local child abuse protocol, the criminal investigation management plan, and where applicable the Ministry's designated *Ontario Major Case Management Manual* and the Chief Coroner's memorandum on the protocol to be followed during the investigation of a sudden and unexpected death of any child under 5 years of age;
    - b) require that the audio/videotaping of victim, suspect and witness statements be in accordance with the local child abuse protocol, and with *R. v. K.G.B.* guidelines where appropriate;
    - c) address the investigation into the past conduct by a suspect towards children, where necessary, including making appropriate checks with other agencies in communities where the suspect has previously resided;
    - d) address the legal duty to report when a child is in need of protection, including the requirements for officers;
    - e) address the unique circumstances involved in collecting, handling and preserving evidence in child physical and sexual abuse cases;
    - f) provide that officers are to take into account the statutory responsibilities of a Children's Aid Society when investigating a homicide or suspicious death of a child;
    - g) address the provision of victim services to the child, other siblings, and the non-offending parent and/or person having charge of the child; and
    - h) require the referral to a local Children's Aid Society in situations where children are involved in a domestic violence occurrence, and are believed to be at risk of physical or emotional harm or otherwise in need of protection as set out in the section 37(2) of the *CFSA*.
  
  6. Every Chief of Police should ensure that police officers involved in the investigation of child physical and sexual abuse have the knowledge, skills and abilities required, including:
    - a) knowledge of current relevant legislation and case law;
    - b) knowledge of local protocols with their Children's Aid Societies;
    - c) understanding of child development and implications for an investigation;
    - d) interviewing and investigative techniques relating to children, including children who have witnessed violence;
    - e) evidentiary procedures relating to child abuse and neglect, including knowledge of:
      - i) Munchausen Syndrome by Proxy;
      - ii) Shaken Baby Syndrome;
      - iii) Sudden Infant Death Syndrome; and
      - iv) Sudden Unexplained Death Syndrome;

- f) use of the Special Interest Police (SIP) category on CPIC; and
- g) the dynamics of child sexual abuse, child physical abuse and child neglect.



## Appendix

### FRAMEWORK FOR MODEL CHILD ABUSE PROTOCOL

#### *Signatories*

#### *Statement of Principles*

#### *Introduction*

- purpose of model protocol to:
  - assist in the greater safety and protection of children;
  - provide guidelines to support components of the revised Risk Assessment Model for Child Protection in Ontario;
  - provide direction on the components which should be included in all police/CAS protocols;
  - ensure that the fulfilment of all mandated requirements for all investigations involving children is facilitated, by:
    - providing for appropriate sharing and disclosure of information;
    - emphasizing the importance of joint consultation;
    - emphasizing the importance of teamwork; and
    - respecting requirements of both systems;
  - serve as a basis of review for current police/CAS protocols;
  - ensure consistency with the *Ontario Major Case Management Manual*; and
  - contribute to the overall integrity of the justice system.

#### *Role and Mandate of Police Services*

- *Criminal Code, Police Services Act* and its regulations and guidelines;
- to protect public;
- burden of proof (beyond a reasonable doubt);
- police powers/CFSA;
- duty to report;
- participate in the CART (at minimum in every child abuse and neglect case where there is a history of domestic violence or a firearm known to be in the home); and
- compliance with the *Ontario Major Case Management Manual*.

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**Role and Mandate of Children's Aid Societies**

- principles of CFSA;
- functions of a CAS;
- grounds for protection;
- burden of proof (balance of probabilities);
- Risk Assessment Model for Child Protection In Ontario (revised 1999) and Standards:
  - Eligibility Spectrum; and
  - Requirements Regarding Protection Investigations;
- duty to report;
- Child Abuse Register;
- Child Welfare Information System; and
- role and mandate of Child Abuse Review Team (CART).

**Definitions**

- child;
- neglect;
- sexual abuse and assault;
- physical abuse;
- assault;
- emotional abuse and assault;
- child at risk;
- place of safety;
- child in need of protection;
- criminal negligence;
- failing to provide the necessities of life;
- duty to report, including a police officer's legislative duty to report;
- person having charge of the child;
- major cases and threshold major case;
- sudden infant death;
- sudden unexpected death; and
- domestic violence.

**Initial Response Procedures**

- circumstances in which each organization will notify the other, including in domestic violence cases where children may be at risk of physical or emotional abuse or otherwise in need of protection as set out in the section 37(2) of the *CFSA*; and
- initial consultation between police and CAS regarding police involvement.

### ***The Investigation***

#### **A) Planning the Joint Investigation**

- set out respective roles and responsibilities;
- how determination of response time is made;
- planning for the interview of victims, suspects and witnesses;
- how determination of where to conduct initial investigation interviews is made;
- how to determine who takes lead in interview;
- audio/videotaping of statements; and
- the need for and availability of an interpreter.

#### **B) Collection and Preservation of Evidence**

- unique circumstances for collecting, handling and preserving evidence in child physical and sexual abuse investigations, including:
  - warrants;
  - documentary evidence;
  - photographs; and
  - forensic evidence and medical evidence, including the use of a Sexual Assault Evidence Kit, and interviewing physicians regarding prior disclosures and examinations.

#### **C) Conducting Joint Investigative Interviews of the Child(ren)**

- review of interview lead;
- general considerations for interview of the child:
  - access to school-age child;
  - providing safe and comfortable environment;
- requirements regarding videotaping interviews; and
- requirements regarding audio taping interviews.

#### **D) Post-Interview Consultation**

- discussion on interview;
- discussion regarding the possibility of laying criminal charges;
- discussion on the need for additional interviews;
- discussion on the next steps for each system; and
- need for medical examination.

#### **E) Interview with Non-Offending Parent**

- when to interview;

- preparation for the interview; and
- roles and responsibilities of the police and CAS.

#### F) Interview of Alleged Offender

- legal requirements relating to statements made to persons in authority, including:
  - when to be conducted;
  - who is present for interview;
  - preparation, lead, methodology, videotaping, etc.;
  - statements to CAS by an alleged offender who has not been cautioned; and
  - spontaneous utterances by an alleged offender.

#### G) Victims' Assistance

- roles and responsibilities of police/CAS; and
- information sharing and referrals.

#### H) Ongoing Consultation and Case Tracking

- mutual notification of key events; and
- CART.

### ***Information Sharing and Disclosure***

- at time of initial notification;
- dispositions of investigations, including consultation in cases involving a failure to report;
- dispositions of court proceedings and/or orders;
- during joint investigation; and
- ongoing joint investigation.

### ***Child Protection Proceedings***

#### ***Joint Training Between Police and CAS***

#### ***Special Circumstances***

##### 1. Investigation of Child Deaths

- Sudden Infant Death and Sudden Unexplained Deaths;
- role of police and CAS in respect to investigation of child homicides;
- information sharing;
- assessment of risk for other children; and

➤ role of local coroner, police/Coroner protocol.

2. Multiple Victim Investigation

- at a school, residential facility, correctional facility, etc; and
- applicability of the *Ontario Major Case Management Model*.

3. Investigations Involving Domestic Violence

4. Assistance with Apprehensions of Children

- with a warrant; and
- without a warrant.

5. Neglect

6. Duty to Report

7. Investigations Involving Police or CAS Staff

7. Major Cases

8. Historical

9. Monitoring and Evaluation

**Appendices**

- Applicable Criminal Charges for physical and sexual abuse, including child pornography;
- Consent no Defence;
- CFSA Grounds for Protection;
- Ministry of the Solicitor General guideline on *Child Abuse and Neglect*;
- Relevant agreements with other community organizations; and
- *Ontario Major Case Management Manual*.



# **WINDSOR POLICE SERVICE BOARD**

## **POLICY**

Police Name: <b>CHILD PORNOGRAPHY (Internet Child Exploitation)</b>		Policy Number: <b>P-006</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>AE-LE036, Jan. 24, 2013; April 27, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

### **1. PREAMBLE**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS O.Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.4 AND AS the Board deems it appropriate that the Chief of Police develop and maintain procedures on and processes for undertaking and managing investigations into child pornography (Internet child exploitation);

1.5 AND AS Section 163.1 of the Criminal Code defines child pornography and related offences;

1.6 AND AS Section 172.1 of the Criminal Code defines child luring and prohibits the use of computers to communicate with an underage person or a person whom the accused believes to be underage for the purpose of facilitating the commission, with respect to that person of the specified sexual offences;

1.7 AND AS Part LE-036 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service and the Chief relative to investigations into child pornography (Internet child exploitation)

## ***THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:***

### **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Ministry” means the Ministry of the Solicitor General;

2.7 “Provincial Strategy Co-Ordinator” means the OPP Staff Sergeant, or other officer, designated from time to time by the OPP, responsible for the liaison and co-ordination between various policing agencies participating in the implementation of the project;

2.8 “Provincial Strategy” means the Ministry of the Solicitor General’s Provincial Strategy to protect children from sexual abuse and exploitation on the Internet. This is a unified team approach intended to support child victims of Internet exploitation. The Provincial Strategy will assist child victims of Internet sexual abuse and exploitation, and permit the justice system to build the capacity and sustainability to:

- Identify child victims through image analysis;
- Provide specialized child victim support;
- Identify and prosecute offenders which will assist in preventing children from being revictimized;
- Educate via awareness campaigns to assist victims to self-identify and thereby prevent both victimization and re-victimization (self-identification); and
- Engage in partnerships with key stakeholders, which will establish and maintain community and justice system linkages ensuring the reporting and prosecution of offences with a link to victim support;

2.9 “Service” means the Windsor Police Service.

### **3. POLICY**

3.1 The Board recognizes that matters involving child pornography are serious in nature, and it is the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

## **4. DIRECTION TO THE CHIEF**

### **4.1 PROCEDURES**

4.1.1 The Chief shall develop and maintain procedures relating to investigations into child pornography (Internet child exploitation). These procedures shall be in accordance with Appendix A and shall:

(a) require that investigations be undertaken in accordance with the Service's Criminal Investigation Management Plan; and

(b) require compliance with the procedures set out in the Ministry's designated Ontario Major Case Management Manual

4.1.2 The procedure referred to in Section 4.1.1 above shall require that the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) be immediately notified in all cases of suspected child pornography (Internet child exploitation).

### **4.2 TRAINING**

4.2.1 The Chief shall ensure that Members involved in investigations into child pornography offences have the requisite knowledge, skills, and abilities.

4.2.2 The Chief shall ensure support is provided to manage the psychological well-being of Members to acknowledge risks associated with long-term effects from exposure to Internet child exploitation investigation related-activities.

4.2.3 The Chief shall ensure that the Skills Development and Learning Plan is consistent with Appendix A for Members performing this function.

## **5. REPORT TO THE BOARD**

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of the investigations of child pornography (Internet child exploitation). The report shall include:

(a) a summary of the written procedures concerning child pornography (Internet child exploitation) investigations, including charges since the date of the last report;

(b) the status of Service compliance with the said procedures; and

(c) a summary of the steps taken by the Service to monitor and evaluate response to child pornography occurrences.

## **6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy -Adequacy 0.REG. 3/99 Policy Number: AR-LE036, January 24, 2013; April 27, 2000, and all Policies and all sections of Policies inconsistent with the provisions of this Policy are hereby repealed effective November 1, 2024.



6.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**THE WINDSOR POLICE SERVICE BOARD**

**Attachments (1)**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy and Effectiveness of Police Services Regulation made under the *Police Services Act*, requires a police services board to have a policy on investigations into child pornography.

In addition, section 12 (1)(b) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into child pornography.

### *Child pornography*

In section 163.1 of the *Criminal Code*, child pornography means:

- a) a photographic, film, video or other visual representation, whether or not it was made by electronic or mechanical means,
  - (i) that shows a person who is or is depicted as being under the age of eighteen years and is engaged in or is depicted as engaged in explicit sexual activity, or
  - (ii) the dominant characteristic of which is the depiction, for a sexual purpose, of a sexual organ or the anal region of a person under the age of eighteen years;
- b) any written material, visual representation or audio recording that advocates or counsels sexual activity with a person under the age of eighteen years that would be an offence under this Act;
- c) any written material whose dominant characteristic is the description, for a sexual purpose, of sexual activity with a person under the age of eighteen years that would be an offence under this Act; or
- d) any audio recording that has as its dominant characteristic the description, presentation or representation, for a sexual purpose, of sexual activity with a person under the age of eighteen years that would be an offence under this Act.

The *Criminal Code* makes it an offence to:

- a) make, print, publish or possess for the purpose of publication any child pornography (section 163.1(2));
- b) transmit, make available, distribute, sell, advertise, import, export or possess for the purpose of transmission, making available, distribution, sale, advertising or exportation any child pornography (section 163.1(3));
- c) possess any child pornography (section 163.1(4));
- d) access any child pornography (section 163.1(4.1)).

### *Child Luring*

Section 172.1 of the *Criminal Code* prohibits the use of **telecommunications systems** to communicate with an underage person or a person whom the accused believes to be underage for the purpose of facilitating the commission, with respect to that person, of the specified sexual offences.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to child pornography (Internet child exploitation) investigations that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
- b) notify the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) in all cases of suspected child pornography (Internet child exploitation); and
- c) ensure support is provided to manage the psychological well-being of members to acknowledge risks associated with long-term effects from exposure to Internet child exploitation investigation-related activities.

## Police Service Guidelines

For the purpose of this guideline, Internet child exploitation means that type of child pornography which victimizes children using the Internet.

### *Procedures*

1. Every police service's procedures on the investigation of child pornography (Internet child exploitation) should:
  - a) require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
  - b) provide that if the police service does not have the resources to undertake an investigation into child pornography (Internet child exploitation) it should make arrangements with the Provincial Strategy Coordinator to transfer responsibility for the investigation to another law enforcement agency;
  - c) where the child pornography (Internet child exploitation) investigation meets the criteria of a major case, require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
  - d) require officers to follow the police service's procedures on child abuse and neglect, including local protocols with the Children's Aid Societies and victim services; and
  - e) provide that the Provincial Strategy Coordinator be contacted upon identifying a victim of child pornography (Internet child exploitation) to ensure any images or videos of the identified victim get added to the International Child Sexual Exploitation database.

2. If assistance is required, the Provincial Strategy Coordinator may be consulted to contact a law enforcement and any other relevant agency outside of Ontario in relation to a child pornography (Internet child exploitation) investigation.

***Training***

3. Every Chief of Police should ensure that the police service's skills development and learning plan addresses the training for child pornography (Internet child exploitation) investigators either through formal training or work under the supervision or in consultation with a trained investigator.





**WINDSOR POLICE SERVICE BOARD  
POLICY**

Policy Name: <b>Active Attacker Incidents</b>		Policy Number <b>P-007</b>
Responsible Manager: <b>Administrative Director</b>	Review Schedule: <b>As required by CSPA/Regulations</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>NEW</b>	Reporting: <b>Chief to WPSB pursuant to Section 5</b>	Next Review Date:

**1. PREAMBLE:**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS O. Reg. 393/23: Active Attacker Incidents prescribes standards for responding to incidents involving an Active Attacker;

1.4 AND AS Section 7 of the said O. Reg. 393/23 requires that a Chief of Police shall develop procedures for responding to incidents involving an Active Attacker, which must address the matters set out in that section;

1.5 AND AS the Board has deemed it appropriate that it establish a policy that contains guidelines directing the Chief of Police regarding Active Attacker Incidents.

## **THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

### **2. DEFINITIONS:**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments thereto.

2.2 “Active Attacker” means an individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect that, (a) the attack will be sustained, (b) the attacker will cause serious bodily harm or death to other individuals, and (c) the attacker will continue to attack more individuals if the attacker is not stopped.

2.3 “Board” means the Windsor Police Service Board.

2.4 “Chief” means the Chief of the Windsor Police Service;

2.5 “Member” means a member of the Windsor Police Service.

2.6 “Ministry” means the Ministry of the Solicitor General.

2.7 “Service” means the Windsor Police Service.

### **3. BOARD POLICY:**

3.1 The Board recognizes that being fully prepared for potential Active Attacker situations is paramount to protecting the community's safety. The Board is unwavering in its dedication to ensuring that the Windsor Police Service is equipped and trained to handle such crises. With robust processes in place, our goal is not only to restore safety and order swiftly but also to provide unwavering support to victims and Members of the Service throughout the incident.

### **4 DIRECTION TO THE CHIEF:**

#### **4.1 PROCEDURES**

4.1.1 The Chief shall comply with Ontario Regulation 393/23 – Active Attacker Incidents and develop written procedures in accordance with the said O. Reg. 393/23 which shall address, at a minimum, the following:

- (a) deployment of Officers
- (b) assistance to Victims
- (c) coordinated response arrangements with external service providers
- (d) public alerts and information dissemination
- (e) all matters referenced in Section 7 of the said O. Reg. 393/23
- (f) reporting requirements of Section 8 of the said O.Reg.393/23;
- (g) any other matters which the Chief feels are appropriate and necessary for the protection of the public, external service providers and members of the public.

**5. REPORT TO THE BOARD**

5.1 The Chief shall provide the Board with the report within 30 days after approval of the report by the Chief.

5.2 The Board shall publish the report on the Internet, subject to the following:

(a) The Board shall consult with the Chief respecting any proposed redaction.

(b) When consulted, the Chief shall advise the Board respecting the proposed redaction. If the Chief was required to consult with the Chiefs of other police services in preparing the report, the Chief shall consult with them respecting the proposed redaction before advising the Board.

(c) The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the Municipal Freedom of Information and Protection of Privacy Act or the Freedom of Information and Protection of Privacy Act, as the case may be.

**6. IMPLEMENTATION**

6.1 This Policy shall come into force on November 1, 2024.

**ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024**

**WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## WINDSOR POLICE SERVICE BOARD

### POLICY

Policy Name: <b>Respecting Extreme Incident Response</b>		Policy Number: <b>P-008</b>
Responsible Manager: <b>Administrative Director</b>	Review Schedule: <b>As required under CSPA/Regulation</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>NEW</b>	Reporting: <b>Chief -Written Report at time of incident</b>	Next Review Date:

#### 1. PREAMBLE:

- 1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND AS O. Reg. 392/23: Adequate and Effective Policing (General) (“the Adequacy Regulation”) prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND AS Section 12 of the Adequacy Regulation requires every Police Service Board to comply with any obligations of Police Service Boards set out in the Extreme Incident Response Plan;
- 1.5 AND AS the Board has deemed it appropriate that it establish a policy respecting Extreme Incident Response Plan;
- 1.6 AND AS the Ministry of the Solicitor General has approved the Provincial Extreme Incident Response Plan for the purpose of the Adequacy Regulation;

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**



## **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments thereto; “Board” means the Windsor Police Service Board; “Chief” means the Chief of the Windsor Police Service; 512-2024 2024.05.23

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Extreme incident” means a situation in which there is reason to suspect either:

(a) a terrorism offence within the meaning of Section 2 of the Criminal Code (Canada) that will cause or has caused casualties or negative impacts to critical infrastructure in the Police Service’s area of policing responsibility will be or has been committed;

(b) a criminal offence that will cause or has caused mass casualties will be or has been committed, and the effects of that offence could potentially exceed the capacity of the Police Service;

(c) a criminal offence that will cause or has caused negative impacts to critical infrastructure, requiring a response by the Police Service that could potentially exceed its capacity, will be or has been committed;

(d) multiple active attacker incidents, at least one of which is in the Police Service’s area of policing responsibility, will occur or are occurring, simultaneously, and there is reason to suspect the incidents are related;

(e) a protest, demonstration or occupation that will pose a serious threat to human life or critical infrastructure will occur or is occurring.

2.5 “Extreme Incident Response Plan (EIRP)” means the Provincial Plan approved by the Ministry of the Solicitor General dated November 2023 and available on a website of the Government of Ontario, as amended;

2.6 “Member” means a member of the Windsor Police Service;

2.7 “Ministry” means the Ministry of the Solicitor General; and

2.8 “Service” means the Windsor Police Service.

## **3. POLICY**

3.1 The Board enacts this policy in accordance with its obligations under Section 12 of the Adequacy Regulation, and the Provincial Extreme Incident Response Plan, as approved by the Ministry of Solicitor General, and as described in Ontario Regulation 392/23: Adequate and Effective Policing (General). The Board is committed to requiring the Chief to implement a systematic, unified, and efficient response to any Extreme Incident to ensure comprehensive preparedness and effective crisis management, in accordance with all

stipulations outlined within the Provincial Extreme Incident Response Plan and the Adequacy Regulation, with the goal of preventing the continuation of the incident, safeguarding human life and property and restoring order.

#### **4. DIRECTION TO THE CHIEF**

##### **4.1 PROCEDURES**

4.1.1 The Chief, or designate, shall establish procedures relating to Extreme Incidents that are consistent with the EIRP and the Adequacy Regulation, which procedures shall include, at a minimum, the following:

- (a) Procedures respecting planning for response to Extreme Incidents as required by Section 2 of the EIRP; Operational Response Procedures as required by Section 3 of the EIRP;
- (b) Inter-agency cooperation, information sharing and intelligence sharing protocols as required by Section 4 of the EIRP;
- (c) Procedures respecting public communications and media relations as referenced in Section 5 of the EIRP;
- (d) Post incident review procedures as required by Section 6 of the EIRP.

#### **5. REPORTING REQUIREMENTS OF CHIEF**

5.1 The Chief or designate shall inform the Board of the Extreme Incident in real time, where applicable, and shall continue to provide appropriate updates through the Board Chair.

5.2 The purpose of the real time reporting is to ensure that the Board is aware of the Extreme Incident, and to facilitate the provision of additional resources to address the Extreme Incident, if required.

5.3 The Chief shall make a written report to the Board following an Extreme Incident within the times specified in Section 6 of the EIRP to review and evaluate the Police Service's response to the incident. The report must include at a minimum, the matters addressed in Section 6 of the EIRP, and:

- (a) Budget impacts of the response to the Extreme Incident;
- (b) Comment on the sufficiency of available personnel, including personnel from the Service and other agencies, training of such personnel, and equipment available for use during the Extreme Incident, and if insufficient, recommendations to address the insufficiency.
- (c) Any other information which the Chief deems appropriate to enable the Board to carry out its oversight responsibilities.

**6. REPORTING REQUIREMENTS OF BOARD**

6.1 The Board shall not make any information from the report available to the public without consulting the Chief regarding;

- (1) whether any information from the report should not be disclosed; and
- (2) whether the information could be redacted if access to the report were requested under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**7. IMPLEMENTATION**

7.1 This Policy will come into force on the date it is enacted.

ADOPTED AND PASSED this \_\_\_\_\_, 2024.

THE WINDSOR POLICE SERVICE BOARD

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: <b>VICTIMS' ASSISTANCE</b>		Policy Number: <b>P-009</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>Every 3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: AR-VA001, August 7, 2014; January 27, 2000	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS subsection 39 (1) of the CSPA requires the Board's Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, police assistance to victims of crime and re-victimization rates;

1.4 AND AS subsection 1. 4 of the CSPA provides for the importance of respect for victims of crime and understanding of their needs;

1.5 AND AS subsection 82 (1) (c) of the CSPA provides that police officers have a duty to assist victims of crime;

1.6 AND AS subsection 11 (1) 5 of the CSPA provides that adequate and effective policing includes, inter alia, providing assistance to victims of crime;

1.7 AND AS subsection 13 (1) and (2) of O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequate and effective policing respecting assistance to victims of crime;

1.8 AND AS the Board deems it appropriate that the Chief of Police establish procedures on providing assistance to victims that reflect the principles of the Victims' Bill of Rights, 1995 and sets out the role and responsibilities of Members providing victims' assistance;

1.9 AND AS the Board deems it appropriate to have a policy on victims' assistance;

1.10 AND AS Part VA-001 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to victims' assistance.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

**2. DEFINITIONS**

2.1 "Act" or "CSPA" means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 "Board" means the Windsor Police Service Board;

2.3 "Chief" means the Chief of the Windsor Police Service;

2.4 "Manual" means the Policing Standards Manual published by the Ministry of the Solicitor General;

2.5 "Member" means a member of the Windsor Police Service;

2.6 "Service" means the Windsor Police Service.

**3. BOARD POLICY**

3.1 The Board recognizes that issues relating to victims' assistance form an important part of policing, and it is therefore the policy of this Board that victims' assistance issues be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

**4. DIRECTION TO THE CHIEF**

**4.1 PROCEDURES**

4.1.1 The Chief shall establish procedures on providing assistance to victims in accordance with Appendix A, and the Community and Safety Well-Being Plan developed by the City of Windsor in accordance with Part XVI of the CSPA.

**4.2 COMMUNITY PARTNERSHIP**

4.2.1 The Chief shall work in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Program (VWAP) and agencies that deliver the Victim Crisis and Referral Service (VCARS) program, where available, and municipalities, community and social service agencies and other local organizations, to promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning.

### 4.3 TRAINING

4.3.1 The Chief shall ensure that Members are aware of victims' service providers or a victim referral service available in the area.

4.3.2 The Chief shall ensure that in each instance where there is police service contact with one or more victims of crime involving physical and/or psychological injury that such victims are referred to the appropriate community service available in their area.

4.3.3 The Chief shall ensure that Members are aware of the provisions of the Victims Bill of Rights, 1995, and are kept informed of changes in the law relating to victims' assistance.

## 5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of victims' assistance. The report shall include:

- (a) a summary of the written procedures concerning victims' assistance;
- (b) quantitative and qualitative performance objectives and indicators of outcomes relating to police assistance to victims of crime and re-victimization rates in accordance with subsection 39 (1) 3. vii of the CSPA; and
- (c) the status of Service compliance with the said procedures.

## 6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-VA001, August 7, 2014; January 1, 2000, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

6.2 This Policy shall come into force on November 1, 2024.

**ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.**

**Attachment (1)**

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date

## Legislative/Regulatory Requirements

Section 42(1)(c) of the *Police Services Act* provides that police officers have a duty to assist victims of crime.

Section 29 of the Adequacy and Effectiveness of Police Services Regulation requires a police services board have a policy on victims' assistance.

In addition, section 17 of the Regulation requires the Chief of Police establish procedures on providing assistance to victims that:

- reflect the principles of the *Victims' Bill of Rights, 1995*; and
- set out the roles and responsibilities of members for providing victims' assistance.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to providing assistance to victims that the Chief of Police will:

- a) working in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Program (V/WAP) and agencies that deliver the Victim Crisis and Referral Service (VCARS) program, where available, municipalities, community and social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;
- b) ensure that members of the police service are aware of victim service providers or a victim referral service available in the area;
- c) establish procedures on providing assistance to victims; and
- d) ensure that in each instance where there is police service contact with one or more victims of crime involving physical and/or psychological injury, that such victims are referred to the appropriate community service available in their area.

## Police Service Guidelines

*Integrated  
Service  
Delivery*

1. Every Chief of Police should, working in partnership with the V/WAP and VCARS program, where available, municipalities, community and social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning.

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Ministry of Community  
Safety and Correctional  
Services



## Procedures

2. Every police service's procedures on providing assistance to victims should:
- a) reflect the principles of the *Victims' Bill of Rights, 1995 (Act Respecting Victims of Crime)*;
  - b) set out the roles and responsibilities of members for providing victims' assistance;
  - c) require confidentiality to the extent consistent with applicable law;
  - d) require that a victim's property be promptly returned, where the property is no longer needed for the purposes of the justice system;
  - e) set out the procedures for notifying next-of-kin of deceased, seriously injured or seriously ill persons;
  - f) address direct services to victims, including:
    - i) providing victims, in accordance with local protocols, with the following information, where applicable:
      - arrests and charges laid with respect to the crime, and, if no charges are laid, the reasons why no charges are laid;
      - the progress of investigations that relate to the crime;
      - the protection available to victims to prevent unlawful intimidation;
      - interim release of the accused and any conditions;
      - prior to leaving the scene, officers' names and badge numbers; and
      - at the request of the victim, the date of all court appearances of the accused;
    - ii) providing information to the victim on available community services;
    - iii) upon notice to the victim, providing the following victim related information, on a timely basis, to an appropriate community agency (such as a VCARS agency), unless the victim specifically declines this assistance:
      - Victim's name,
      - Victim's telephone number,
      - Victim's address,
      - Spoken language (so the service can arrange for an interpreter if required),
      - Accommodation needs (if victim requires a disability accommodation),
      - The *Criminal Code* offence for which charges have been laid, and
      - The release status of the accused, if deemed necessary.
    - iv) providing the victim with information on safety planning, or on the availability of safety planning information and assistance within the community;
    - v) in cases involving domestic violence occurrences, providing assistance to victims in accordance with the police service's procedures on domestic violence occurrences;
    - vi) requiring officers to remain at a scene until satisfied that there is no imminent threat to the victim and issues related to the victim's safety have been addressed;

- vii) arranging transportation of a victim to a shelter or place of safety, if necessary, the location of which shall remain confidential to third parties;
  - viii) when a victim has a disability, contacting appropriate community resources or services to provide assistance, including suitable transportation, care and shelter, if necessary;
  - ix) if immigration status is an issue, advising the victim to seek independent legal advice;
  - x) if language is a barrier, making reasonable effort to obtain the services of an interpreter;
  - xi) requiring that victims of sexual assault, when resources and circumstances permit, should:
    - be interviewed during the investigation by members of the gender of their choice, upon request;
    - be interviewed in a private and victim appropriate environment that provides for the safety and security of the victim.
    - be advised regarding appropriate protective measures, which may be taken to enhance the victim's safety and/or reduce the accessibility of the victim to the suspect;
- (g) require that procedures be developed with the local Crown and VWAP (justice partners), where available, to provide timely victim related information to V/WAP and the Crown as part of the Early Victim Contact in Domestic Violence Cases Initiative and for other core cases where V/WAP provides services to victims, and to ensure the general provision of information to victims, including on:
- i) relevant provisions of the *Victims' Bill of Rights, 1995 (Act Respecting Victims of Crime)* and the *Compensation for Victims of Crime Act*;
  - ii) victims' role in the prosecution;
  - iii) court procedures that relate to prosecutions;
  - iv) interim release and, in the event of conviction, the sentencing of an accused;
  - v) dispositions made under sections 672.54 or 672.58 of the *Criminal Code* in respect of an accused who is found unfit to stand trial, or who is found not criminally responsible on account of a mental disorder;
  - vi) provisions of the *Criminal Code* that allow for the protection of the victim's identity; and
  - vii) rights of victims under the *Criminal Code* to make representation to the court by way of a victim impact statement, including the option of filing the statement in an alternate format; and
- (h) for major cases, require officers to also comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.
- (i) devise a policy to ensure that officers have:
- provided victims with information about victim assistance available through the police and through community agencies.

- provided victims with notice about sharing their contact information with community service providers for the purpose of victim assistance;
- shared victim contact information with the appropriate service providers, unless a victim has specifically declined this assistance; and
- indicated in writing, e.g. in their notebook, that the above notice has been given to victim.

**Information** 3) Every Chief of Police should ensure that members of the police service are aware of victim service providers or a victim referral service available in the area.



**WINDSOR POLICE SERVICE BOARD**  
**POLICY**

Police Name: <b>CANINE UNITS</b>		Policy Number: <b>P-010</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>As required by CSPA/Regulation</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>AR ER-010, February 28, 2008; April 21, 2005</b>	Reporting: <b>Chief annual report to the Board as per Section 6</b>	Next Review Date:

**1. PREAMBLE**

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS O. Reg. 392/23: Adequate and Effective Policing (General) (“the Adequacy Regulation”) prescribes standards for adequacy and effectiveness of police services;

1.4 AND AS subsection 5 (1) 2 of the Adequacy Regulation requires that police services have canine tracking investigative supports;

1.5 AND AS subsection 10 (1) 10 of the Adequacy Regulation requires the Chief of Police to develop procedures and processes in respect of the functions, responsibilities, deployment and reporting relationships of Canine Units and Teams as an investigative support;

1.6 AND AS subsection 7 (1) of Schedule 1 to the Adequacy Regulation prescribes equipment to be provided to every member of a Canine Unit;

1.7 AND AS the Board has deemed it appropriate that it establish a policy regarding Canine Units;

1.8 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and

38 of the CSPA to require the Chief of Police to ensure that persons who provide investigative supports have the knowledge, skills, and abilities and equipment to provide that support;

1.9 AND AS Part ER-010 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to canine tracking investigative supports.

***THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:***

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Ministry” means the Ministry of the Solicitor General; and

2.7 “Service” means the Windsor Police Service.

**3. POLICY**

3.1 The Board recognizes that canine tracking investigative supports form an important part of policing, and it is therefore the policy of this Board that canine tracking as an investigative support be conducted in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this Policy.

**4. PROVISION OF A CANINE UNIT**

4.1 The Chief shall ensure that the Service will provide, within a reasonable response time, access to the services of a Canine Unit.

4.2 The services of the Canine Unit will be available 24 hours a day.

**5. DIRECTION TO THE CHIEF**

**5.1 PROCEDURES**

5.1.1 The Chief shall establish written procedures in accordance with subsections 5 (1) 2, and 10 (1) 10 of the O. Reg 392/23 and subsection 7 (1) of Schedule 1 to the said O. Reg 392/23 and Appendix A that set out the circumstances in which a Canine Unit will be deployed, including the process for obtaining the services and reporting relationships; and the deployment of other emergency response services, including receiving assistance from other agencies.

## 5.2 MANUAL

5.2.1 The Chief shall develop and maintain a manual, in accordance with the Adequacy Regulation and Appendix A, on Canine Unit services that is available to each Member providing the service.

5.2.2 The Chief shall ensure that the Manual referred to in section 5.2.1 above is reviewed on an annual basis and amended as required.

## 5.3 MEMBERSHIP AND TRAINING

5.3.1 The Chief shall establish a selection process for Members of the Unit, ensuring that Members who provide the service meet the requirements of O. Reg. 392/23: Adequate and Effective Policing (General).

5.3.2 The Chief shall ensure that all Members performing the functions of a Canine Team and/or Unit have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

5.3.3 The procedures referred to above shall be in accordance with Appendix A.

## 5.4 EQUIPMENT

5.4.1 The Chief shall ensure the appropriate equipment, in accordance with the subsection 7 (1) of Schedule 1 to the said O. Reg 392/23 and the Ministry's designated equipment and facilities list, is used/available to Members who provide canine investigative tracking supports.

## 6. REPORT TO THE BOARD

6.1 The Chief shall make a written report to the Board each year in respect of the Canine Unit. The report shall include:

- (a) a summary of the procedures as required by this Policy;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation of the development and maintenance of the Manual on Canine Unit services;
- (d) a summary of the circumstances in which the Canine Unit has been deployed; and
- (e) confirmation that Members have been trained in accordance with Section 5.3.

## 7. IMPLEMENTATION

7.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, AR ER-010, February 28, 2008; April 21, 2005, and all policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

7.2 This Policy shall come into force on the 1<sup>st</sup> day of November 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October.

Attachments (1)

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date

## Legislative/Regulatory Requirements

Section 5(1)(d) of the Adequacy Standards Regulation requires that police services have canine tracking investigative supports.

Under section 5(5), these supports may be provided by:

- using the police service's own members;
- entering into an agreement with the board of another police service or entering into an agreement with the boards of one or more police services to provide those supports on a combined, regional or cooperative basis; or
- entering into an agreement with one or more persons or organizations other than police forces to provide the supports by means of a person or organization that is not a police force.

Section 14(1)(a) requires the Chief of Police to establish procedures and processes in respect of canine tracking as an investigative support. If a board obtains those supports by entering into an agreement with one or more persons or organizations other than police services to provide those supports by means of a person or organization that is not a police service, where it is legally permissible, the person providing the investigative support shall, according to section 14(2)(a) and (b):

- report directly to, and take direction from, the member of the police service to whom the investigative support is being provided; and
- comply with the procedures and processes of the police service in respect of the investigative support.

Furthermore, section 14(4) requires the Chief of Police to ensure that persons who provide investigative supports have the knowledge, skills and abilities to provide that support. Finally, section 29 requires a police services board to establish a policy with respect to general investigative supports.

Definitions:

Throughout this guideline the terms "canine team" and "canine unit" have been used. The following definitions are provided to differentiate between these two terms.

Canine Team – made up of one dog and one handler.

Canine Unit – made up one or more canine teams.





**Sample Board Policy**

Board Policy # \_\_\_\_\_

**Contracted  
Delivery**

It is the policy of the \_\_\_\_\_ Police Services Board with respect to the services of a canine unit that:

- a) this Board will contract with the \_\_\_\_\_ Police Services Board/OPP to provide the services of a canine unit, available 24 hours per day and within a reasonable response time;
- b) this Board will contract with (identify service provider) to provide the services of a canine unit, available 24 hours per day, and within a reasonable response time;
- c) the Chief of Police, in consultation with the police service providing the service, will:
  - i. establish procedures that set out the circumstances in which the canine services will be deployed, including the process for obtaining the services and the reporting relationships;
  - ii. ensure members of the contracting police service train with the contracted canine team and/or unit that is providing the services of canine;
  - iii. ensure that members performing the functions of a canine team and/or unit have the knowledge, skills and abilities to provide the canine functions assigned;
  - iv. ensure the ongoing joint training of members who provide the functions of a canine team/unit;
  - v. establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies.

**Direct, or  
Combined,  
Regional or  
Cooperative  
Delivery**

It is the policy of the \_\_\_\_\_ Police Services Board with respect to the services of canine tracking that:

- a) the police service will provide the services of a canine unit by (identify service delivery method - using its own members, or by entering into an agreement for a combined, regional or cooperative delivery with another police service, or entering into an agreement with another person or organization);
- b) the services will be available 24 hours a day and within a reasonable response time;



- c) the Chief of Police will:
- i. establish procedures that set out the circumstances in which the services of the canine team will be deployed, including the process for obtaining the services and reporting relationships;
  - ii. establish procedures for the deployment of other emergency response services, including assistance from other agencies;
  - iii. develop and maintain a manual on canine services that is available to each member providing this service;
  - iv. ensure that members performing the functions of a canine team and/or unit have the knowledge, skills and abilities to provide the canine functions assigned;
  - v. ensure the ongoing (and joint if applicable) training of members who provide this service; and
  - vi. ensure that the appropriate equipment, consistent with the Ministry's recommended equipment list, is used/available to the members who provide this service.

## Police Service Guidelines

### Procedures

- 1) Every police service's procedures should address:
  - a) the mandate, functions and reporting relationships of the canine team and/or unit;
  - b) the circumstances in which the services of a canine team and/or unit should be deployed; and
  - c) the process and operational responsibility for authorizing the deployment of a canine team and/or unit.

### Manual

- 2) Where a police service has established its own canine team (dog and handler) and/or unit, or has officers who are members of a joint canine unit, a manual should be developed, maintained, and made available to the members of the team and/or unit that addresses:
  - a) general procedures for the canine unit, including:
    - i) the mandate, functions, and reporting relationships of the canine team and/or unit;
    - ii) call-out procedures for deployment;
    - iii) communications with members of the canine team and/or unit;
    - iv) operational procedures;
    - v) organizational charts for the emergency response function;
    - vi) the operational linkages between the canine team and/or unit, and other emergency response services;



- vii) a selection process for members of a canine team and/or unit, including that officers must meet the minimum requirements set out in the Adequacy Standards Regulation;
- viii) the recording and reporting of incidents involving a canine team and/or unit; and
- b) procedures specific to officers of a canine team and/or unit, including:
  - i) members' responsibilities;
  - ii) command and control;
  - iii) communication with team/unit members;
  - iv) incident assessment;
  - v) provision and use of equipment;
  - vi) operational training;
  - vii) hand-off/relief of teams within the canine unit;
  - viii) use of training, operational and equipment logs; and
  - ix) debriefing process; and
- c) responsibilities specific to police service dogs, including:
  - i) ownership and care of a police service dog;
  - ii) retirement of a police service dog;
  - iii) death of a police service dog;
  - iv) transportation of a police service dog;
  - v) veterinary care of a police service dog;
  - vi) boarding of a police service dog;
  - vii) police service dog nutrition;
  - viii) handler selection;
  - ix) trainer selection;
  - x) handler responsibilities;
  - xi) equipment issued to police service dog handlers;
  - xii) home kennels;
  - xiii) specific training for a police service dog; and
  - xiv) use of training logs.

**Training**

- 3) Where a police service has established its own canine team (dog and handler) and/or unit, or has officers who are members of a joint canine unit, the Chief of Police should ensure that the police service's skills development and learning plan includes the following requirements:
  - a) initial qualification training
  - b) maintenance canine training occurring on average 2 days per month;
  - c) maintenance general canine team training, 4 consecutive days, once a year (or in lieu thereof 40 hours);
  - d) that the canine team (dog and handler) and unit can demonstrate annual proficiency to standard, as is outlined in Appendix A: *Training Guidelines* and any additional proficiencies identified by the individual service;



- e) annual participation, wherever possible, in joint training exercises involving crisis negotiators, major incident commanders, public order units, tactical units, hostage rescue teams, other police personnel, or outside emergency services deemed appropriate or subject of service delivery agreements; and
- f) that the training plan be reviewed annually, and revised when necessary.

**Training Requirements**

- 4) In addition to canine tracking, a police service may train a canine team to perform other investigative support functions, including:
  - a) open area search for persons;
  - b) building search for persons;
  - c) urban search and rescue (USAR)
  - d) cadaver detection;
  - e) criminal apprehension;
  - f) evidence search;
  - g) controlled drugs and substances detection;
  - h) explosives detection;
  - i) firearms detection; and
  - j) any other purpose for which the services of a canine team could be used, at the discretion of the Chief of Police.

**Equipment**

- 5) Where a police service has established its own canine team and/or unit, or has officers who are members of a joint canine unit, the Chief of Police should ensure that the members are provided, at minimum, with the equipment and facilities set out in the Ministry's recommended equipment and facilities list. The Chief of Police should also ensure that the appropriate task-specific equipment is provided for the proper functioning of the police service dog.



MINISTRY’S DESIGNATED EQUIPMENT LIST

Canine Units – Equipment and Facilities List

*The equipment listed here is for use by canine units and/or teams. All equipment used by members of a canine unit and/or team shall be approved by the Canadian Standards Council (CSA), where appropriate. The following list is the minimum kit which members of a canine unit and/or team should have available in order to respond to a situation requiring the use of a canine unit.*

<p><b>BALLISTIC PROTECTION</b> <i>(personal issue)</i></p>
<p>Body Armour</p>
<ul style="list-style-type: none"> <li>• Threat level II (National Institute of Justice Standard (NIJ))</li> <li>• Situationally and environmentally appropriate</li> <li>• “Police” identification markers on front and rear</li> </ul>
<p><b>CLOTHING</b> <i>(personal issue)</i></p>
<p>Canine Uniforms</p>
<ul style="list-style-type: none"> <li>• Rain, moisture and cold weather protection, which is situationally and environmentally appropriate</li> <li>• Two-piece fatigues in heavy-duty material</li> <li>• Police affiliation shoulder flashes</li> </ul>
<p>Foot Wear</p>
<ul style="list-style-type: none"> <li>• Rain, moisture and cold weather protection, which is situationally and environmentally appropriate</li> </ul>
<p>Gloves and Headgear</p>
<ul style="list-style-type: none"> <li>• Shall not impair use of weapons or safety equipment</li> <li>• Situationally and environmentally appropriate</li> </ul>
<p><b>OFFICER SAFETY EQUIPMENT</b> <i>(personal issue)</i></p>
<p>Holsters</p>
<ul style="list-style-type: none"> <li>• Ease of weapon removal when body armour worn</li> </ul>
<p>Eye Protection/Goggles</p>
<ul style="list-style-type: none"> <li>• Effective eye protection against fragmentation</li> <li>• Designed not to impair peripheral vision</li> <li>• Clear, anti-fogging lenses</li> </ul>
<p>Impact Weapons</p>
<ul style="list-style-type: none"> <li>• Collapsible baton</li> </ul>
<p>Multi-Purpose Provisional Tools</p>
<ul style="list-style-type: none"> <li>• Capable of being carried easily</li> <li>• Used to cut ropes and other utility uses</li> </ul>
<p>Arrest or Restraint Devices</p>



<ul style="list-style-type: none"> <li>• Handcuffs</li> <li>• When operationally required, specifically designed, disposable temporary restraints</li> </ul>
OTHER SAFETY EQUIPMENT
First Aid
<ul style="list-style-type: none"> <li>• Multi-purpose kit with wide assortment of bandages, disinfectant, etc.</li> <li>• Veterinary wrap</li> <li>• Water eyewash gear for OC decontamination</li> </ul>
ILLUMINATION <i>(personal issue)</i>
<ul style="list-style-type: none"> <li>• Handgun mounted flashlight and accommodating holster</li> <li>• Illuminated aiming system</li> </ul>
RADIO EQUIPMENT
Portable Radios
<ul style="list-style-type: none"> <li>• One per member, while on-duty</li> <li>• Dedicated operational channel capability (or access to OPC channel)</li> <li>• Ear-pieces or similar devices to eliminate noise</li> <li>• Capable of use with chemical or OC agent</li> </ul>
Power Sources
<ul style="list-style-type: none"> <li>• Extra batteries</li> </ul>
TRANSPORTING
Canine Vehicle
<ul style="list-style-type: none"> <li>• Dedicated to the canine unit</li> <li>• Capable of transporting team members efficiently to incident locations</li> <li>• Marked/unmarked police car, van or truck</li> <li>• Storage for other canine equipment</li> <li>• Rechargeable flashlight</li> <li>• Vehicle interior temperature detection and warning system</li> </ul>



### Additional Equipment Considerations

In addition to the above list, additional equipment considerations for canine units performing other investigative support functions are as follows:

#### EXPLOSIVES DETECTION

- Flame resistance protection (flame retardant clothing offering outer surface protection and flame resistant hood/balaclava and gloves)
- Explosives kit for training purposes, containing the following base components, at a minimum:
  - PETN
  - Nitro-glycerin
  - TNT
  - RDX
  - Smokeless powder
  - Black powder
  - Variety of detonating cord and safety fuse
- Secure storage for explosives training kit in the dedicated canine vehicle

#### CADAVER DETECTION

- First Aid: biohazard considerations (i.e. latex gloves, protective mask/shield) and/or a building
- Training aides for the purposes of ongoing training in cadaver detection
- Secure storage for bio-hazardous training aides in the dedicated canine vehicle

and/or a building

#### CONTROLLED DRUGS AND SUBSTANCES DETECTION

- Controlled drugs and substances kit for training purposes, containing the following base components, at a minimum:
  - Cannabis
  - Cocaine
  - Opiates
- Secure storage for controlled drugs and substances training kit in the dedicated

canine vehicle and/or a building

#### URBAN SEARCH AND RESCUE

- Helmet
- Gloves



- Long pants
- Long sleeve shirt
- Eye protection
- Safety toe-steel shank boots
- Knee protection





## Appendix A – Training Guidelines

Canine teams and/or units that are specifically engaged in “general service training” functions will receive training in the areas outlined below, under “General Service Training.”

Canine teams and/or units that are specifically engaged in “specialty service training” functions will receive training in the areas outlined below under “Specialty Service Training.”

Canine teams and/or units may receive “general service training” and/or only “specialty service training.” The type of training the canine teams and/or units receive will depend on the requirements and needs of the police service. Training logs are mandatory for both types of training.

In summary, a canine team and/or unit may receive the General Service Training, the Specialty Training, or both, depending on the needs and requirements of the service.

### Training Logs

Training logs should be kept each time the canine team (dog and handler) participates in training. Training logs should contain the following information, at a minimum:

- Date/time
- Handler and dog’s name
- Weather conditions at the time of the training session including the temperature, humidity and wind direction and velocity
- Location/surrounding environment, distances
- Equipment used (i.e. jumps, articles, boxes, etc.)
- Quarry information
- Any information the handler deems to be important
- Handler’s comments on the training scenario
- If witnessed by a member of the training staff, the member will include comments on the performance of the handler and the dog

All training logs should be kept up to date and stored appropriately.



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## GENERAL SERVICE TRAINING:

### Tracking Investigative Support

The Chief of Police should ensure that the canine team is able to follow an unknown track of human scent over various terrains with changes of direction at least 1000 meters (one kilometer) long and a minimum of thirty (30) minutes old, without being deterred by contamination or the crossing of the track by animals or other persons.

### Obedience and Control

The Chief of Police should ensure that the canine team is able to perform (on and/or off-leash) the following by voice and/or hand command:

- Heel
- Sit
- Down
- Recall
- Right Turn
- Left Turn
- About Turn; and,
- Change of pace (normal, fast, slow)

The Chief of Police should ensure that the canine team is trained not to fear heights nor dark confined spaces, and will be made familiar with any other factors such as working in crowds, which may occur during the course of duties.

### Agility

The Chief of Police should ensure that the canine team (dog) is able to overcome obstacles, including a 0.91 meter (3') vertical jump, a 1.83 meter (6') scale of a structure, a 1.83 meter (6') horizontal jump, a 1.83 meter (6') open staircase and a 2.44 meter (8') crawl.

### Search for Persons



- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search an open area of not less than 800 square meters in a controlled and systematic fashion and that the dog is able to locate and remain with any person found and make the presence of such person known to the handler.
- **Building Search:** the Chief of Police should ensure that the canine team is able to search any type of building not less than 270 square meters and that the dog is able to locate and remain with any person found and make the presence of such person known to the handler.

### Criminal Apprehension

The Chief of Police should ensure that the canine team is able to chase and stop a fleeing suspect. The apprehension will be by bite and the dog will release on command. The dog will be able to apprehend while under gunfire or other threat.

### Evidence Search

The Chief of Police should ensure that the canine team is able to search any area of not less than 100 square meters for evidence dropped or deposited from a human source and that the dog is able to locate such evidence in a controlled and systematic fashion and make the presence of such evidence known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

## INVESTIGATIVE SUPPORT TRAINING:

### Urban Search and Rescue (USAR)

The Chief of Police should ensure that the canine team is able to search a rubble site with a minimum average height of three (3) meters and consist of an area of 1,100 to 1,500 square meters for human scent. The rubble site should consist predominantly of concrete or a mixture of materials common to disaster sites. Banner tape should be used to reduce the search area when larger rubble sites are being used.



There should be new, unused victim locations created for the evaluation. There should be a minimum of two (2) victim locations. They should be created in accessible areas that are out of the handler's sight. The evaluator must have a clear view of the canine's work. Consideration should be given to appropriate site and personnel safety while participating in training exercises, including that paramedics and a heavy rescue team is available onsite during such training.

For the purposes of testing, the evaluator will determine the size of hides and time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

### Controlled Drugs and Substances Detection

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 100 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of cannabis, cocaine and opiates and to make the presence of the controlled drug or substance found known to the handler.
- **Building Search:** the Chief of Police should ensure that the canine team is able to search any type of building of not less than 270 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of cannabis, cocaine and opiates and to make the presence of the controlled drug or substance found known to the handler.
- **Vehicle Search:** the Chief of Police should ensure that the canine team is able to search a minimum of three (3) standard-size passenger vehicles, with at least one negative hide, in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of cannabis, cocaine and opiates and to make the presence of the controlled drug or substance found known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.



### Explosives Detection

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 100 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of the following explosive compounds: PETN, Nitro-Glycerin, TNT, RDX, smokeless powder, black powder, and a variety of detonating cord and safety fuse, and to make the presence of the explosive compound found known to the handler by passive indication.
- **Building Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 270 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of the following explosive compounds: PETN, Nitro-Glycerin, TNT, RDX, smokeless powder, black powder, ammonium nitrate and a variety of detonating cord and safety fuse, and to make the presence of the explosive compound found known to the handler by passive indication.
- **Vehicle Search:** the Chief of Police should ensure that the canine team is able to search a minimum of six (6) standard-size passenger vehicles, with at least one negative hide, in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of the following explosive compounds: PETN; nitro-Glycerin; TNT; RDX; smokeless powder; black powder; and a variety of detonating cord and safety fuse, and to make the presence of the explosive compound found known to the handler by passive indication.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

### Firearms Detection

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 100 square meters in a controlled and systematic fashion and that the dog is able to locate the presence of firearms, ammunition and ammunition casings and to make the presence of the firearms, ammunition and spent ammunition casings found known to the handler.



- **Building Search:** the Chief of Police should ensure that the canine team is able to search any type of building of not less than 270 square meters in a controlled and systematic fashion and that the dog is able to locate the presence of firearms, ammunition and ammunition casings and to make the presence of the firearms, ammunition and spent ammunition casings found known to the handler.
- **Vehicle Search:** the Chief of Police should ensure that the canine team is able to search a minimum of three (3) standard-size passenger vehicles, with at least one negative hide, in a controlled and systematic fashion and that the dog is able to locate the presence of firearms, ammunition and ammunition casings and to make the presence of the firearms, ammunition and spent ammunition casings found known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

#### Cadaver Detection

- **Surface Area Search (Bush and Open Area):** the Chief of Police should ensure that the canine team is able to search any open area of not less than 500 square meters in a controlled and systematic fashion and that the dog is able to locate the presence of human remains and to make the presence of the human remains found known to the handler.
- **Buried Search (Below Surface):** the Chief of Police should ensure that the canine team (dog and handler) is able to search any open area of not less than 50 square meters wide and six inches deep, in a controlled and systematic fashion and that the dog is able to locate the presence of human remains and to make the presence of the human remains found known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.





## WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: <b>YOUTH CRIME</b>		Policy Number: <b>P-011</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>AR-LE044, August 10, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.4 AND AS subsection 39 (1) 3) (vi) of the CSPA provides that a Board is to include in its Strategic Plan a requirement, inter alia, quantitative and qualitative performance objectives and indicators of outcomes relating to Youth Crime and clearance rates for Youth Crime;

1.5 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures on and processes for undertaking and managing investigations into Youth Crime;

1.6 AND AS Part LE-044 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A contains guidelines directing the Chief and the police service relative to investigations into Youth Crime.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

## **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Service” means the Windsor Police Service;

2.7 “Youth Crime” means offences, within the meaning of the Youth Criminal Justice Act (Canada), committed by a person while they were a young person within the meaning of that Act.

## **3. BOARD POLICY**

3.1 The Board recognizes that matters of Youth Crime are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with the procedures established by the Chief as directed by this Policy.

## **4. DIRECTION TO THE CHIEF**

### **4.1 PROCEDURES**

4.1.1 The Chief shall develop and maintain procedures on and processes for undertaking and managing investigations into Youth Crime in accordance with Appendix A.

### **4.2 SCHOOL LIAISON PROGRAM**

4.2.1 The Chief shall develop and maintain a school liaison program which includes establishing protocols for investigating school related occurrences.

4.2.2 The Chief shall ensure that the protocols referred to in section 4.2.1 above is reviewed on an annual basis.

### **4.3 COMMUNITY PARTNERSHIP**

4.3.1 The Chief shall consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the Service’s procedures on crime prevention and problem-oriented policing.



**5. REPORT TO THE BOARD**

5.1 The Chief shall make a written report to the Board each year in respect of investigations into youth crime. The report shall include:

- (a) a summary of the written procedures concerning Youth Crime investigations;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of steps taken by the Service to monitor and evaluate Youth Crime; and
- (d) reference to the requirement in section 4.3.1.

**6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-LE044, August 10, 2000 and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

6.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**Attachment (1)**

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into youth crime.

In addition section 12(1)(u) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into youth crime.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to youth crime that the Chief of Police will:

- a) develop and maintain procedures on and processes for undertaking and managing investigations into youth crime;
- b) work, where possible, with local school boards to develop programs for safe schools, including establishing protocols for investigating school-related occurrences; and
- c) consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the police service's procedures on crime prevention and problem-oriented policing.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures on the investigation of offences committed by young persons should:
    - a) address compliance by members with the relevant federal legislation relating to young persons;
    - b) address the steps to be taken by officers, in accordance with local protocols, when responding to school-related occurrences;
    - c) require the sharing of information with intelligence personnel if it is believed that an offence committed by a young person is gang-related;
    - d) address the sharing of information with officers, appropriate members, other police services and relevant organizations on youth gang activities;
    - e) set out the steps to be followed if a young person should escape, be unlawfully at large or breach probation; and
    - f) require that young persons' records are flagged in order to avoid unlawful disclosure.

**Safe  
Schools**

2. Every Chief of Police should work, where possible, with local school boards to develop programs for safe schools, including establishing a protocol for the investigation of school-related occurrences that is consistent with the Ministry of Education's policies relating to safe schools.

**Youth  
Gangs**

3. Every Chief of Police should consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community, including working, where possible, with school boards, municipalities, youth and other community organizations, businesses and the Crown.



**WINDSOR POLICE SERVICE BOARD**  
**POLICY**

Policy Name: <b>DOMESTIC AND FAMILY VIOLENCE OCCURRENCES</b>		Policy Number: <b>P-012</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE024	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

**1. PREAMBLE**

- 1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND AS Ontario Regulation 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND AS the Board deems it appropriate to require the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into domestic violence/family occurrences;
- 1.5 AND AS Part LE-024 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to the police response to domestic/family violence occurrences;
- 1.6 AND AS it is the purpose of this By-law to ensure that the Service has a policy in place which aims to reduce violence against women by encouraging an effective and consistent response to domestic/family violence occurrences and by establishing a community protocol which takes a collaborative approach utilizing all available community resources.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

## **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Domestic Violence” means any use of physical or sexual force, actual or threatened, in an intimate relationship, including emotional, physiological abuse or harassing behaviour, attempted, or caused, between two people who are, or have been, involved in a relationship;

2.5 “Family Violence” means the use of any physical or sexual force, emotional/psychological or verbal abuse or threatening/harassing behaviour attempted or caused to a family member by another family member;

2.6 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

2.7 “Member” means a member of the Windsor Police Service;

2.8 “Ministry” means the Ministry of the Solicitor General;

2.9 “Relationship” means persons who are associated to each other through a family relationship, whether or not they are living together. These relationships vary in duration and legal formality and include current and former dating. These relationships also include same sex relationships and persons who:

(a) are legally married to one another;

(b) were previously married to one another;

(c) have a child in common, regardless of whether such persons have been married or have lived together at one time;

(d) are not married but live together in a family-type relationship or, have lived together in a family-type relationship; and

(e) are not married but are currently or have been involved in a relationship with each other;

2.10 “Service” means the Windsor Police Service.

## **3. POLICY**

3.1 The Board recognizes that matters of domestic and family violence are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy

## **4. DIRECTION TO THE CHIEF**

### **4.1 DOMESTIC/FAMILY VIOLENCE CO-ORDINATING COMMITTEE**

4.1.1 The Chief, in partnership with the local Crown Attorney, probation and parole services, victim/witness assistance program, victim crisis and referral service, local municipalities, local Children's Aid Society and other local service providers and community representatives responsible for issues related to Domestic/Family Violence, including women's shelters, work to establish and maintain a Domestic/Family Violence coordinating committee that covers the City of Windsor.

4.2.1 The Chief shall implement one or more of the models set out in the Ministry guidelines for the investigation of Domestic/Family Violence Occurrences and ensure that the Service has access to trained Domestic/Family Violence investigators.

### **4.3 PROCEDURES**

4.3.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into Domestic/Family Violence occurrences. These procedures shall be in accordance with Appendix A and shall address:

- (a) communications and dispatch;
- (b) initial response;
- (c) enhanced investigative procedures;
- (d) the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or a restraining order;
- (e) the use of a risk indicator's tool;
- (f) children at risk;
- (g) high risk cases and repeat offenders;
- (h) occurrences involving members of a police service;
- (i) post-arrest procedures; and
- (j) victim assistance and safety planning.

4.3.2 The Chief shall develop and implement a written procedure to monitor all responses to complaints of Domestic/Family Violence to ensure compliance with the said procedures by Members.

### **4.4 MONITORING**

4.4.1 The Chief shall ensure that the Service's response to Domestic/Family Violence Occurrences are monitored and evaluated.

### **4.5 TRAINING**

4.5.1 The Chief shall ensure that Members receive the appropriate Ministry accredited training in dealing with Domestic/Family Violence Occurrences.

**5 REPORT TO THE BOARD**

5.1 The Chief shall make a written report to the Board each year in respect of the investigation of domestic/family violence occurrences. The report shall include:

- (a) a summary of the written procedures concerning Domestic/Family Violence investigations, including changes since the date of the last report;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of the training given to Members with respect to Domestic/Family Violence;
- (d) a summary of the steps taken by the Service to monitor and evaluate response to Domestic/Family Violence occurrences; and
- (e) a summary of the issues dealt with by the Domestic/Family Violence coordinating committee.

**6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number: AR-LE024, March 29, 2001, and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed.

6.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**Attachments (1)**

**THE WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

\_\_\_\_\_  
Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into domestic violence occurrences. In addition, section 12(1)(d) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into domestic violence occurrences.

The focus of these policies and procedures should be on domestic violence occurrences. For the purposes of this guideline, domestic violence occurrence means:

*Domestic violence is any use of physical or sexual force, actual or threatened, in an intimate relationship, including emotional/psychological abuse or harassing behaviour. Although both women and men can be victims of domestic violence, the overwhelming majority of this violence involves men abusing women.*

*Intimate relationships include those between the opposite-sex and same-sex partners. These relationships vary in duration and legal formality, and include current and former dating, common-law and married couples.*

*Criminal Code offences include, but are not limited to homicide, assault, sexual assault, threatening death or bodily harm, forcible confinement, harassment/stalking, abduction, breaches of court orders and property-related offences.*

*These crimes are often committed in a context where there is a pattern of assaultive and/or controlling behaviour. This violence may include physical assault, and emotional, psychological and sexual abuse. It can include threats to harm children, other family members, pets and property. The violence is used to intimidate, humiliate or frighten victims, or to make them powerless. Domestic violence may include a single act of abuse. It may also include a number of acts that may appear minor or trivial when viewed in isolation, but collectively form a pattern that amounts to abuse.*

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to domestic violence occurrences that the Chief of Police will:

- a) in partnership with the police service's local Crown, Probation and Parole Services, Victim/Witness Assistance Programme (VWAP), Victim Crisis and Referral



Service (VCARS), municipalities, local Children's Aid Societies and other local service providers and community representatives responsible for issues related to domestic violence, including women's shelters, work to establish and maintain one or more domestic violence coordinating committees that cover the geographic areas that fall within the jurisdiction of the police service;

- b) implement one or more of the models set out in Ministry guidelines for the investigation of domestic violence occurrences and ensure that the police service has access to trained domestic violence investigators;
- c) develop and maintain procedures for undertaking and managing investigations into domestic violence occurrences that address:
  - i) communications and dispatch;
  - ii) initial response;
  - iii) enhanced investigative procedures;
  - iv) the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or a restraining order;
  - v) the use of a risk indicators tool;
  - vi) children at risk;
  - vii) high risk cases and repeat offenders;
  - viii) occurrences involving members of a police service;
  - ix) post-arrest procedures;
  - x) victim assistance; and
  - xi) safety planning;
- d) ensure that the police service's response to domestic violence occurrences are monitored and evaluated; and
- e) ensure that officers and other appropriate members receive the appropriate Ministry accredited training.

## Police Service Guidelines

- Domestic Violence Coordinating Committee*
1. Every Chief of Police, in partnership with the local Crown, Probation and Parole Services, VWAP, VCARS, local Children's Aid Society, municipalities, and other local service providers and community representatives responsible for issues related to domestic violence, including women's shelters, should work to establish one or more domestic violence coordinating committees that cover the geographic areas that fall within the jurisdiction of the police service. The suggested terms of reference for the domestic violence coordinating committee include:
    - a) establishing a protocol for the operation of the committee;
    - b) establishing criteria for case and/or systems review;
    - c) reviewing cases that meet the established criteria, and subject to confidentiality requirements, sharing case specific information among relevant member organizations in order to provide a coordinated response;

- d) monitoring and evaluating the response to cases by organizations participating on the domestic violence coordinating committee;
- e) reviewing the availability of services to victims of domestic violence, including the provision of safety planning;
- f) coordinating the development of local written protocols on domestic violence that address:
  - i) the roles and responsibilities of organizations involved in providing services to victims, including notifying and informing the victim about release of the accused, bail conditions, and the criminal justice process;
  - ii) information sharing among the organizations; and
  - iii) referrals for service, including the provision of assistance to victims and children in cases which do not proceed to court, or where no charges have been laid;
- g) developing local community strategies and responses to address and prevent repeat victimization, including promoting and supporting follow-up with victims of domestic violence; and
- h) developing initiatives/programs for the prevention and early intervention, including:
  - i) Domestic Violence Emergency Response System (DVERS), where practical;
  - ii) addressing the needs of child witnesses of violence; and
  - iii) awareness and information programs on domestic violence occurrences for students and other service providers.

**Domestic  
Violence  
Investigators**

2. Every police service should ensure that it has access to trained domestic violence investigators.
3. Domestic violence investigators will have the primary responsibility for undertaking, managing or reviewing the investigation of domestic violence occurrences, except where the type of occurrence involves an offence which is addressed by the police service's criminal investigation management plan established pursuant to section 11 of the *Regulation on the Adequacy and Effectiveness of Police Services* or is a threshold major case as defined in the *Ontario Major Case Management Manual*.
4. A Chief of Police should not designate a person as a domestic violence investigator unless that person is a police officer and has successfully completed the required training accredited by the Ministry or has equivalent qualifications and skills as designated by the Ministry.
5. A police service may meet its obligations under paragraph 2 by either:
  - a) ensuring that an adequate number of patrol officers are designated as domestic violence investigators;

- b) establishing a specialized unit of domestic violence investigators that will be responsible for undertaking, managing or reviewing the investigation of domestic violence occurrences;
  - c) designating a domestic violence occurrence as a threshold occurrence under the police service's criminal investigation management plan, thereby requiring that the investigation be undertaken or managed by a criminal investigator; or
  - d) designating patrol supervisors as domestic violence investigators who will be responsible for undertaking, managing or reviewing all domestic violence occurrence investigations.
6. Where a police service decides to meet its obligations under paragraph 2 by one of the methods set out in paragraph 5(b)-(d), it should also ensure that its patrol officers receive the required training accredited by the Ministry on the police response to domestic violence occurrences.

*Follow-Up*

7. Every police service, in conjunction with the domestic violence coordinating committee and local community and social service agencies, should consider the need for, and the feasibility of, implementing a multi-disciplinary follow-up support for victims of domestic violence in their jurisdiction. This support could focus on victims' assistance, counselling, attendance at court, children who witness violence, and intervention strategies, such as safety planning, in cases where there is repeat victimization or high risk to the victim.

*Communications  
and Dispatch  
Procedures*

8. Every police service's procedures should:
- a) require that all domestic violence occurrence calls be responded to as a priority call for service even if the call is withdrawn, including calls relating to a possible breach of a bail, parole or probation condition, peace bond or a restraining order;
  - b) require that when a call is received and the suspect has threatened violence and there is reason to believe that the suspect intends to go to the victim's location the police will go to the victim's location;
  - c) set out the number of police officers to attend at the scene, with two as a minimum;
  - d) indicate the type of information to be gathered by communications and dispatch personnel and provided to responding officers, including at minimum:
    - i) caller's name, address, telephone number and relation to the incident (e. g., witness, victim);
    - ii) information about the suspect (e.g., relationship to victim, current location, description, any known mental illnesses, suicidal threats, history of abuse/violence);
    - iii) extent of injuries, if known;
    - iv) whether the suspect or other residents of the household are under the influence of drugs or alcohol;

- v) whether firearms or other weapons are known to be present at the scene or accessible to the suspect from some other location;
  - vi) whether the suspect or anyone in the household has been issued or refused an authorization to acquire a firearm, Firearms Licence or registration certificate;
  - vii) whether the suspect is known to have access to firearms;
  - viii) whether children or other persons are present in the household and their location within the dwelling;
  - ix) whether there has been one or more previous domestic violence occurrence calls to the address, the nature of previous incidents and whether weapons have been involved; and
  - x) whether a current peace bond/restraining order or bail/probation condition exists against anyone in the household or suspect; and
- e) require communications and dispatch personnel to be provided with a checklist or reference sheet that sets out the information to be gathered and provided to responding officers.

9. The procedures should provide that whenever possible at least one of the minimum two officers responding to a domestic violence occurrence should be a patrol officer who has received training on the police response to domestic violence occurrences or a domestic violence investigator.

10. The procedures should provide that upon arrival at the scene the officers should:

- a) try to quickly separate the parties;
- b) assist any party in obtaining medical assistance, if necessary;
- c) ensure that any children at the scene are provided with appropriate support/assistance; and
- d) gather and preserve evidence in accordance with the police service's procedures on the collection, preservation and control of evidence and property.

11. The procedures should provide that:

- a) all officers responding to a domestic violence occurrence should make detailed notes, including on the actions and utterances of the parties; and
- b) a detailed occurrence report should be completed for every domestic violence occurrence regardless of whether any charges were laid or an offence alleged.

12. The procedures should address the interviewing of the victim(s), suspect and witnesses, including:

- a) where available, practical and appropriate, the use of audio or video taping of statements in accordance with the *R. v. KGB* guidelines;
- b) separate interviews where practical and safe for officers and the parties;

- c) if required, the use of an interpreter by a person outside the family where practical;
- d) that the officers should ask the victim and other witnesses direct questions about:
  - i) any history of abuse/violence and stalking/criminal harassment;
  - ii) any history of personal threats, including threats to life;
  - iii) any concerns over the safety of the victim;
  - iv) the presence of, or access to, firearms and registration certificates;
  - v) the previous use of weapons;
  - vi) any history of drug or alcohol abuse; and
  - vii) any history of mental health or stability issues;
- e) the processes and considerations for interviewing child witnesses, including the appropriateness of asking the child any of the questions set out in (d);
- f) that the officer should ask the victim any other questions relevant to the completion of the risk indicators part of the domestic violence risk management report;
- g) requesting that the victim review and sign the officer's record of their statement, or any other statement that has been provided, and the statements should include the date; and
- h) interviewing third party witnesses, including neighbours, other emergency personnel who have responded to the scene and medical personnel who treat the victim.

**Evidence  
Procedures**

13. The procedures should address the gathering and documenting of evidence, including:
- a) asking whether the victim was physically assaulted and whether any internal or external injuries occurred and noting their response (including where possible on a diagram);
  - b) photographing the crime scene (e.g., overturned furniture or destroyed property), including the use of video taping, where available and practical;
  - c) with the victim's consent, photographing the victim's injuries and taking additional photographs within 24-48 hours of the initial occurrence when the injuries are more visibly apparent (if possible by a member of the same gender; consideration should be given to using Polaroid photographs when appropriate);
  - d) gathering any other evidence, including answering machine tapes, hospital records, torn and/or blood stained clothing, or fingerprint evidence if the suspect has broken into the victim's residence (including any evidence obtained for a Sexual Assault Treatment Centre whose mandate has been expanded to include domestic violence);
  - e) the review and preserving of 911 tapes that record the call for service;
  - f) the names and date of birth of all children present, or who normally reside, in the home; and
  - g) the use of search warrants to obtain relevant evidence.

Mandatory  
Charge  
Policy

14. The procedures should provide that in any domestic violence occurrence, which is a threshold major case, the investigation will be in accordance with the Ministry's designated *Ontario Major Case Management Manual*.
15. The procedures should provide that in all domestic violence occurrences an officer is to lay a charge where there are reasonable grounds to do so, including:
  - a) where a person has breached a condition of bail, parole, probation or a peace bond;
  - b) for any offence committed under the *Criminal Code*, including obstruction of justice (i.e., dissuading the victim from testifying); or
  - c) when there is a contravention of a valid order under sections 24 and 46 of the *Family Law Act* and section 35 of the *Children's Law Reform Act*.
16. A decision to lay charges should not be influenced by any of the following factors:
  - a) marital status/cohabitation of the parties;
  - b) disposition of previous police calls involving the same victim and suspect;
  - c) the victim's unwillingness to attend court proceedings or the officer's belief that the victim will not cooperate;
  - d) likelihood of obtaining a conviction in court;
  - e) verbal assurances by either party that the violence will cease;
  - f) denial by either party that the violence occurred;
  - g) the officer's concern about reprisals against the victim by the suspect; or
  - h) gender, race, ethnicity, disability, socioeconomic status or occupation of the victim and suspect.
17. The procedures should provide that an officer should explain to both the victim and the suspect that it is their duty to lay a charge when there are reasonable grounds to believe that an offence has been committed, and that only a Crown can withdraw the charge.
18. The procedures should address the use of warrants to enter a dwelling house for the purpose of arrest or apprehension in accordance with the relevant sections of the *Criminal Code*.
19. The procedures should provide that if the suspect is not present when officers arrive, and reasonable grounds exist to lay a charge, a warrant for the arrest of the accused should be obtained as soon as possible. Once obtained, a warrant should be entered on CPIC as soon as practicable and no later than within 24 hours. Every reasonable effort should be made to locate and apprehend the suspect.
20. The procedures should address dual arrest, as well as the laying of counter-charges, and highlight the importance of determining the primary offender in order to distinguish assault from defensive self-protection.

**Criminal  
Harassment**

21. The procedures should provide that in all domestic violence occurrences, officers should consider whether there is any evidence of criminal harassment, and should also follow the police service's procedures on criminal harassment investigations.

**Firearms**

22. The procedures should provide that in all domestic violence occurrences the officers involved will:

- a) follow the police service's procedures on preventing/responding to occurrences involving firearms, regardless of whether any charges are laid; and
- b) where appropriate, determine whether there is compliance with the sections of the *Criminal Code* and *Firearms Act* relating to safe storage of firearms.

**Risk  
Indicators  
Tool**

23. The procedures should provide that, as soon as possible, whenever a charge is laid in a domestic violence occurrence, the domestic violence risk management report; will also be completed, including the part of the report relating to the risk indicators checklist. Where a suspect has been arrested, the procedures should provide that the risk indicators part of the report will be completed prior to any decision to release the suspect or detain for a bail hearing, and will be included with the Crown brief/show cause report.

24. The procedures should address the use of behavioural science services in domestic violence occurrences if the circumstances of the case require a risk assessment, and how these services can be accessed in accordance with the requirements of the *Regulation on the Adequacy and Effectiveness of Police Services*.

25. The domestic violence risk management report should be based on the Ministry's designated report form and should include, at minimum, the risk indicators set out by the Ministry.

**Children at  
Risk**

26. The procedures should require police officers to address issues relating to children, who are under 16, in accordance with the police service's procedures on child abuse and neglect and the police service's protocol with the local Children's Aid Societies.

**High Risk  
Cases and  
Repeat  
Offenders**

27. The procedures should address the investigative supports that may be available to assist in cases determined to be high risk, or where there is a repeat offender with a history of domestic violence with the same or multiple victims, including:

- a) the use of physical surveillance;
- b) electronic interception;
- c) video and photographic surveillance; and
- d) victim/witness protection services.

28. The procedures should provide that in cases involving high risk, or where there is a repeat offender, that the offender should be entered into the 'SIP' category on CPIC as soon as possible, and no later than within 24 hours.
29. The procedures should provide that where an offender has engaged in a pattern of offending that may indicate hate/bias motivation towards women, that the domestic violence investigator raise with the Crown the possibility of introducing evidence of hate/bias motivation as an aggravating factor for the purposes of sentencing the offender if convicted.
- Occurrences Involving Members*
30. The procedures should set out the steps to be followed when a domestic violence occurrence involves a member of its police service or another police service.
- Bail Procedures*
31. The procedures should provide that in all domestic violence occurrences officers will comply with the police service's procedures relating to bail and violent crime.
32. The procedures should provide that in all domestic violence occurrences where there has been a breach of bail, or there is about to be a breach, officers will comply with the police service's procedures relating to breach of bail.
33. Consistent with local protocols, the procedures should set out the roles and responsibilities for notifying and informing the victim as soon as possible about the release of the accused, time and location of bail hearing, bail conditions and the criminal justice process.
- Victims' Assistance*
34. The procedures should provide that officers who respond to domestic violence occurrences will provide assistance to the victim based on the police service's local procedures, including:
- assisting the victim in obtaining medical assistance, if necessary;
  - remaining at the scene until they are satisfied that there is no further immediate threat to the victim;
  - addressing any special needs of the victim (e.g., dealing with communication barriers);
  - addressing the needs of child witnesses of domestic violence occurrences, including encouraging the child's primary caregiver to consider obtaining assistance for the child from a counsellor with experience in assisting child witnesses of domestic violence;
  - if requested by the victim, attending the residence of the victim to ensure peaceful entry when the victim or accused returns to take possession of personal belongings and when concerns for the victim's safety exist because of the presence of the accused in the residence, unless peaceful entry of the residence cannot be achieved, or the removal of certain property is contested by either party,



in which case the officers should advise the parties of the need to seek a civil remedy;

- f) arranging for transportation to a shelter or place of safety, if necessary, with the location remaining confidential to the suspect/accused and third parties; and
- g) providing information to the victim on services that are available, and offer to make initial contact with victims' services.

35. Police services should provide, in conjunction with local victims' services, a localized pamphlet on domestic violence that includes information on local resources to assist victims.

*Safety  
Planning*

36. The procedures should provide that officers who respond to domestic violence occurrences should ensure that issues surrounding the victim's safety are addressed, including directly providing the victim with information on safety planning or providing information to the victim on the availability of safety planning information and assistance within the community.

37. The procedures should provide in cases where it is determined that there is a high risk, or repeat victimization, a domestic violence investigator or another member of the police service, should warn the victim about the potential risk to the victim or any children, and offer to meet with the victim to assist in developing or reviewing the victim's safety plan and to identify other measures that may be taken to help safeguard the victim and any children.

*Monitoring  
and  
Supervision*

38. Every police service shall require supervisors to monitor, and ensure, compliance with the police service's procedures related to domestic violence occurrences.

39. Every police service should designate a domestic violence coordinator who will be responsible for:
- a) monitoring the response to, and investigation of domestic violence occurrences, including compliance with the police service's procedures by supervisors, officers and other members;
  - b) monitoring and evaluating follow-up to domestic violence cases;
  - c) liaising with the Crown, Probation and Parole Services, VWAP, VCARS, the local Children's Aid Society, and other local services and community representatives responsible for responding to issues related to domestic violence occurrences;
  - d) informing the public and media about the police service's domestic violence occurrences procedures; and
  - e) ensuring that statistical data are kept on domestic violence occurrences.

40. Every police service should periodically review the police service's procedures to ensure consistency with legislative and case law changes.
41. Every police service should ensure that persons who provide communications and dispatch functions are trained regarding domestic violence occurrence calls for service.
42. Every police service should ensure that its domestic violence investigators have successfully completed Ministry accredited training, or have the equivalent qualifications and skills designated by the Ministry, that addresses:
- a) the dynamics of abusive relationships including the effects of physical assault and psychological abuse;
  - b) the initial police response to domestic violence occurrences, including officer safety;
  - c) interviewing, including interviewing child witnesses;
  - d) collection, care and handling of evidence;
  - e) search, seizure and warrants;
  - f) firearms seizures and legislation;
  - g) the mandatory charge policy, dual arrest and counter-charging;
  - h) court orders (e.g., restraining orders), judicial interim release orders, parole certificates, other relevant legislation and probation;
  - i) victim assistance and local victim services, as well as victims with special needs;
  - j) risk indicators and assessment, including the completion of the domestic violence risk management report;
  - k) procedures relating to post-arrest;
  - l) strategies for addressing repeat victimization and high risk cases;
  - m) safety planning; and
  - n) issues relating to children who witness violence.
43. Where a police service decides to meet its obligations under paragraph 2 by one of the methods set out in paragraph 5(b)-(d), it should also ensure that an adequate number of its patrol officers have received Ministry accredited training on the police response to domestic violence occurrences that addresses:
- a) the dynamics of abusive relationships including the effects of physical assault and psychological abuse;
  - b) the initial police response to domestic violence occurrences, including officer safety;
  - c) preservation of the crime scene, and initial collection of evidence and interviewing;
  - d) court orders (e.g., restraining orders), judicial interim release orders, parole certificates, other relevant legislation and probation;
  - e) firearms seizures and legislation;

*Ministry  
Accredited  
Training*

- f) the role of the domestic violence investigator;
- g) procedures relating to children at risk;
- h) the completion of the domestic violence-risk management report, including risk indicators;
- i) procedures relating to post-arrest;
- j) victims' assistance and local victim services, as well as victims with special needs; and
- k) issues relating to children who witness violence.



**WINDSOR POLICE SERVICE BOARD  
POLICY**

Policy Name: <b>USE OF FORCE AND WEAPONS</b>		Policy Number: <b>P-013</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>Every 3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-AI1012</b>	Reporting: <b>Chief report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

**1. PREAMBLE**

- 1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND AS Ontario Regulation 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND AS Ontario Regulation 391/23 Use of Force and Weapons prescribes standards for use of force and weapons;
- 1.5 AND AS the Board deems it appropriate to require the Chief of Police to develop and maintain procedures on and processes that adhere to the Policy developed by the Board and Ontario Regulation 391/23;

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

## **2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Firearm” means a firearm as defined in section 2 of the Criminal Code (Canada), except that it does not include a firearm listed in section 1 of Part 1 of the schedule to the Regulations Prescribing Certain Firearms and other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted, SOR/98-462, made under the Criminal Code (Canada) and does not include a PepperBall launcher;

2.5 “Handgun” means a firearm that is designed, altered or intended to be aimed and fired by the action of one hand;

2.6 “Less lethal projectile” means a projectile designed to be discharged from a firearm that is less likely to cause death or serious injury than conventional ammunition and includes projectiles that contain a gas.

2.7 “Member” means a member of the Windsor Police Service, including police officers, special constables, cadets and auxiliary members;

2.8 “Service” means the Windsor Police Service.

2.9 “Ministry” means the Ministry of the Solicitor General

2.10 “Minister” means Solicitor General

## **3. POLICY**

3.1 The Board recognizes that statutory and common law grant the police authority to utilize force, including lethal force, in carrying out their duties. This authority must be exercised with the utmost levels of respect and accountability to maintain the trust and confidence of the community. The use of force must be necessary, proportionate, and reasonable, recognizing the dynamic nature of situations encountered by police officers.

The protection of life and the safety of both the members of the Windsor Police Service and the public is paramount. The Board is unwavering in its commitment to the highest standards of performance, training, accountability, and transparency concerning the use of force by its members. The Board recognizes the significance of de-escalation techniques in the education and training of its members, particularly in situations that could lead to potential violence.

#### **4. DIRECTION TO THE CHIEF**

4.1 The Chief of Police shall ensure that:

4.1.1 The Service's policies regarding the use of force and weapons adhere to this Policy and the requirements of the Community Safety and Policing Act and/or any regulations.

4.1.2 Every member of the Service who may be required to use force on another person is in compliance with prescribed training requirements on the use of force.

4.1.3 Before a firearm is issued to a member of the Police Service, the member is in compliance with the applicable training requirements prescribed by the Minister and is competent in the use of firearms.

4.2.4 Every member of the Police Service who is authorized to carry or use a firearm is in compliance with the prescribed training requirements on the use of firearms.

4.2.5 Every member of the Police Service who is authorized to carry or use a weapon that is not a firearm, is in compliance with the prescribed training requirements on the use of the weapon.

4.2.6 Records are maintained of the training taken by members of the Police Service on the use of force, the use of firearms, and the use of weapons that are not firearms, and when each training was taken.

4.2.7 All weapons authorized and distributed for use within the Service adhere to the technical specifications in Ontario Regulation 391/23 – Use of Force and Weapons.

4.2.8 Provide the Minister, within 30 days of authorizing a member of the Police Service to carry a firearm under subsection 3(2) of Ontario Regulation 391/23 – Use of Force and Weapons – a report identifying:

(i) the type of firearm

(ii) the ammunition that may be used with the firearm

(iii) the special purpose for which the firearm is authorized to be carried

4.2.9 An investigation is commenced, and a report is filed to the Board where a member, by the discharge of a firearm in the performance of his or her duties, kills or injures another person.

4.2.10 The Board is promptly informed when the Chief of Police discharges a firearm in the performance of the Chief's duties. The Board shall cause an investigation to be made into the circumstances should such an incident occur.

4.2.11 Ongoing review and evaluation of local use of force procedures, training and reporting occurs.

**5. REPORT TO THE BOARD**

5.1 The Chief shall provide a copy of the Service’s annual Use of Force report to the Board, which shall include:

- (i) the number of use of force incidents and reports
- (ii) a description of the type of force used
- (iii) time of day of the use of force
- (iv) the number of armed and unarmed subjects
- (v) the unit the member worked in at the time the use of force occurred
- (vi) the number of years of service the member had at the time the use of force occurred
- (vii) member injuries and subject injuries related to use of force
- (viii) the perceived race of the subject of the use of force
- (ix) details of de-escalation training provided to member and the number of members who received such training

Data shall be provided for the five previous years where applicable to enable comparisons.

The Chief of Police shall provide any other relevant information that may assist the Board in understanding the application of the use of force and possible trends, to the extent permitted by law and operational requirements.

**6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number: AR-AI1012, December 8, 2014 August 8, 2014, June 21, 2012, October 26, 2006, and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed.

6.2 This Policy shall come into force on November 1, 2024.

**ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.**

**THE WINDSOR POLICE SERVICE BOARD**

\_\_\_\_\_  
Drew Dilkens, Chair

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Norma Coleman, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: <b>COMMUNITY-BASED CRIME PREVENTION</b>		Policy Number: <b>P-014</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>Every 3 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-CP002</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2027</b>

### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS subsection 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, community-based crime prevention initiatives;

1.4 AND AS O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to provide community-based crime prevention initiatives;

1.6 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to use members of the police service, auxiliary members, special constables and volunteers in community-based crime prevention initiatives;



1.7 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes on community-based crime prevention initiatives;

1.8 AND AS the Board has deemed it appropriate that it establish a policy on community-based crime prevention initiatives;

1.9 AND AS Part CP-002 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and the Police Service relative to community-based crime prevention initiatives.

***THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:***

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

2.5 “Member” means a member of the Windsor Police Service;

2.6 “Service” means the Windsor Police Service.

**3. POLICY**

3.1 Public safety, quality of life and the prevention of crime are of the utmost importance to the Board, and it is therefore the policy of this Board that community-based crime prevention procedures be established by the Chief as directed in this Policy.

**4. DIRECTION TO THE CHIEF**

**4.1 PROCEDURES**

4.1.1 The Chief shall establish written procedures on community-based crime prevention initiatives in accordance with Appendix A.

**4.2 SERVICE DELIVERY**

4.2.1 The Chief shall identify the need, and recommend service delivery options, for community-based crime prevention initiatives based on crime, calls and public disorder analysis, criminal intelligence, road safety and community needs.

#### 4.3 COMMUNITY PARTNERSHIP

4.3.1 The Chief shall ensure that the Service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives.

#### 4.4 COMMUNITY-BASED CRIME PREVENTION OFFICER

4.4.1 The Chief shall designate a Member who, in addition to other duties, will have overall responsibility for the Service's involvement in community-based crime prevention initiatives.

### 5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of community-based crime prevention initiatives. The report shall include:

- (a) a summary of the written procedures concerning community-based crime prevention initiatives;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of current crime prevention initiatives and an indication of their success; and
- (d) a summary of current concerns, as voiced by the community through the community partnership initiatives.

### 6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, Policy Number: AR-CP002, August 7, 2014, and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 3, 2024.

6.2 This Policy shall come into force on November 1, 2024.

**ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.**

**Attachment (1)**

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Norma Coleman, Administrative Director

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Date

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Date

## Legislative/Regulatory Requirements

Section 1(1) of the Adequacy Standards Regulation requires a police service to provide community-based crime prevention initiatives.

Section 1(2)(a) and 1(2)(b) allows a police service to provide community-based crime prevention initiatives by contracting with another police service, entering into arrangements to provide community-based crime prevention initiatives on a combined, regional or cooperative basis, or entering into an agreement with one or more organizations to provide community-based crime prevention initiatives.

Section 2 provides that a police service may use members of the police service, auxiliary members, special constables and volunteers in community-based crime prevention initiatives.

Furthermore, section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on community-based crime prevention initiatives. In addition, section 3 requires the Chief of Police to establish procedures and processes on community-based crime prevention initiatives.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to providing community-based crime prevention initiatives that:

- a) the Chief of Police will:
  - i) identify the need, and recommend service delivery options, in accordance with the Adequacy Standards Regulation, for community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs;
  - ii) ensure that the police service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
  - iii) designate a member to have overall responsibility for the police service's involvement in community-based crime prevention initiatives; and
  - iv) establish procedures on crime prevention initiatives; and

- b) this policy does not apply to local crime prevention activities being undertaken by front-line officers and supervisors in accordance with the police service's procedures on problem-oriented policing.

## Police Service Guidelines

### *Procedures*

1. Every Chief of Police should:
  - a) identify the need, and recommend service delivery options to the board, in accordance with the Adequacy Standards Regulation, for community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs; and
  - b) designate a member to have overall responsibility for the police service's involvement in community-based crime prevention initiatives.
2. Every police service's procedures on crime prevention should:
  - a) set out the role of the member who has overall responsibility for the police service's involvement in community-based crime prevention initiatives, including:
    - i) ensuring that the police service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
    - ii) regularly monitoring and evaluating the effectiveness and on-going need for community-based crime prevention initiatives in collaboration with the municipalities, school boards, businesses and community organizations;
    - iii) sharing information with front-line officers and other appropriate members on community-based crime prevention initiatives, including best practices; and
    - iv) sharing information on community-based crime prevention initiatives with other police services, municipalities, government agencies and relevant community and business organizations; and
  - b) address the supervision and use of auxiliaries, special constables and volunteers who are involved in the delivery of the police service's community-based crime prevention initiatives.



## WINDSOR POLICE SERVICE BOARD

### POLICY

Policy Name: <b>COMMUNITY PATROL</b>		Policy Number: <b>P-015</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>Every 5 Years</b>	Effective Date: <b>November 1, 2024</b>
Repeals: <b>Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE001</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>November 2029</b>

#### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;

1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS subsection 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, community patrol;

1.4 AND AS O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to provide community patrol consisting of General Patrol and Directed Patrol;

1.6 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to establish procedures and processes on community patrol which address when and where Directed Patrol is considered necessary or appropriate, based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety;

1.7 AND AS the Board has deemed it appropriate that it establish a policy on community patrol;

1.8 AND AS the Ministry has published a Policing Standards Manual which provides direction to the Board in respect of certain administrative and personnel issues;

1.9 AND AS community policing including community patrol is of the highest priority to the Windsor Police Service Board.

**THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:**

**2. DEFINITIONS**

2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chief” means the Chief of the Windsor Police Service;

2.4 “Community Patrol” means General Patrol and Directed Patrol;

2.5 “Cost of Directed Patrol” means those costs associated with the deployment of members on Directed Patrol where members are brought in on overtime for deployment;

2.6 “Directed Patrol” means those members of the patrol unit deployed in the areas and at the times where it is considered necessary and appropriate based on crime, call and public disorder analysis, criminal intelligence and road safety, but does not include members working on a privately funded project;

2.7 “General Patrol” means those members of the patrol unit responsible for responding to calls for service, follow-up for calls, preventative presence, and community policing;

2.8 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

2.9 “Member” means a member of the Windsor Police Service;

2.10 “Minimum Staffing Numbers” means the number of patrol officers as agreed between the Board and the Association, on the advice of the Chief, who will be on duty at specified times;

2.11 “Service” means the Windsor Police Service.

**3. POLICY**

3.1 Public safety, quality of life and the prevention of crime are of the utmost importance to the Board, and it is therefore the policy of this Board that community patrol procedures be established by the Chief as directed in this Policy.

#### **4. DIRECTION TO THE CHIEF**

##### **4.1 PROTOCOL ON COMMUNITY PATROL**

4.1.1 The Chief shall establish a protocol on Community Patrol which shall provide appropriate direction to patrol officers, and which shall include procedure on General Patrol and Directed Patrol as described in 4.2 and 4.3.

##### **4.2 GENERAL PATROL**

4.2.1 Non-Peak Periods - The Chief shall ensure that there are sufficient Members on General Patrol to ensure that the duties outlined in the definition of General Patrol are met during Non-Peak Periods, subject to any agreement in writing with the Association.

##### **4.3 DIRECTED PATROL**

4.3.1 The Chief shall develop a procedure relating to the deployment of Members on Directed Patrol.

4.3.2 The procedure referred to in paragraph 4.3.1 above shall include the protocol to be followed by a Supervisor for approval for the deployment of Members on Directed Patrol.

4.3.4 The Chief shall ensure that the procedure for deployment referred to in paragraph 4.3.1 above for the deployment of Members on Directed Patrol is followed.

4.3.5 The Chief shall ensure written arrangements are in place with other police services to obtain assistance or support in enhancing Directed Patrol in extraordinary circumstances.

#### **5. REPORT TO THE BOARD**

5.1 The Chief shall make a written report to the Board each year in respect of community patrol. The report shall include:

- (a) confirmation of compliance with the Directed Patrol procedure;
- (b) the high and low numbers of Members assigned to the patrol unit, with particulars and reasons for any period that the patrol unit numbers were less than those required under Section 4.3.1;
- (c) costs of Directed Patrol; and
- (d) the status of the outcome of the Directed Patrol initiative including the effect of Directed Patrol on crime, calls for service, public disorder analysis and road safety.

#### **6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3.99 – Policy Number: AR-LE001, August 7, 2014 and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

6.2 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

**Attachment (1)**

**THE WINDSOR POLICE SERVICE BOARD**

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Drew Dilkens, Chair

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Date

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Norma Coleman, Administrative Director

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Date



## Legislative/Regulatory Requirements

Section 4(2) of the Adequacy Standards Regulation requires a police service, using its own police officers, to provide community patrol consisting of:

- general patrol; and
- directed patrol in the areas and at the times where it is considered necessary or appropriate.

Section 29 of the regulation requires a police services board to have a policy on community patrol. In addition, section 4(3) requires the Chief of Police to establish procedures and processes relating to community patrol which address when and where directed patrol is considered necessary or appropriate, based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety.

Furthermore, section 4(4) allows a police service to obtain the assistance or support of another police service to enhance its capacity to undertake community patrol under extraordinary circumstances.

## Sample Board Policy

Board Policy # \_\_\_\_\_

It is the policy of the \_\_\_\_\_ Police Services Board with respect to community patrol that the Chief of Police will:

- a) establish procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety; and
- b) ensure that written arrangements are in place with other police services to obtain their assistance or support in enhancing the community patrol function in extraordinary circumstances.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures and processes on community patrol should address:
    - a) general patrol; and
    - b) directed patrol.

2. Every police service's procedures and processes on community patrol should require supervisors to:
  - a) use directed patrol in the areas and at the times where it is necessary or appropriate, based on crime, call, public disorder analysis, criminal intelligence and road safety; and
  - b) ensure that patrol officers are provided with relevant information to undertake the type of directed patrol that they have been assigned.
  
3. Every police service's procedures should set out the process for obtaining assistance or support from one or more police services to enhance the community patrol function in extraordinary circumstances in accordance with the written arrangements that are in place with those police services.

# ITEM: 12.2



**TO Windsor Police Service Board**  
**FROM Administrative Director**  
**RE 2025 Windsor Police Service Board Meeting Schedule**

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The proposed 2025 Windsor Police Service Board meeting schedule follows for the review of WPSB members.

<b>MEETING DATE</b>
<b>Thursday, January 16, 2025</b>
<b>Thursday, March 27, 2025</b>
<b>Thursday, May 22, 2025</b>
<b>Thursday, July 24, 2025</b>
<b>Thursday, September 25, 2025</b>
<b>Thursday, October 30, 2025</b>
<b>Thursday, December 4, 2025</b>