



PUBLIC Agenda

Date: Thursday, December 12, 2024
Time: 1:45 p.m. – 3:00 p.m.
Location: 150 Goyeau, 4th Floor, WPS Headquarters

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 October 31, 2024
 - 5.2 Public Minutes Special Meeting November 20, 2024
6. Business Arriving from the Minutes
7. Delegations
8. Monthly Reports
 - 8.1 Crime Stoppers
 - 8.2 PSB Report
 - 8.3 Freedom of Information Report
 - 8.4 Crime Statistics – Verbal Report
9. Communications
 - 9.1 All Chiefs Memos
 - 9.2 Crime Stoppers – Invoice for Bike Sales
 - 9.3 Letter from Crime Stoppers – Request for Donation
 - 9.4 Inspectorate of Policing – IOP Complaint
 - 9.5 News Release – Ontario Offsetting OPP Cost Increases
 - 9.6 Ministry of Finance – Ontario 2025 Budget Consultations
10. New Business
 - 10.1 Memo – Administrative Director – New and Updated Policies
 - 10.1.1 Freedom of Information and Protection of Privacy Act
 - 10.1.2 Framework for Annual Reporting
 - 10.1.3 Problem Oriented Policing
 - 10.1.4 Public Order Units

- 10.1.5 Officer Note Taking
- 10.1.6 Board Travel and Expense Reimbursement
- 10.1.7 Solicitation and Acceptance of Public Donations, Sponsorships or Private Sector Arrangements
- 10.1.8 Court Security
- 10.1.9 Hate/Bias Motivated Crime and Hate Propaganda Offences
- 10.1.10 Police Uniforms
- 10.1.11 Skills Development and Learning Plan
- 10.2 Community Survey Results
- 10.3 OAPSB – Invoice – Annual Membership Fee
- 10.4 E-POLL Confirmation – Temporary Assistance - OPP
- 10.5 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.

Closed Session

The Board met in closed session on November 20, 2024, pursuant to Section 44 of the Community Safety and Policing Act, for consideration of confidential subject matter related to personal matters, contractual negotiations, and security of property

11. Human Resources

- 11.1 Human Resources Report – Retirements and Promotions

12. Adjournment

Date of Next Meeting – **Thursday, January 16, 2025**



Public Minutes

DATE OF MEETING:	Thursday, October 31, 2024
LOCATION:	4 th Floor Boardroom, WPS Headquarters
MEMBERS PRESENT:	Councillor Jo-Anne Gignac (Vice Chair) John Elliott Sophia Chisholm Robert de Verteuil Councillor Jim Morrison
BY TEAMS:	David Tilley, Advisor, Inspectorate of Policing
REGRETS:	Mayor Drew Dilkens, Chair Mayor Michael Prue, Advisor, Town of Amherstburg
STAFF PRESENT:	Chief Jason Bellaire Deputy Chief Jason Crowley Deputy Chief Karel DeGraaf Inspector Chris Werstein Gary Francoeur, Director of WPS Corporate Communications Emily Borland, WPS Corporate Communications
RECORDER:	Administrative Director

1. Agenda

1.1 Agenda

2. Call to Order

Councillor Gignac chairs the meeting and calls the meeting to order at 1:46 p.m.

3. Declarations of Conflict & Pecuniary Interest by Members

NONE

4. Approval of Agenda

Motion to approve the Public Agenda for the meeting of Thursday, October 31, 2024, Moved by S. Chisholm Seconded by J. Elliott

BE IT RESOLVED THAT the Public agenda of October 31, 2024, be approved as amended to include 8.5 Verbal Crime Stats Report and 11.3 WPS Request for Temporary Assistance from OPP for Homicide Scene.

The motion carried

5. Approval of the Minutes

5.1 Public Minutes of September 19, 2024

Motion to approve the Minutes of September 19, 2024, Moved by J. Elliott Seconded by J. Morrison

BE IT RESOLVED THAT the Public Board Minutes of September 19, 2024, be approved as circulated.

The motion carried

6. Business Arriving from the Minutes

NONE

7. Delegations

NONE

8. Monthly Reports

8.1 Crime Stoppers

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

BE IT RESOLVED THAT the Board receive the Crime Stoppers Report as circulated.

The motion carried

8.2 PSA Complaints

Motion to receive the PSA Complaints Report Moved by S. Chisholm Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receive the PSA Complaints Report as circulated.

The motion carried

8.3 Section 81 Reports

Motion to receive the Section 81 Reports Moved by S. Chisholm Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board receive the Section 81 Reports as circulated.

The motion carried

8.4 Freedom of Information and Privacy Report

Motion to receive the Freedom of Information and Privacy Report Moved by S. Chisholm Seconded by R. de Verteuil

BE IT RESOLVED THAT the Windsor Police Service Board receive the Freedom of Information and Privacy Report as circulated.

The motion carried

8.5 Crime Statistics Report – Verbal

Chief provides Board members with verbal update regarding Crime Statistics. For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 2:26

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

BE IT RESOVLED THAT the Windsor Police Service Board receive the Crime Statistics Verbal Report as presented.

The motion carried

9. Quarterly Reports

9.1 Use of Force

Motion to receive the Use of Force Report Moved by S. Chisholm Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receive the Use of Force Report as circulated.

The motion carried

9.2 Calls for Service CCP/POP

Motion to receive the Calls for Service CCP/POP Report Moved by J. Elliott Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board receives the Calls for Service CCP/POP Report as circulated.

The motion carried

9.3 Youth Crime Statistics Q3 Report

Chief provides Board members with verbal update regarding Youth Crime Statistics. For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 17:03

Motion to receive the Youth Crime Statistics Q3 Report Moved by S. Chisholm Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receives the Youth Crime Statistics Q3 Report as circulated.

The motion carried

9.4 Amherstburg Policing Activities Report

Motion to receive the Amherstburg Policing Activities Report Moved by S. Chisholm Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board receive the Amherstburg Policing Activities Report.

The motion carried

10. Finance

10.1 Auxiliary Banquet Budget Request

Motion to approve the Auxiliary Budget Request Moved by s. Chisholm Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board approves the financial support for the 2024 Annual Auxiliary Recognition Banquet in the amount of \$12,400.00 pending the availability of sufficient funds in the Windsor Police Service Board account.

The motion carried

11. Communications

11.1 All Chiefs Memos

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

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the All Chiefs Memos as circulated.

The motion carried

11.2 Canadian Association of Chiefs of Police Conference

Motion to receive the Canadian Association of Chiefs of Police Conference information Moved by S. Chisholm Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the information regarding the Canadian Association of Chief of Police Conference – April 28-30, 2025, to be held in Manitoba.

The motion carried

11.3 WPS Request for Temporary Assistance from the OPP – Homicide Investigation

Motion to request Temporary Assistance from the OPP for Homicide Investigation Moved by S. Chisholm Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board authorizes the Chair of the Board to send a letter to the Commissioner of the Ontario Provincial Police requesting the temporary assistance of a Blood Spatter Expert to analyze a Homicide crime scene in the City of Windsor.

The motion carried

12. New Business

12.1 Memo from Administrative Director re: New/Updated Policies

Motion to receive Memo from Administrative Director re: New/Updated Policies Moved J. Morrison Seconded by S. Chisholm

BE IT RESOLVED THAT the Windsor Police Service receives the Memo from the Administrative Director re: New/Updated Policies.

The motion carried

Motion to adopt New and Updated WPSB Policies Moved by J. Morrison Seconded by S. Chisholm

BE IT RESOLVED THAT the Windsor Police Service Board adopts the following policies effective November 1, 2024:

- **Accessibility Standards for Customer Service**
- **Quality Assurance and Audits**
- **Framework for Strategic/Business Planning**
- **Appointment of Special Constables as Members of the Windsor Police Service**
- **Appointment of Special Constables – Special Constable Employers**
- **Administration of Public Complaints System – Special Constables Employed by the Board**
- **Internal Complaints System Regarding Misconduct of Special Constables**
- **Use of Auxiliaries and Volunteers**
- **Child Abuse and Neglect**
- **Child Pornography (Internet Child Exploitation)**
- **Active Attacker Incidents**
- **Respecting Extreme Incident Response**
- **Victims' Assistance**
- **Canine Units**
- **Youth Crime**
- **Domestic and Family Violence Occurrences**
- **Use of Force and Weapons**
- **Community Based Crime Prevention**
- **Community Patrol**

The motion carried

12.3 Confirmation of Closed Session of the Windsor Police Service Board, pursuant to Section 44 of the Community Safety and Policing Act Moved by S. Chisholm Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board confirms that the Windsor Police Service 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.

The motion carried

13. Adjournment

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

RESOLVED THAT the Windsor Police Service Board adjourn the Public meeting of October 31, 2024 at 2:12 p.m.

The motion carried

Date of next meeting: December 12, 2024



Public Minutes – Special Meeting – WPS Budget

DATE OF MEETING: Wednesday, November 20, 2024

LOCATION: 4th Floor Boardroom, WPS Headquarters

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

MEMBERS PRESENT: Mayor Drew Dilkens (Chair)
Councillor Jo-Anne Gignac (Vice Chair)
John Elliott
Sophia Chisholm
Robert de Verteuil
Councillor Jim Morrison

ALSO PRESENT: David Tilley, Police Services Advisor, Inspectorate of Policing

REGRETS: Mayor M. Prue, Advisor, Town of Amherstburg

STAFF PRESENT: Chief Jason Bellaire
Deputy Chief Jason Crowley
Deputy Chief Karel DeGraaf

RECORDER: Administrative Director

1. Agenda

1.1 Agenda

2. Call to Order

3. Declarations of Conflict & Pecuniary Interest by Members

NONE

4. Approval of Agenda

Motion to approve the Public Agenda for the Special Meeting of Wednesday, November 20, 2024,
as circulated Moved by Seconded by

**RESOLVED THAT the Windsor Police Service Board agenda of November 20, 2024, be adopted
as circulated.**

The motion carried

5. Delegations

NONE

6. Finance

6.1 2025 Requested Operating and Capital Budgets

The motion carried

7. 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

DATE OF NEXT MEETING: December 12, 2024, at 1:45 p.m.



Date: November 20, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Jason Crowley

Re: **Crime Stoppers Report - October**

Dear Chair and Members of the Police Service Board,

Please see the attached Crime Stoppers Report for October.

Sincerely,

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

Jason Crowley
Deputy Chief Operations
Windsor Police Service

Attachment: Crime Stoppers Report – October



Windsor & Essex County Crime Stoppers
Police Coordinator Report
October 1st – 31st, 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.

Program Education and Community Events

- St. Clair College Media Plex Student Interview – October 8th
- Crime Stoppers Zone Meeting in Simcoe – October 22nd
- Broomstick & Brushes Tecumseh Mall – October 26th
- Essex Highschool Law Class Presentation – October 29th
- New Centre of Canadian Excellence Student Forum – October 29th

AM800

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

- October 1st– Stolen propeller in Leamington- O.P.P.
- October 8th– Outstanding male wanted- W.P.S.
- October 15th– Crime Stoppers Statistical Report
- October 22nd– Break and Enter at a business in Tecumseh - O.P.P.
- October 29th– Shots fired at a residence and vehicle set on fire- W.P.S.

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

- Recorded weekly – Crime of the Week to begin in November

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

- November 4th Crime Prevention at Devonshire Mall
- November 23rd Amherstburg Parade

This statistical report is reflective of October 1st – 31st, 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: November 2024 Run Date: 2024/11/01

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	131	123	139	167	130	113	112	139	125	110	1	0
Tip Follow-ups	84	96	132	131	145	117	96	72	103	84	2	0
Arrests	11	2	1	14	6	0	21	0	5	7	0	0
Cases Cleared	11	8	1	7	5	0	0	0	6	6	0	0
Charges Laid	23	38	16	34	12	0	0	0	21	49	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	6	0	0
Rewards Approved	\$450	\$1,650	\$950	\$1,200	\$850	\$800	\$1,900	\$0	\$600	\$1,300	\$0	\$0
# of Rewards Paid	1	0	0	0	1	0	1	0	2	0	0	0
Rewards Paid	\$100	\$0	\$0	\$0	\$350	\$0	\$650	\$0	\$200	\$0	\$0	\$0
# of Weapons Recovered	0	1	3	0	0	0	0	0	0	2	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	\$2	\$0	\$0
Cash Recovered	\$0	\$6	\$970	\$7,486	\$0	\$0	\$500	\$0	\$0	\$24,700	\$0	\$0
Drugs Seized	\$145,520	\$100	\$4,625	\$125,245	\$0	\$0	\$365,152	\$0	\$0	\$59,300	\$0	\$0
Total Recovered	\$145,520	\$155,106	\$5,595	\$141,031	\$0	\$0	\$367,652	\$0	\$0	\$84,002	\$0	\$0

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	393	410	376	111	1,290	62,997
Tip Follow-ups	312	393	271	86	1,062	22,479
Calls Received	0	0	0	0	0	3,138
Arrests	14	20	26	7	67	7,180
Cases Cleared	20	12	6	6	44	10,492
Charges Laid	77	46	21	49	193	10,590
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	14	11	9	6	40	1,934
Rewards Approved	\$3,050	\$2,850	\$2,500	\$1,300	\$9,700	\$1,280,660
# of Rewards Paid	1	1	3	0	5	977
Rewards Paid	\$100	\$350	\$850	\$0	\$1,300	\$835,552
# of Weapons Recovered	4	0	0	2	6	560
# of Vehicles Recovered	3	1	0	0	4	38
Property Recovered	\$155,000	\$8,300	\$2,000	\$2	\$165,302	\$13,731,475
Cash Recovered	\$976	\$7,486	\$500	\$24,700	\$33,662	\$641,771
Drugs Seized	\$150,245	\$125,245	\$365,152	\$59,300	\$699,942	\$120,454,034
Total Recovered	\$306,221	\$141,031	\$367,652	\$84,002	\$898,906	\$134,827,280

Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2024/10/01 to 2024/10/31

Offense Type	Count
Animal Cruelty	1
Arson	2
Assault	1
Attempt Murder	0
Breach of Condition	2
Break and Enter	1
By Law	0
Child Abuse	1
COVID-19	0
Cybercrime	1
Disqualified Driving	0
Drugs	23
Elder Abuse	0
Fraud	18
Highway Traffic Act	4
Hit and Run / Fail to Remain	2
Homicide	2
Human Smuggling	0
Human Trafficking	1
Illegal Cigarettes	0

Immigration	1
Impaired Driver	1
Indecent Act	0
Liquor (sales to minors, sales without licence)	1
Mischief	0
Missing Person	0
Motor Vehicle Collision	1
Possession of Stolen Property	2
Prostitution/Morality	0
Repeat Impaired Driver	0
Robbery	3
Sexual Assault	2
Stolen Vehicle	2
Suspended Driver	0
Suspicious Activity	1
Terrorism	0
Test Tip	0
Theft	14
Threats	2
Warrant	4
Weapons	3
<i>Other</i>	12
<i>Unknown</i>	2
Total	110



HONOUR IN SERVICE

Date: November 20, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: PSB Reports October – Public Report

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 October.

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 – October

October 2024

The Professional Standards Office addressed the following number of complaints:

11	New Complaints received in	October	2024	31	Complaints Pending as of	Oct 1st	2024		
		9	Public		Public	Opened In	2020	1	13
		0	Service				2021	1	
		0	Chief				2022	0	
		2	Tariff				2023	0	
		0	Civilian Misconduct				2024	11	
		0	WorkplaceHarassment		Service		2023	0	1
		0	SIU			2024	1		
					Chief		2022	1	10
						2023	3		
						2024	6		
					Tariff		2023	0	0
						2024	0		
					Civilian		2024	2	2
					Workplace		2024	4	4
					SIU		2024	1	1

Of the **42** complaints handled in the PSB office in October:

15	Complaint Files Closed	27	Pending Complaints Carried into	Nov	2024
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Total	Public	Service	Chief	Tariff	Civilian	Workplace	SIU
11	11	0	3	1	0	0	0
2020	0						
2021	0						
2022			0				
2023			0				
2024	11	0	3	1	0	0	0
Files opened Jan-Sep 2024	5	0	3	0	0	0	0
Files opened Oct 2024	6	0	0	1	0	0	0

	Opened In	2020	2021	2022	2023	2024
Public		1	1	0	0	9
Service		0	1			
Chief		1	3	3		
Tariff		0	1			
Civilian				2		
Workplace					4	
SIU						1

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	9	1	1	2
October	6	6	9	1	1	0
November	16	16		1	1	
December	8	6		1	0	
TOTAL	85	114	70	9	12	7

	Internal Complaints					
	Chief's Complaints			Informal Discipline		
	2022	2023	2024	2022	2023	2024
	0	0	1	0	5	0
	2	2	0	0	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	0	4	0	0
	3	1	0	4	4	2
	1	2		3	1	
	0	0		8	0	
TOTAL	20	13	7	39	41	6



Date: November 20, 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 for October 1-31, 2024

Dear Chair and Members of the Board,

Please see the attached Municipal Freedom of Information and Protection of Privacy Act for October 1-31, 2024.

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

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: FOI Report - October



Date: November 15, 2024

To: Windsor Police Services Board

From: Marilyn Robinet, Coordinator - Information & Privacy Unit

Re: **Municipal Freedom of Information and Protection of Privacy Act for October 1 – October 31, 2024**

Windsor & Amherstburg

MONTHLY REPORT	
Number of requests received	95
Number of Appeals received	0
Number of Privacy Complaints received	0
Total fees received	\$572.09
COMPLIANCE RATES	
Basic Compliance Rate	79%
Extended Compliance Rate	88%

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 October 1 – October 31,
2024**

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

MA23-00562 – 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

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

Stage: ADJUDICATION

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

Stage: **MEDIATION**

**Municipal Freedom of Information and Protection of Privacy Act for October 1 – October 31,
2024**

Respectfully submitted,

Marilyn Robinet

Marilyn Robinet, Co-ordinator,
Information and Privacy Unit

Ministry of the Solicitor General

Ministère du Solliciteur général

Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

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



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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Crime Prevention Week 2024 – Provincial Theme and Approach**

DATE OF ISSUE:	October 31, 2024
CLASSIFICATION:	General Information
RETENTION:	November 9, 2024
INDEX NO.:	24-0063
PRIORITY:	Normal

This year, November 3 to 9, 2024, has been designated Crime Prevention Week in Ontario. Crime Prevention Week provides an opportunity to showcase the successful collaborative efforts between police services and community organizations as they work towards the common goal of preventing crime and creating safe, resilient communities across Ontario.

This year's provincial theme, "**Awareness in Action: Keeping Ontario Safe Together**" encourages police services to raise awareness of the most pressing issues to public safety and the importance of a collaborative approach to crime prevention and community safety and well-being. The theme also encourages police services to inform members of the public about what they can do to stay engaged and support community safety initiatives.

The ministry will use social media during Crime Prevention Week to increase awareness about crime prevention and community safety and well-being. Police services may wish to repost and [follow](#) the ministry (**@ONsafety**) on X and Facebook throughout Crime Prevention Week.

If your police service is interested in submitting an initiative, please complete the attached template and email it to Shamitha Devakandan, Community Safety Analyst, at Shamitha.Devakandan@ontario.ca by **November 4, 2024**, along with a photo that the ministry has permission to use on social media. The ministry will review the information and photos provided and may use submissions to create social posts that will be posted on the ministry's social media channels.

Police services across the province are also encouraged to use the hashtag **#CPWeek2024** to promote your own local initiatives, online events and activities that align with the provincial theme and demonstrate collaborative approaches to crime prevention and overall community safety and well-being.

To support police services, the ministry has developed social media shareables for Crime Prevention Week. Please visit the Ontario Association of Chiefs of Police (OACP) website (www.oacp.ca) to access the images. I would like to thank the OACP for providing input during the planning process and posting crime prevention materials on its website.

If you have any questions about this year's provincial approach to Crime Prevention Week, please contact Shamitha.Devakandan@ontario.ca.

Thank you all for your ongoing efforts in helping to build safer, stronger communities in Ontario.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Ministry Social Media Submission – Crime Prevention Week 2024

The Ministry of the Solicitor General would like to use Crime Prevention Week as an opportunity to feature programs that showcase various local initiatives that promote a collaborative approach to crime prevention and overall community safety and well-being (e.g., Mental Health Crisis Response Teams, Situation Tables). As such, the ministry will be featuring photos of police engaging with the community, and information about different programs and initiatives on the ministry's X and Facebook channels (@ONsafety) throughout Crime Prevention Week 2024 (November 3-9, 2024). The ministry will also share posts from the policing community using the #CPWeek2024 hashtag.

If you would like to nominate a program to be featured by the ministry during Crime Prevention Week, please complete the template below and email it, along with a relevant photo that the ministry has permission to use on social media (from both the photo subject(s) and the police service), to Shamitha.Devakandan@ontario.ca by **November 4, 2024**.

Police Service:

Community:

Name of Program (if relevant):

Contact Information (i.e., email and phone number):

Please provide a brief description of the program offered by your police service in collaboration with another local agency or service provider that you would like the ministry to highlight (100 words maximum). As noted above, part of your answer may be used for social media content.

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Provincial Pool of Multi-Jurisdictional Major Case
Managers**

DATE OF ISSUE:	November 6, 2024
CLASSIFICATION:	For Action
RETENTION:	December 9, 2024
INDEX NO.:	24-0064
PRIORITY:	Normal

The Ontario Major Case Management (OMCM) Unit supports police services in the consistent and systematic investigation of major cases across the province.

As the OMCM Unit continues to improve services to stakeholders as part of its modernization strategies, it is seeking additional candidates to complement a robust and skilled pool of provincial Multi-Jurisdictional Major Case Managers (MJMCM).

ROLE OF THE MJMCM

As outlined in section 16 (2) of [O. Reg. 394/23](#) (Major Case Management and Approved Software Requirements) under the *Community Safety and Policing Act, 2019*, the Multi-Jurisdictional Major Case Manager shall:

- a) oversee the major case managers for the linked investigations;
- b) ensure that the duties of the command triangle in this Regulation continue to be met in accordance with any modifications to the command structure determined by the multi-jurisdictional major case manager; and,
- c) ensure that the duties of any primary investigator, file coordinator, media liaison or victim liaison roles in the Regulation that have been merged continue to be met.

The major case manager from every involved police service shall report to the multi-jurisdictional major case manager.

PREREQUISITES

Please note that candidates must satisfy the following pre-requisites to be considered:

- **Rank** – Staff Sergeant (or Detective equivalent) and above
- **Training** – Successful completion of the MJMCM Course provided by the Ontario Police College
- **Technical** – Training in the use of the approved software as prescribed by the Solicitor General

Incident Command Level 100 and 200 certifications are beneficial but are no longer a prerequisite.

APPLICATION REQUIREMENTS

Candidates interested in being considered for appointment to the MJMCM Provincial Pool are required to submit the following to the attention of Detective Inspector Joe DeCook, Provincial Lead, OMCM, at Joseph.DeCook@ontario.ca by **December 9, 2024**:

1. A letter of interest which outlines the candidate's experience in the following areas:
 - MCM methodology knowledge and experience.
 - Part VI Authorizations and other judicial authorizations.
 - Undercover operations/informants/agents.
 - Human resource management.
 - Investigative Genetic Genealogy.
 - Mutual Legal Assistance Treaty Requests (MLAT).
 - Conflict resolution.
 - Multi-agency and/or multi-jurisdictional investigative experience.
 - Interviewing.
 - Court testimony.
 - Leading investigational briefings.
 - Knowledge/familiarity of charter issues impacting major cases.
 - Relevant education/courses/training.
2. An official letter/email of recommendation from the respective police service supporting the application and appointment.

The Provincial Lead of OMCM, and an accredited MJMCM will review the information provided in the letter of interest and interview candidates prior to a candidate's acceptance into the MJMCM Provincial Pool. The Provincial Lead will contact applicants for scheduling purposes.

For more information regarding the MJMCM selection process, please contact Detective Inspector Joe DeCook at Joseph.DeCook@ontario.ca or 437-237-3494 by phone.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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: Ontario Anti-Hate Security and Prevention Grant
(2024-25)

DATE OF ISSUE:	November 7, 2024
CLASSIFICATION:	For Action
RETENTION:	December 2, 2024
INDEX NO.:	24-0065
PRIORITY:	Normal

At the request of the Ministry of Citizenship and Multiculturalism, I am sharing a communication to advise that Ontario's Anti-Racism Directorate is now accepting applications for the [Ontario Anti-Hate Security and Prevention Grant](#) until December 2, 2024, at 5:00 p.m. EST. Services can show their support by sharing information on this program with faith-based, cultural, 2SLGBTQQIA+, First Nations, Inuit, Métis, and Urban Indigenous organizations within their respective communities.

For further information on this grant, including information about eligibility, application requirements and how to apply, please review the attachments from Dr. Parm Bhatthal, Assistant Deputy Minister, Anti-Racism Directorate, Ministry of Citizenship and Multiculturalism. If you have any questions regarding the attached memo, please contact ahsp@ontario.ca, by email, or call 1-855-314-3717 Monday to Friday, 8:30 a.m. to 5:00 p.m. EST.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachments

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

MEMORANDUM

To: Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

From: Dr. Parm Bhatthal
Assistant Deputy Minister
Anti-Racism Directorate

Date: October 31, 2024

Subject: **Call for Applications – Ontario Anti-Hate Security and
Prevention Grant (2024-25)**

Dear Ken,

I am requesting your support in promoting a key initiative of the Ministry of Citizenship and Multiculturalism and sharing the below information with Chiefs of Police, Police Services Boards, and police liaison officers.

The Ministry of Citizenship and Multiculturalism is now accepting applications for the expanded [Ontario Anti-Hate Security and Prevention Grant \(2024-25\)](#) to help protect communities against hate-motivated incidents.

Applications for 2024-25 will be accepted until December 2, 2024, at 5:00 p.m. EST.

Attached are one-pager overviews of the program in English and French for easy circulation.

Background about the program:

- Faith-based, cultural, 2SLGBTQQIA+, First Nations, Inuit, Métis, and Indigenous organizations and communities may now be eligible for a one-time grant of up to \$10,000 to help prevent and/or respond to hate-motivated incidents.

- Organizations that applied for the grant in 2021-22, 2022-23 or 2023-24 can apply again for 2024-25. Please note that organizations that previously applied and who may have received funding under previous rounds of the grant should check the current eligibility criteria to ensure they are still eligible.
- Funds can be used towards implementing or enhancing eligible protection measures and approved applicants will have until September 2, 2025, to incur eligible expenses on all funds received.

Please see the grant [application portal](#) for more information about eligibility, application requirements and how to apply.

For additional questions or help, please e-mail us at ahsp2025@ontario.ca or call us from Monday to Friday, 8:30 a.m. to 5:00 p.m. EST, excluding government and statutory holidays:

- Toll-free: 1-855-314-3717
- Video Relay Service (VRS) for Deaf and hard-of-hearing persons is available at 437-538-4850.

Thank you for your support.

Regards,



Dr. Parm Bhatthal
Assistant Deputy Minister
Anti-Racism Directorate

Ontario Anti-Hate Security and Prevention Grant (2024-25)

The Ontario Anti-Hate Security and Prevention Grant 2024-25 will provide funds to eligible faith-based, cultural, 2SLGBTQQA+, First Nations, Inuit, Métis and Indigenous organizations and communities to enhance or implement measures to ensure community spaces remain safe and secure from hate-motivated incidents.

Who is eligible?

- Applicant must be a registered charity, not-for-profit organization without share capital, First Nations band council, First Nations tribal council or First Nations education authority in Ontario that holds gatherings of religious, spiritual or cultural significance, at least once a month as part of regular activities.
- Applicant must own, lease, license or rent a non-residential indoor facility in Ontario or have an event permit for hosting gatherings of religious, spiritual or cultural significance.
- 2SLGBTQQA+ organizations that primarily hold 2SLGBTQQA+ annual cultural gatherings are also eligible.

How can my organization apply?

- Visit the application website at <https://www.app.grants.gov.on.ca/ahspg> for more eligibility information, and what information you'll need to apply.
- Applications for the grant must be submitted on or before **December 2, 2024, at 5 p.m. EST.**
- For additional questions or help, please contact us at ahsp2025@ontario.ca or our call center toll-free number **1-855-314-3717** or **TTY 1-800-268-7095** available from Monday to Friday, 8:30 a.m. to 5:00 p.m. EST, excluding government and statutory holidays.

How much funding could my organization receive?

- Eligible organizations may receive a one-time grant of \$5,000, \$7,500 and \$10,000 based on 2022 revenue, as well as additional funding for non-registered chapters that meet eligibility guidelines.
- Organizations that were approved or received a grant in 2021-22, 2022-23 or 2023-24 can apply again for 2024-25.

Ontario 

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Stolen Valour – *Unlawful Use of Military Uniforms or
Certificates***

DATE OF ISSUE:	November 8, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0066
PRIORITY:	Normal

I am pleased to inform you that on November 4, 2024, the Ontario government introduced the [Honouring Veterans Act, 2024](#), that will, if passed, build on the government's commitment to better honour and support veterans.

As part of that commitment, I would like to take the opportunity to remind police services about provisions within the *Criminal Code of Canada* relating to stolen valour.

Section 419 of the *Criminal Code of Canada – Unlawful use of military uniforms and certificates* stipulates:

Every person is guilty of an offence punishable on summary conviction who, without lawful authority,

(a) wears a uniform of the Canadian Forces or any other naval, army or air force or a uniform that is so similar to the uniform of any of those forces that it is likely to be mistaken therefor,

(b) wears a distinctive mark relating to wounds received or service performed in war, or a military medal, ribbon, badge, chevron or any decoration or order that is awarded for war services, or any imitation thereof, or any mark or device or thing that is likely to be mistaken for any such mark, medal, ribbon, badge, chevron, decoration or order,

(c) has in his possession a certificate of discharge, certificate of release, statement of service or identity card from the Canadian Forces or any other naval, army or air force that has not been issued to and does not belong to him, or

(d) has in his possession a commission or warrant or a certificate of discharge, certificate of release, statement of service or identity card, issued to an officer or a person in or who has been in the Canadian Forces or any other naval, army or air force, that contains any alteration that is not verified by the initials of the officer who issued it, or by the initials of an officer thereto lawfully authorized.

Additionally, Bill 218, *Honouring Veterans Act, 2024*, if passed, will update the *Remembrance Week Act, 2016*, by including a statement regarding acts of stolen valour. This proposed amendment would not impact provisions of the *Criminal Code of Canada*.

Thank you for your attention to this matter.



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

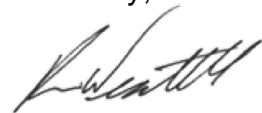
SUBJECT: Next Generation 9-1-1 (NG9-1-1) Notification of
Transition

DATE OF ISSUE:	November 12, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0067
PRIORITY:	Normal

At the request of the Emergency Services Telecommunications Division of the Ministry of the Solicitor General, I am sharing a communication regarding Next Generation 9-1-1 (NG9-1-1) Notification of Transition.

For further information, please review the attached memo from Joy Stevenson, Assistant Deputy Minister, Emergency Services Telecommunications Division, Ministry of the Solicitor General. If you have any questions, please contact Phil Thompson, Director, NG9-1-1 and Public Safety Broadband Network by email at estd.ng9-1-1@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

21 College Street
Suite 301
Toronto ON M5G 2B3

21, rue College
Bureau 301
Toronto ON M5G 2B3

DATE: November 12, 2024

MEMORANDUM TO: Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

FROM: Joy Stevenson
Assistant Deputy Minister
Emergency Services Telecommunications Division

SUBJECT: Next Generation 9-1-1 (NG9-1-1) Notification of Transition

Public Safety Answering Points (PSAPs) across Ontario are making progress in preparing to transition to the NG9-1-1 network. Four PSAPs in Ontario have successfully transitioned their voice calling to the NG9-1-1 network: Toronto Fire Service, Peel Regional Police, Northern911, and London Police Service. We expect others to complete their transition over the coming months.

Transitioning to NG9-1-1 represents a major milestone for the communities your PSAP serves and to Ontarians across the province. I am writing to provide a reminder on the communication requirements contained within both the 2022-23 and 2023-24 NG9-1-1 Transfer Payment Agreements (TPA) which continue to remain in effect.

Section A8.1 of the 2022-23 and 2023-24 TPAs contain communication requirements that require municipalities and PSAPs to acknowledge the support the province has provided to help with their transition to NG9-1-1. Specifically, the provisions in the most recent agreements read as follows:

- A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:
- (a) acknowledge the support of the Province for the Project;
 - (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
 - (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

These provisions remain in effect and must be complied with per the survival section in A28 of the 2022-23 agreement and section A27 in the 2023-24 agreement.

The 2024-25 TPAs will be updated to clarify the requirements relating to communications. Please see below for the specific amended requirements:

8.0 Communications Requirements

- A8.1 Notice of Transition.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide Notice to the Province a minimum of fourteen business days in advance of the Recipient transitioning to NG9-1-1.
- A8.2 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its publications related to the Recipient transitioning to NG9-1-1, whether written, oral, or visual, including public announcements or communications:
- (a) acknowledge the support of the Province;
 - (b) ensure that any acknowledgement is in a form and manner as the Province directs;
 - (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
 - (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Recipient transitioning to NG9-1-1 or this Agreement.
- A8.3 Notice of Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide Notice to the Province a minimum of fourteen business days in advance of its publications, whether written, oral, or visual, including public announcements or communications related to the Recipient transitioning to NG9-1-1.
- A.8.4 Applicability.** For clarity, the obligations of the Recipient in A8.2 and A8.3 are not applicable to the Recipient's publication of public meeting materials or minutes referencing the Recipient transitioning to NG9-1-1.
- A8.5 Notice for the purposes of Article 8.** Notwithstanding A16.0, unless otherwise directed in writing, Notice for the purposes of Article 8 will be:
- (a) in writing
 - (b) delivered by email to: estd.ng9-1-1@ontario.ca
 - (c) will be deemed to have been given on the date on which the Notice is delivered.

The provincial NG9-1-1 transfer payment program allocated \$208M over three years to support municipalities and PSAPs with the cost of transitioning to NG9-1-1. We have heard across the sector that this funding has been beneficial in supporting the transition work you and your teams are undertaking. Acknowledging the support provided by the provincial government in public communications relating to future NG9-1-1 transitions brings attention to our successful partnership and collaboration. When PSAPs are ready to transition, please note it is their responsibility to advise the ministry a minimum of fourteen business days in advance at the following email address estd.ng9-1-1@ontario.ca.

On behalf of the Ministry of the Solicitor General, we look forward to continuing to work with PSAPs and municipalities to support their transition to NG9-1-1 and enhance emergency response capabilities in Ontario.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Joy Stevenson, Assistant Deputy Minister
Emergency Services Telecommunications Division
Ministry of the Solicitor General

c: Mario Di Tommaso, O.O.M. Deputy Solicitor General, Community Safety, Ministry of the
Solicitor General
Erin Hannah, Associate Deputy Minister, Modernization, Ministry of the Solicitor General
Phil Thompson, Director NG9-1-1 and Public Safety Broadband Network, Emergency Services
Telecommunications Division, Ministry of the Solicitor General

Ministry of the Solicitor General

Ministère du Solliciteur général



Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

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

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

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: Ontario Regulation 87/24 Amendments

DATE OF ISSUE:	November 13, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0068
PRIORITY:	Normal

On April 1, 2024, the *Community Safety and Policing Act, 2019* (CSPA) and its regulations came into force. The CSPA is an opportunity to modernize policing and enhance community safety in Ontario.

Ontario Regulation 87/24 (O. Reg. 87/24) under the CSPA prescribes mandatory initial, senior, and specialized training, as well as various exemptions for police officers and special constables.

The Ministry of the Solicitor General has filed amendments to O. Reg. 87/24 related to the training required to be appointed as a special constable, and some definitional changes. The amendments came into force upon filing and will provide increased operational flexibility for police services and special constable employers. They can now be accessed publicly online through e-Laws [O. Reg. 450/24 TRAINING | ontario.ca](https://www.ontario.ca/laws/doc/oreg/oreg45024.htm).

Thank you for the continued support to advance the modernization and continuous improvement of police services in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill".

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: **Auxiliary Program Survey**

DATE OF ISSUE:	November 14, 2024
CLASSIFICATION:	For Action
RETENTION:	December 6, 2024
INDEX NO.:	24-0069
PRIORITY:	Normal

The Ministry of the Solicitor General is conducting a survey of police services to gather information regarding auxiliary programs in the province. The data collected from the survey will be used by the ministry to inform potential regulatory proposals.

The ministry is interested in understanding the current usage of auxiliaries by each service, including details about policies, procedures, training, roles and responsibilities, as well as remuneration and costs.

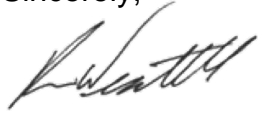
Police services with an auxiliary program are encouraged to provide feedback by completing the survey linked below by end of day on **Friday, December 6, 2024**. The ministry will review the responses and may contact services should additional questions arise.

The questionnaire can be accessed here: [Auxiliary Program Survey](#)

If you have questions regarding the survey, please contact Sarah Marshall at Sarah.Marshall@ontario.ca and Richard Beatty at Richard.Beatty@ontario.ca.

Thank you for your support in this exercise. Your contributions will be of great assistance to the ministry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Weatherill', written in a cursive style.

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: Communications Requirements for Community Safety
Grant Program Transfer Payment Recipients

DATE OF ISSUE:	November 15, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0070
PRIORITY:	Normal

The Ministry of the Solicitor General offers several community safety grant programs available to police services, municipalities, First Nations, and community organizations, in collaboration with local partners, to support public safety priorities. For more information on current public safety grant programs, please visit the [ministry's website](#).

As part of the administration of grant funding, recipients must enter into Transfer Payment Agreements (TPAs) with the ministry, which set out rights, responsibilities, and obligations for both the recipient and the ministry. TPAs ensure the effective management and oversight of all transfer payment activities.

For current grant recipients, there are communications requirements outlined in the TPA, which requires the recipient to acknowledge support of the province in all project-related publications. Specifically,

Section A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

(c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and

(d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

Additionally, for all new TPAs, there will be a requirement for recipients to provide written notice of all project-related communications to the ministry a minimum of 14 business days in advance of planned publications or announcements. Specifically,

A8.2 Notice of Project-Related Communications. Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

Moving forward, all transfer payment recipients should ensure acknowledgement of provincial funding in accordance with the contractual requirements outlined in the TPA.

An example of the language that could be used in project-related publications is shared below:

"The successful completion of this <investigation/project> was made possible through funding provided by the Government of Ontario, Ministry of the Solicitor General, through the <insert grant>."

If there are any questions, please direct them to Ryan Baird, Manager, Program Development Section, at ryan.baird@ontario.ca or Tiana Biordi, Team Lead, Program Development Section, at tiana.biordi@ontario.ca.

We thank you for your continued efforts in ensuring the safety and well-being of communities in Ontario.

Sincerely,



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: Ontario Closed Circuit Television Grant Program – Call
for Applications for Fiscal Year 2024-2025

DATE OF ISSUE:	November 21, 2024
CLASSIFICATION:	For Action
RETENTION:	December 20, 2024
INDEX NO.:	24-0071
PRIORITY:	Normal

I am pleased to advise that the Ministry of the Solicitor General is now accepting applications under the Ontario Closed Circuit Television (CCTV) Grant Program for 2024-2025.

This grant continues to help expand CCTV systems in more municipalities, as part of the Ontario Guns, Gangs and Violence Reduction Strategy (GGVRS).

The Ontario GGVRS delivers a comprehensive and effective solution to the issue of guns and gangs in the province. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant Program further supports police services and the communities they serve to increase public safety.

The Ontario CCTV Grant Program is available to all municipal and First Nations police services, as well as municipalities that are policed by the Ontario Provincial Police (OPP). The call for applications is being launched for a one-year grant cycle and will provide one-time funding to successful applicants in the fiscal year of 2024-2025 (period covered is from April 1, 2024, to March 31, 2025).

- **NEW:** For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team at OPP.Grant.Support.Team@OPP.ca prior to submission in Transfer Payment Ontario (TPON).
 - Please refer to the *Application Guidelines and Instructions* for more information on how to apply for funding.

- The maximum funding request for each project is up to **\$300,000** for one year (2024-2025).
- There is no limit on the number of applications that can be submitted per eligible applicant.
- Eligible applicants must identify at least one (1) community partner on their application. Applications should include a letter of support from the identified community partner.

Police services will be required to pay for 50 per cent of the project costs. For example, if the total project cost is \$600,000, the applicant must commit \$300,000 of their own funds towards the project and the ministry would cover the remaining 50 per cent of the project costs of \$300,000. For more detailed information, please see the attached Application Guidelines and Instructions.

Please note that grant funding is subject to the ministry receiving the approved appropriation from the Ontario Legislature.

All applications must be submitted through TPON as well as by email to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by 4:00 p.m. Eastern Standard Time on **Friday, December 20, 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 Application Guidelines and Instructions document.

If you have any questions related to the application process, please direct your inquiries to Ram Thanabalasingam by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana Burke by email at Silvana.Burke@Ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Application Guidelines and Instructions

Grant Program: Ontario Closed Circuit
Television (CCTV) Grant Program

Grant Term: 2024-2025 (one year)

Table of Contents

INTRODUCTION..... 2

ELIGIBILITY CRITERIA..... 3

OUTCOMES & PERFORMANCE INDICATORS..... 4

APPLICATION REVIEW AND ASSESSMENT CRITERIA..... 5

SELECTION CRITERIA 6

CONTRACTUAL AGREEMENT 7

APPLICATION DEADLINE..... 7

MINISTRY CONTACTS 8

INSTRUCTIONS ON FILLING OUT APPLICATION FORM 8

INTRODUCTION

Please note:

- The purpose of this document is to assist applicants in completing the Ontario Closed Circuit Television (CCTV) Grant program application form and provides information and guidance that should be reviewed prior to completing the application form.
- These application guidelines and instructions outline the grant process and contain information on eligibility criteria, outcomes and performance indicators, the application review process, selection criteria, and more.

Ontario Closed Circuit Television (CCTV) Grant Program 2024-2025 (one year)

The Ministry of the Solicitor General (ministry) is pleased to announce that the Ontario Closed Circuit Television (CCTV) Grant Program for fiscal year 2024-2025 is now open for application submissions. This one-year grant intends to expand CCTV systems in more municipalities, as part of the [Ontario Guns, Gangs and Violence Reduction Strategy \(GGVRS\)](#).

The GGVRS is being implemented in a manner that balances the government's policy objective to deliver a comprehensive and effective solution to guns and gangs, with the government's fiscal priorities and commitments. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant program has been able to further support police services and the communities they serve to increase community safety.

The Ontario CCTV Grant program is available to all municipal and First Nations police services, as well as municipalities that are policed by the Ontario Provincial Police (OPP) and will provide **one-time** funding to successful applicants in 2024-2025.

IMPORTANT: Applicants applying for the Ontario CCTV Grant Program will be required to pay for **50 per cent** of the project costs with the ministry providing funding for the remaining 50 per cent, for up to \$300,000.

Please see eligibility below for more details.

ELIGIBILITY CRITERIA

Who is Eligible:

- Municipalities that are policed by the OPP as well as municipal and First Nation police services.
 - Applicants must identify at least one (1) community partner on their application. Applications should include a letter of support from the identified community partner. See [Selection Criteria](#) for more information.
- **NEW:** For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team at 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.**
 - Also, for municipalities that receive policing from the same OPP Detachment that wish to apply for grant funding, joint applications at the Detachment or Regional level will be required (identifying all participating municipalities).

Number of Application Submissions and Funding Amounts:

- There is no limit on the number of applications that can be submitted by municipal and First Nations police services.
- Similarly, there is no limit on the number of applications that can be submitted by municipalities policed by the OPP.
 - Police services and municipalities have the flexibility to submit joint applications if they would like, but must identify a lead police service/municipality who will be responsible for submitting the application on TPON.

Maximum funding amount:

- The maximum funding request from the ministry is **\$300,000** for fiscal year 2024-2025.
 - As noted above, applicants applying for this grant will be required to pay for **50 per cent of the project cost**. For example, if your total project cost is \$600,000, the applicant must commit \$300,000 (50 per cent) of their own funds towards the project and the province would cover the remaining \$300,000 (50 per cent).
 - As an example, police services may want to consider using their financial contribution towards the following budget items to support their CCTV project:
 - Community consultations and communications relating to placement/installation of CCTV cameras.
 - Training on equipment (i.e., training to support video review, etc.).
 - If multiple, separate applicants plan to purchase from the same vendor and bundling their procurements can reduce costs, they should identify the other applications they intend to coordinate with in their submission.

What is Eligible:

- CCTV cameras and associated costs. This could include:
 - Purchasing of CCTV cameras to be installed in communities/business areas.
 - This may also include Automated License Plate Recognition cameras.
 - CCTV installation costs.
 - CCTV associated supplies/software.
 - Costs associated with courses/training. Please See “What Is Not Eligible” Below For More Information On Out Of Province Travel.

Outcomes/Performance Measures:

- Applicants must track and collect the required Priority Specific Indicators. For more information, please see the Outcomes and Performance Indicators section.

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 and body-worn cameras.

OUTCOMES & PERFORMANCE INDICATORS

Successful Ontario CCTV Grant recipients will be required to report back on Priority Specific Indicators. 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 with additional resources (officer training, new and upgraded equipment and software, etc.) to implement projects under the 2024-2025 Ontario CCTV Grant cycle.

Please follow the steps below to fill out the Performance Measures section of the application:

NOTE: these are the ministry **mandatory** priorities with indicators that must be collected and reported on if your application is approved:

1. Reduction in the Incidence of Violent Crime

- # of reported violent crimes in identified areas.
- # of shootings in identified areas.
- # of gang-related activities in identified areas.

2. Ensuring People Feel Safe and Secure

- # of investigations leading to charges laid.
- # of community members who indicate that they feel safe.
- # of cameras installed over the funding period in identified areas and/or number of total cameras installed from previous CCTV Grant funding.

3. Increasing Support to Front-line Officers

- # of potential suspects identified by CCTV post-incident.
- # of potential victims identified by CCTV post-incident.
- # of potential witnesses identified by CCTV post-incident.
- # of investigations assisted by CCTVs.
- # of downloads from designated cameras for investigative purposes.
- # of cases in which there is CCTV video footage.
- # of total number of charges laid for cases in which there is CCTV video footage.

STEP ONE: Input your baseline where you would like to start from, you can put "0" as well.

STEP TWO: Input your target/goals for the entire grant cycle from April 1, 2024, to March 31, 2025).

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 if you selected “other” under step three.

Example

Priority	Indicator	Goal/Target (Project Term)	Data Captured Based on (example, project based, unit based, police service based, other)	Data Captured Based on Other (please explain where the data was captured from if "Other")
Reduction in the Incidence of Violent Crime	# of reported violent crimes in identified areas.	10	Other	Multiple units that include Traffic Unit and Guns and Gangs Unit.
Ensuring People Feel Safe and Secure	# of cameras installed over the funding period in identified areas	8	Project Based	N/A
Increasing Support to Front- Line Officers	# of downloads from designated cameras for investigative purpose	50	Project Based	N/A

APPLICATION REVIEW AND ASSESSMENT CRITERIA

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.

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

SELECTION CRITERIA

Please review the following Selection Criteria carefully. The descriptions below outline important questions that must be addressed for each criterion and must be followed when completing your application. Please ensure you answer each component of every question.

1. Demonstrated Need/Objectives (6 points total):

- How/why did you determine that there is a need for this equipment for your organization?
 - Provide current and reliable statistics and evidence of gun and gang crime or other associated crimes (i.e., auto theft, human and drug trafficking, etc.) in your community or specific to the area where you are looking to use this equipment, as appropriate.
- What is the overall objective(s) of the project and what steps will be taken to achieve these objective(s)?

2. Project Work Plan/Activities (8 points total):

- Complete the chart outlined in the application:
 - Key Milestones: Indicate the key milestones for your project.
 - Activities: Describe in detail all the activities that are associated with achieving the key milestones.
 - Timelines: Identify the start date and end date associated with your key milestones and activities. Please ensure that milestones and activities are reasonable to achieve/complete during the duration of this grant cycle.
 - Partnerships: Indicate the partner agency/organization(s) that will be involved as part of the project (e.g., consultation regarding placement of camera(s)). Note: Applicants are required to identify at least one (1) community partner. All partners/organizations must provide a letter of support that confirms the nature of the collaboration.
 - Community-based organizations (CBO) are non-profit, non-governmental, or charitable organizations that represent community needs and work to help them. CBOs may be associated with a particular area of concern or segment of the community.
 - Partner agency examples may include Business

Improvement Area's, schools, non-profit organizations, community centres, trade unions and labour associations, etc.

3. Project Budget (4 points total):

- Complete the chart outlined in the application.
 - Indicate all your budget items that are associated with this request.
 - Describe in detail the need/use for each budget item that requires ministry funding.
 - **Also, please indicate that you will be able to cover or pay for 50 per cent of the total project costs.**

4. Performance Measures (4 points total):

- Complete the chart outlined in the application. For more information, please see the Outcomes and Performance Indicators section.

CONTRACTUAL AGREEMENT

As a requirement of providing funding, the ministry will enter into a Transfer Payment Agreement (TPA) with the Police Service Board (PSB)/municipality approved under the Ontario CCTV Grant program. Funds will be released to the PSB/municipality after the TPA is fully executed. 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 will be followed. The TPA will outline:

- Purposes for which the grant will be used;
- Commitments to be undertaken or specific activities to support the application;
- Interim and final reporting dates and requirements, including performance measures; and
- Funding disbursement schedule.

Please note, if funding is approved for your application, the TPA may be for a two-year term in order for the ministry to collect appropriate performance measures associated with your project. Payments will be paid in full and funding must be spent in the first Fiscal Year 2024-2025.

APPLICATION SUBMISSION AND DEADLINE

All applications must be submitted through Transfer Payment Ontario (TPON) as well as to the ministry contacts by email at Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by 4:00 p.m. Eastern Standard Time on **Friday, December 20, 2024**. Submissions that are late will not be considered for funding; no exceptions will be permitted.

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 at 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 under "Instructions on Filling Out Application Form".

MINISTRY CONTACTS

If you have any questions regarding the Ontario CCTV Grant 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.

INSTRUCTIONS ON FILLING OUT APPLICATION FORM

Transfer Payment Ontario (www.ontario.ca/GetFunding) 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

- All organizations must be registered with Transfer Payment Ontario in order to submit the intake form to request funding for this TP program.
 - The form must be submitted online, in either English or French through Transfer Payment Ontario.
- **Existing Transfer Payment Ontario users:** If your organization is already registered with Transfer Payment Ontario, you do not need to register again. Log in to Transfer Payment Ontario to access and submit an intake form.
- **New users to Transfer Payment (TP) Ontario:** If you are a new user of Transfer Payment Ontario, you will need to:
 1. [Create a ONE-key account](#);
 2. [Register your organization or Join an existing organization](#)
 3. [Request access to TP 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

For technical support related to the Transfer Payment Ontario including assistance with registration, and intake form, please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: TPONCC@ontario.ca

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

Ministry of the Solicitor General

Ministère du Solliciteur général



Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

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

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

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Attorney General of Ontario Position on Third-Party
Production Motions for Police Records**

DATE OF ISSUE:	November 27, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0072
PRIORITY:	Normal

I am sharing a communication from the Ministry of the Attorney General's Civil Law Division with respect to the new position that the Attorney General is taking in response to third-party civil motions for orders requiring the Attorney General or the Crown to produce copies of police investigative records in cases where *Criminal Code* charges were laid.

For further information, please review the attached memo from Director Chantelle Blom, Crown Law Office Civil, Ministry of the Attorney General (MAG). If you have any questions, please contact Sona Advani, Senior Crown Counsel, Crown Law Office Civil, MAG at Sona.Advani@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Weatherill".

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

Crown Law Office - Civil

720 Bay Street, 8th Floor
Toronto ON M7A 2S9

Ministère du
Procureur général

Bureau des avocats
de la Couronne - Droit civil

720, rue Bay, 8^e étage
Toronto ON M7A 2S9



MEMORANDUM

DATE: October 28, 2024

TO: Kenneth Weatherill, Assistant Deputy Minister, Public Safety
Ministry of the Solicitor General

FROM: Chantelle Blom, Director, Crown Law Office Civil
Ministry of the Attorney General

RE: **All Chiefs Memo: Attorney General of Ontario Position on Third-Party
Production Motions for Police Records**

I am writing with respect to the new position that the Attorney General is taking in response to third-party civil motions for orders requiring the Attorney General or the Crown to produce copies of police investigative records in cases where *Criminal Code* charges were laid. These motions are brought most frequently by victims of motor vehicle accidents or assaults who are seeking compensation in the civil courts for their injuries.

The Attorney General recently instructed my office to assert Crown immunity in these motions. Both the Attorney General and the Crown are immune from non-party production motions, both at common law and pursuant to [section 19\(2\) of the Crown Liability and Proceedings Act, 2019](#) (“CLPA”).

This immunity only applies to the Attorney General and the Crown. The practical implication for police services is that the investigating police service will have to respond to civil motions seeking production of police records from cases where *Criminal Code* charges were laid, and will have to produce the requested record, if ordered to do so by the court.

Individual police services already respond to motions seeking the production of police investigative records in matters where no *Criminal Code* charges were laid. The new position that the Attorney General is taking applies in cases where *Criminal Code* charges were laid and will therefore result in an incremental increase in workload for some police

services, as police services will now also have to respond to motions seeking the production of police records where *Criminal Code* charges were laid.

If needed, Attorney General staff are available to provide training to police services on best practices for responding to these motions, and to discuss strategic options for addressing the anticipated incremental workload that may occur for some police services. Attorney General staff are also available to discuss file specific concerns and questions as they may arise on a go forward basis.

The Attorney General will continue to oppose production of records by either the police or the Crown where there is an ongoing criminal prosecution. In such cases, the Crown will assert Crown immunity on its own behalf and will oppose any order for production by the police service from being made until after the criminal prosecution is complete.

The Attorney General will also continue to screen records for use in civil actions in cases where the records are already in the possession of the accused. In such cases, pursuant to the Ontario Court of Appeal decision in [DP v Wagg](#), a court order is not required, but permission of the Attorney General for the accused to use the records in the civil action is.

The Attorney General will continue to encourage litigants to use this approach, instead of commencing third-party production motions. We will continue to highlight this option for litigants in response to third party production motions, to encourage litigants to discontinue their motions in favour of this approach.

These changes were communicated to legal advisors to police services on August 28th. A copy of that letter is attached here as an FYI.

Questions about any of the above can be directed to Sona Advani, Senior Crown Counsel and the WAGG Team Lead at Crown Law Office – Civil (sona.advani@ontario.ca).

Yours truly,



Chantelle Blom
Legal Director
Crown Law Office Civil

**Ministry of the
Attorney General**

Crown Law Office
Civil Law

720 Bay Street
8th Floor
Toronto ON M7A 2S9

Chantelle Blom
Tel/Tél: (647) 467-7762
Email: Chantelle.Blom@Ontario.ca
Fax/Télé.: (416) 326-4181

**Ministère du
Procureur général**

Bureau des avocats
de la Couronne Droit civil

720 rue Bay
8^e étage
Toronto ON M7A 2S9



August 26, 2024

SENT VIA EMAIL: To Wagg Stakeholders

To: Whom it may concern

Re: Third-Party Records Motions – Crown Immunity

I am writing to provide an update about the position the Attorney General of Ontario will be taking on third-party motions for production of Crown brief and police records (informally known as *Wagg* motions) that are served on the Crown on or after September 1, 2024.

Starting September 1, 2024, the Attorney General will oppose third-party records motions seeking production of records used in criminal prosecutions based on Crown immunity pursuant to section 19(2) of the *Crown Liability and Proceedings Act, 2019* (“CLPA”). Subsection 19(2) of the CLPA acts to bar the relief sought against the Crown when motions are brought for production of Crown brief records.

The effect of this position is that the relief sought by the moving party will only be available as against the investigating police service, who in turn will be responsible for the screening and production of the relevant police service records.

The Attorney General will continue to oppose motions for production of records that are being used in ongoing criminal prosecutions and may occasionally oppose motions for production of records from concluded prosecutions in cases involving unique public interest concerns. The Attorney General will continue to respond to requests to screen *Stinchcombe* disclosure that is already in the possession of the parties.

Going forward, please ensure that our office is copied on all correspondence on motions in which the moving party is seeking the production of records that are being used in an ongoing criminal prosecution. If the moving party refuses to adjourn the motion until the completion of the prosecution, we will oppose the motion. Likewise, please contact our office if, during review of responsive records, your police service client identifies a unique public interest concern that may

warrant a Crown response. You can contact our office via our Wagg Intake Law Clerk at jus.l.mag.lsd.cloc.wagg.clerk1@ontario.ca.

We will inform moving parties of the Attorney General's position on these motions starting September 1, 2024, on a case-by-case basis. We will continue to assist with the screening of police records used in criminal prosecutions on a consent basis for any matters that were served on the Attorney General of Ontario prior to September 1, 2024.

Please share this information with your staff as appropriate. I ask that you encourage your staff to contact Crown Counsel Sona Advani with any questions or concerns.

Thank you for your attention to this matter.

Yours truly,



Chantelle Blom
A/Legal Director
Crown Law Office – Civil
Ministry of the Attorney General



ITEM: 9.2

To: Windsor Police Service Board
From: Windsor & Essex County Crime Stoppers
Attn: Norma Coleman
Date: October 24th, 2024
Re: Bike Auction Sales

Windsor & Essex County Crime Stoppers sold bicycles through GovDeals Auctions between July 6th - July 22nd, 2024.

- Bill of Sale #762024290 – July 6th, 2024 - Total: \$102.00
- Bill of Sale #7222024294 – July 22nd, 2024 – Total: 40.00
- Bill of Sale #7222024295 – July 22nd, 2024 – Total \$42.00
- Bill of Sale #7222024292 – July 22nd, 2024 – Total \$48.00
- Bill of Sale #862024291 – August 6th, 2024 – Total \$20.00
- Bill of Sale #862024293 – August 6th, 2024 – Total \$20.00

We are kindly requesting a cheque in the amount of \$272.00

Respectfully,

Constable Lauren Brisco

Police Coordinator - Windsor & Essex County Crime Stoppers



October 25th, 2024

President

Moe Susa

Vice President

Greg Rumpel

Treasurer

Tanya Van Dongen

Secretary

Brenda Roberts

Past President

Rene Jacques

Directors

Kathryn Clarke
Becky Davidson
Kevin Cosgrove
Blair Spencer

Program Manager

Kaity Pollett

Windsor Police
Coordinator

Cst. Lauren Brisco

OPP Coordinator

Cst. Matt Gee

To Windsor Police Service Board Members,

Windsor & Essex County Crime Stoppers is a non-profit organization dedicated to promoting public safety by encouraging members of the community to report criminal activity. We work with law enforcement agencies to provide a way for people to give anonymous tips about criminal activity and offer rewards that lead to an arrest or conviction.

Our program works and the statistics prove it! Statistics for 2024 in Windsor and Essex County alone, information provided has resulted in over 67 arrests, more than \$165,000 worth of recovered stolen property and more than \$699,000 of illegal drugs seized off our streets. Just in 2024 alone, over \$9,700 in reward payouts have been authorized.

The partnership with the Windsor Police Service Board throughout the years is greatly appreciated and has allowed Crime Stoppers to benefit financially by continuing to sell unclaimed bicycles to assist with reward payouts. With less bicycles being provided for sales, in 2024, it resulted to less funds raised this year for the program, a total of \$272.00

Crime Stoppers is requesting a generous donation from the Windsor Police Service Board in the amount of \$1,400 to balance out the difference in the amount Crime Stoppers usually is able to receive from the bicycle sales.

We are sincerely grateful for any support that you can provide as all monies raised assist us in the operations of our program in every aspect. By working together, we can all help to make our communities safer and more secure.

Thank you again for your time and consideration.

Respectfully,

Lauren Brisco
Police Coordinator - Windsor & Essex County Crime Stoppers
wps@catchcrooks.com
519-969-5210 ext. 2112

Charity # 10821 5138 RR 0001

**Windsor & Essex County Crime Stoppers Inc.,
1880 Normandy St, Windsor, ON N9H 1P8**

Website: www.catchcrooks.com Email: info@catchcrooks.com



Monday November 25th, 2024

Via email: Chief@WindsorPolice.ca

Jason Bellaire, Chief of Police Windsor
Police Service

Dear Chief Jason Bellaire:

Re: IOP Complaint Number: 24-123

The Inspector General of Policing has received a complaint under s. 107(1)(a) of the *Community Safety and Policing Act, 2019*, in relation to the adequacy and effectiveness of the Windsor Police Service regarding police response to requests for police services from an individual attempting to report a harassment.

After having considered s. 107(2) of the *Community Safety and Policing Act, 2019*, the Inspector General is required to investigate this matter pursuant to s. 107(5) of the Act.

This complaint has been assigned to the Investigations Unit.

At the conclusion of the investigation, findings will be shared with you, the complainant, and posted publicly as required under s. 123(3) of the Act.

The Inspector General would appreciate you identifying a point of contact within your professional standards branch to help facilitate requests for information from the inspectors assigned to this matter.

To learn more about the Inspector General of Policing, the Inspectorate of Policing, and the *Community Safety Policing Act, 2019*, please visit our website at www.iopontario.ca.

Yours truly,

Richard Dokurno
Inspector
Richard.Dokurno@Ontario.ca
647-631-3249

C.C. Mayor Drew Dilkens, Chair Windsor Police Service Board

NEWS RELEASE

Ontario Offsetting OPP Cost Increases for Small and Rural Municipalities

Provincial investment would support police and community safety

November 29, 2024

Ministry of the Solicitor General

TORONTO — The Ontario government is proposing to provide over \$77 million in financial relief to municipalities to help offset the increased cost of municipal police services provided by the Ontario Provincial Police (OPP). This investment will help these predominantly small and rural communities address the budget impacts resulting from the collective bargaining agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) in July 2024.

“Our government is working closely with our municipal partners and our women and men in uniform to keep communities across Ontario safe,” said Solicitor General Michael Kerzner. “The financial relief we are proposing will help municipal leaders balance their budgets and invest in their communities while ensuring no change to the policing provided by the OPP that keeps families and businesses safe.”

The Ontario government’s proposal would support small and rural municipalities by offsetting the 2025 impacts of OPP salary increases. This includes:

- A 3.75 per cent bill reduction on 2023 total reconciled costs,
- A 44 per cent bill reduction on 2023 reconciled overtime costs, and
- A 10 per cent bill reduction on amounts invoiced for 2025 policing costs.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

Quick Facts

- The OPP provides municipal policing services to 330 municipalities across Ontario.
- The OPPA and the provincial government ratified a new uniform and civilian collective agreement in July 2024 that included general salary increases for 2023, 2024, 2025 and 2026.

Quotes

"AMO is pleased that the government has listened to concerns about the increase in Ontario Provincial Police (OPP) billing recovery costs with this proposal. Without the provincial action, the rise in OPP costs would have significantly impacted small, rural, and northern communities serviced by the OPP. Municipal fiscal sustainability is under pressure across Ontario, and municipalities struggle to balance their budgets. This proposition is an important recognition of this challenge and will help support quality of life for residents across the province."

- Robin Jones

President of the Association of Municipalities of Ontario

"ROMA welcomes provincial action to reduce the impact of increasing Ontario Provincial Police (OPP) costs on rural municipalities. In the context of inflation, infrastructure pressures, and a growing homelessness crisis, rural municipalities simply cannot afford a 20% increase in OPP costs. This provincial investment acknowledges the escalating fiscal challenges municipalities face. We look forward to ongoing partnership to put rural municipalities on a sustainable path."

- Christa Lowry

Chair of the Rural Ontario Municipal Association and Mayor of the Municipality of Mississippi Mills

Media Contacts

Chelsea McGee

Solicitor General's Office

Chelsea.McGee@ontario.ca

Brent Ross

Communications Branch

Brent.Ross@ontario.ca

We have recently updated Ontario Newsroom Subscription. You may receive additional emails. If you would like to update your subscription preferences or unsubscribe, click the 'manage your subscriptions' or 'unsubscribe' links down below.



From: [Posner, Aaron \(SOLGEN\)](#)
To: [Posner, Aaron \(SOLGEN\)](#)
Cc: [Da-Re, Giancarlo \(SOLGEN\)](#); [McGee, Chelsea \(SOLGEN\)](#); [Sookraj, Richard \(SOLGEN\)](#); [Workman, Joshua \(SOLGEN\)](#)
Subject: Call for Pre-Budget Submission
Date: Thursday, November 28, 2024 3:02:27 PM

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. The Original Sender of this email is "Posner, Aaron (SOLGEN)" <Aaron.Posner@ontario.ca>

Good afternoon,

The Ministry of Finance is seeking input from stakeholders on key priorities and ideas to inform Ontario's upcoming 2025 Budget.

I'm sharing this opportunity to contribute to today as your insights will play an important role in shaping efforts to address pressing challenges such as public safety, firefighting, corrections, animal welfare, auto theft, justice and bail reform.

To share your priorities, you are invited to visit the Ministry of Finance's submission webpage at [2025 Budget Consultations](#). Submissions will be accepted until **February 3, 2025**.

Additionally, you're welcome to share your ideas with me by email with the subject line "2025 Pre-Budget Submission."

Thank you for your valuable input.

Best regards,

Aaron

Aaron Posner, Stakeholder Relations Advisor
Office of the Solicitor General of Ontario
George Drew Building, 18th Floor, 25 Grosvenor Street, Toronto, ON M7A 1Y6
(647) 283-9662



December 12, 2024

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

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) Freedom of Information and Protection of Privacy
- (b) Framework for Annual Reporting
- (c) Problem Oriented Policing
- (d) Public Order Units
- (e) Officer Note Taking
- (f) Board Travel and Expense Reimbursement
- (g) Solicitation and Acceptance of Public Donations, Sponsorships or Private Sector Arrangements
- (h) Court Security
- (i) Hate/Bias Motivated Crime and Hate Propaganda Offences
- (j) Police Uniforms
- (k) Skills Development and Learning Plan

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



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT		Policy Number: G-008
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
Repeals: New	Reporting: Chief as per Section 7 of Policy	Next Review Date: December 2027

1. PREAMBLE

1.1 AS subsection 3 (2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, provides that the Board may designate from among its members, a person to act as Head of the institution for the purposes of the Act;

1.2 AND AS, under Section 49 (1) of that Act, a Head may delegate a power or duty as vested in the head to officers or employees of the institution subject to such limitations, restrictions, conditions or requirements as the Head may set out in the delegation;

1.3 AND AS it is desirable to delegate certain powers and duties vested in the Head under the Municipal Freedom of Information and Protection of Privacy Act, to officers of the Windsor Police Service and to other officials and employees;

1.4 AND 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;

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

1.6 AND AS the Board deems it expedient to pass a policy to designate a head for the purposes of the Act and to establish policies regarding the processing of access requests and the protection of personal information under the Act.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

2.1 “Act” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, and amendments;

2.2 “Board” means the Windsor Police Service Board;

2.3 “Chair” means the Chair of the Windsor Police Service Board;

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

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

2.6 “Head” in respect of the institution, means the individual or body determined to be head under this Policy;

2.7 “Institution” means the organization known as the Windsor Police Service, as governed by the Windsor Police Service Board;

2.8 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes the purposes of the Act to be the right of access to information under the control of the institutions in accordance with certain principles and the protection of privacy of individuals with respect to personal information held by the institutions. The Board is committed to compliance with the Act and therefore, it is the policy of the Board that access to information and personal privacy issues be dealt with in accordance with the procedure set out by the Chief as established and directed in this Policy.

3.2 Nothing in this Policy shall limit the power of the Chief of Police to disclose personal information about an individual in accordance with Section 80 of the CSPA and O. Reg. 412/23: Disclosure of Personal Information.

4. DESIGNATION OF HEAD OF INSTITUTION

4.1 Pursuant to Section 3 (2) of the Act, the Chair be designated as Head for the purposes of the Act.

5. DELEGATION OF POWERS

5.1 Pursuant to subsection 49 (1) of the Act, the Chair delegates the power and duties vested in the Head under the Act to the Chief of Police and/or his or her designate with respect to all records under the control of the Chief of Police.

5.2 Pursuant to subsection 49 (1) of the Act, the Chair delegates the power and duties vested in the Head under the Act to the Administrative Director with respect to all records under the control of the Board.

5.3 Notwithstanding the delegation of powers and duties of the Head as authorized by Section 5.1 and 5.2 of this Policy, the Head remains accountable for actions taken and decisions made under the Act and retains the powers and duties granted or vested in the Head.

6. DIRECTION TO THE CHIEF

6.1 The Chief shall develop and implement written procedures to ensure compliance with the requirements of the Act, including provisions which ensure right of access to information under the control of the Service as well as protection of personal privacy.

6.2 The Chief shall ensure that all members who receive a delegation of the duties under Section 5.1 of this Policy, receive training on the Act and its administration.

7. REPORT TO THE BOARD

7.1 The Chief shall make an annual statistical report to the Board on Freedom of Information activities, which shall appear on the public agenda.

7.2 The annual report shall include comparative data for the same time period in the immediately preceding calendar year, and shall contain all information required to be included under the Act, including the following information:

- (a) Total number of Freedom of Information requests;
- (b) Total number of personal information requests;
- (c) Total number of general information requests;
- (d) Total number of Police Service Board requests;
- (e) Total number of appeals filed by the applicant;
- (f) Total number of appeals still open at end of reporting year;
- (g) Total number of appeals where the Service decision was upheld or not overturned by the Information and Privacy Commissioner of Ontario;
- (h) Total number of complaints and compliance investigations;
- (i) Total number of outstanding requests at end of reporting year; and
- (j) The extended compliance rate for the reporting year.

8. IMPLEMENTATION

8.1 Any policies, sections of policies inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

8.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date



WINDSOR POLICE SERVICE BOARD
POLICY

Police Name: FRAMEWORK FOR ANNUAL REPORTING		Policy Number: A-004
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
Repeals: Number: AR-AI011, November 28, 2013; AR-AI020, April 26, 2001	Reporting: Chief annual report to the Board as per Section 4	Next Review Date: December 2027

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 79 (3) of the CSPA provides that a Chief of Police of a Police Service maintained by a Police Service Board shall administer the Police Service and oversee its operation in accordance with the Board’s policies and Strategic Plan, and (c) comply with the lawful directions of the Board;

1.4 AND AS Section 12 of O. Reg. 399/23: General Matters Under the Authority of the Lieutenant Governor in Council prescribes annual reporting requirements of Chiefs of Police relating to the activities of the police service during the previous fiscal year, including information on,

- (a) implementation of the Strategic Plan prepared and adopted by the Police Service Board under subsection 39 (1) of the CSPA;
- (b) public complaints;
- (c) the actual cost of policing; and

d) any other information that is required to be in the annual report by other regulations made under the CSPA.

1.5 AND AS subsection 12 (2) of the said O. Reg. 399/23 provides that the Board shall publish the annual report on the internet;

1.6 AND AS Section 39 of the CSPA provides that the Police Service Board shall, in accordance with the regulations, if any, prepare and adopt a Strategic Plan for the provision of policing, which shall address at least the matters detailed in Section 39;

1.7 AND AS Section 41 of the CSPA requires that the Board shall file an annual report with the municipality regarding the matters detailed in Section 41;

1.8 AND AS the Board deems it appropriate to require the Chief of Police to prepare, for the Police Service Board, an annual report on the activities of the police service during the previous fiscal year, which include, at a minimum the matters detailed in Sections 39 and 41 of the CSPA, and:

(a) performance objectives, indicators and results;

(b) public complaints; and (c) the actual cost of police services.

1.9 AND AS subsection 41 (3) of the CSPA provides that the Board shall make its best efforts to negotiate and enter into a protocol with its municipality that addresses the sharing of information with the municipality, including the type of information to be shared and the frequency for sharing such information;

1.10 AND AS Part AI-011 of the Policing Standards Manual (2000) contains guidelines directing the Board, the Chief and members relative to the Framework for Annual Reporting;

1.11 AND AS Part XIII of the CSPA sets out obligations of Police Service Boards and police services relative to public complaints.

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 “Complaints Director” means the person appointed to the position by the Lieutenant Governor pursuant to subsection 131 (1) of the CSPA;

2.5 “LECA” means the Law Enforcement Complaints Agency created pursuant to subsection 130 (1) of the CSPA;

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

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

2.8 “Municipal Council” means the City of Windsor;

2.9 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Chief shall develop for the Board’s approval an annual report in accordance with O. Reg. 399/23 and this Policy.

4. FRAMEWORK FOR ANNUAL REPORTING

4.1 ANNUAL REPORTING ON STRATEGIC PLAN

4.1.1 The Chief of Police will prepare an Annual Report for the Board on matters detailed in Section 39 of the CSPA, and consistent with the requirements of Board Policy A-003 (2024): Framework for Strategic Planning, subsection 12 (1) (a) of O. Reg 399/23.

4.1.2 The Board, in consultation with the Chief, will establish a process, with Municipal Council, for the communication of the annual report to:

(a) Members; and

(b) Members of the public.

4.2 ANNUAL REPORTING ON PUBLIC COMPLAINTS

4.2.1 The Chief of Police will prepare an Annual Report for the Board on matters detailed in Part X of the CSPA, and consistent with the reporting requirements of Board Policy: Administration of Public Complaints System, and subsection 12 (1) (b) of O. Reg. 399/23.

4.3 COST OF POLICING

4.3.1 In accordance with subsection 12 (1) (c) of O. Reg. 399/23, the Chief shall ensure that the Annual Reports to Municipal Council and the Board include:

(a) the actual cost of policing for the previous fiscal year; and

(b) a comparison between the actual cost of policing and estimated cost projections for implementing the Strategic Plan or approved budget.

4.4 PROBLEM-ORIENTED POLICING AND CRIME ANALYSIS

4.4.1 The Chief shall ensure the police service’s Annual Report to the Board addresses:

(a) the initiatives undertaken by the police service to promote, implement and evaluate problem-oriented policing, as set out in the Ministry's guideline on Problem Oriented Policing;

(b) crime, calls for service, public disorder patterns, trends and forecasts, based on crime, calls for service and public disorder analysis, as set out in the Ministry's guideline on Crime, Call and Public Disorder Analysis;

(c) the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved performance objectives, as set out in the Ministry's guideline on Joint Forces Operations; and

(d) the number of completed internal task forces established within the police service, the cost to the police service and whether they achieved their performance objectives, as set out in the Ministry's guideline on Internal Task Forces.

4.5 ORGANIZATIONAL STRUCTURE

4.5.1 The Chief shall develop for the Board's approval:

(a) a statement of purpose of the Service; and

(b) an organizational structure which is effective and meets the needs of the community and the Service, as amended from time to time in accordance with the needs of the Board, the Service and the communities served.

4.5.2 The Chief shall report to the Board, for Board approval, any proposed changes to the organizational structure, together with the reasons therefor.

5 IMPLEMENTATION

5.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-AI011, November 28, 2013; AR-AI020, April 26, 2001 and any other policy or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed on December 12, 2024.

5.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date



WINDSOR POLICE SERVICE BOARD
POLICY

Police Name: PROBLEM ORIENTED POLICING		Policy Number: P-016
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 5 years	Effective Date: December 13, 2024
Repeals: AR-CP001, August 7, 2014, February 24, 2000	Reporting: Chief annual report to the Board as per Section (5)	Next Review Date: December 2029

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 WHEREAS 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 problem-oriented policing;

1.5 AND AS the Board has deemed it appropriate that it establish a policy on problem-oriented policing;

1.6 AND AS Part CP-001 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to problem-oriented policing.

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 “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 prevention of crime are of the utmost importance to the Board, and it is therefore the policy of this Board to pursue problem-oriented policing 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 develop procedures to support the promotion and implementation of problem-oriented policing in accordance with Appendix A.

4.1.2 The Chief shall require appropriate supervisors and front-line Members to promote and implement problem-oriented policing initiatives to respond to identified crime, community safety, public disorder, and road safety problems, including repeat calls for service and repeat victimization.

4.2 COMMUNITY PARTNERSHIP

4.2.1 The Chief shall require appropriate supervisors and front-line Members to promote and implement problem-oriented policing initiatives, where possible, with municipalities, school boards, businesses, community organizations and members of the public to address crime, public disorder, and road safety problems.

4.3 INFORMATION ON PROBLEM-ORIENTED POLICING

4.3.1 The Chief shall ensure that supervisors and front-line Members are provided with information and resource material on problem-oriented policing.

4.3.2 The Chief shall ensure that a statistical and information reporting program is in place to ensure clear, adequate periodic reports and reviews.

4.4 IMPLEMENTATION

4.4.1 The Chief shall promote the use of directed patrol, targeted enforcement, and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board every year in respect of problem-oriented policing. This report will contain:

- (a) a summary of the written procedures regarding problem- oriented policing;
- (b) the status of Service compliance with the said procedures;
- (c) the steps taken by the Service to promote, implement and evaluate problem-oriented policing initiatives

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, AR-CP001, August 7, 2014; February 24, 2000 and any other policy, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (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 problem-oriented policing. In addition, section 3 requires the Chief of Police to establish procedures and processes on problem-oriented policing.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to problem-oriented policing that the Chief of Police will:

- a) require appropriate supervisors and front-line members to work, where possible, with municipalities, school boards, businesses, community organizations and members of the public to address crime, public disorder and road safety problems;
- b) require appropriate supervisors and front-line members to promote and implement problem-oriented policing initiatives to respond to identified crime, community safety, public disorder and road safety problems, including repeat calls for service and repeat victimization;
- c) ensure that supervisors and front-line members are provided with information and resource material on problem-oriented policing;
- d) promote the use of directed patrol, targeted enforcement and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences;
- e) develop procedures to support the promotion and implementation of problem-oriented policing; and
- f) provide information in the annual report on the steps taken by the police service to promote, implement and evaluate problem-oriented policing initiatives.

Police Service Guidelines

Procedures

1. Every police service's procedures on problem-oriented policing should:
 - a) require appropriate supervisors and front-line members to promote and implement problem-oriented policing initiatives to respond to identified crime, public disorder and road safety problems, including repeat calls for service and repeat victimization;
 - b) require appropriate supervisors and front-line members to work, where possible, with municipalities, school boards, businesses, community organizations and members of the public to address crime, public disorder and road safety problems;
 - c) set out the steps for obtaining approval for, and evaluating, initiatives designed to respond to identified problems;

- d) promote the use of directed patrol, targeted enforcement and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences; and
- e) require the appropriate level of supervisor to periodically report back to the Chief of Police, or designate, on the steps being taken to address identified problems.

**Information
and
Resource
Material**

- 2. Every police service should provide appropriate supervisors and front-line members with information and resource material on:
 - a) problem identification;
 - b) problem analysis;
 - c) problem response, including the development of proposals/initiatives; and
 - d) the monitoring and evaluation of initiatives.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: PUBLIC ORDER UNITS		Policy Number: P-017
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
Repeals: Number AR-PO001, September 28, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: December 2027

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 ANDAS 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 7 of the Adequacy Regulation prescribes standards for Public Order Units including deployment, response times, unit size and supervision;

1.5 AND AS Section 8 of the Adequacy Regulation requires a Chief to establish written procedures respecting the functions, responsibilities and reporting relationships of a Public Order Unit and its Members;

1.6 AND AS subsection 2 (1) of the Schedule 1 to the Adequacy Regulation prescribes equipment and resources requirements regarding Public Order Units;

1.7 AND AS the Board has deemed it appropriate that it establish a policy on Public Order Unit services, including permitting agreements/arrangements that would result in the

services of a Public Order Unit being available from another police service, as permitted by subsection 2 (4) of O. Reg. 398/23: Alternative provision of Policing Functions;

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 to establish procedures on Public Order Units in accordance with Section 8 of the said Adequacy Regulation;

1.9 AND AS Part PO-001 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to Public Order Units. 495-2024 2024.04.01 1

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 Public Order Unit services are an important part of policing, and it is therefore the policy of this Board:

(a) that the Service maintain a Public Order Unit using its own resources; and

(b) that the role of police at any public demonstration, protest or public safety incident is to preserve the peace, prevent offences and enforce the law including offences against, persons and property, in accordance with powers and direction available to the Chief of Police under the law 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 of Police will ensure that the Service provide its own Public Order Unit by using Service Members that will consist of a unit supervisor and at least four

squads of seven officers, including the squad leader for undertaking Public Order Unit activities, and must be deployed in a reasonable time.

4.1.2 The Chief of Police will develop written procedures in accordance with "Appendix A" as attached to this Policy being Part PO-001 of the Ministry of the Solicitor General Policing Standards Manual (2000), that provides guidelines directing the Police Service relative to Public Order Units.

4.1.3 The Chief will ensure that Service procedures relating to Public Order Unit services are based on the following principles:

4.1.4 That it is in complete compliance with legislative and constitutional requirements, and recognized legal principles;

4.1.5 That Members act with full respect for human dignity and according to professional standards of skill, integrity, and accountability;

4.1.6 That it maintains both officer and public safety as a priority;

4.1.7 That there is 24-hour police response to all incidents requiring the services of a Public Order Unit;

4.1.8 That consideration of police actions at an occupation or protest involving members of one of the City's diverse communities include preserving the peace, communication, negotiation, building trust and fostering understanding with participating and affected communities keeping in mind the uniqueness of policing occupations and protests involving members of these diverse communities; and

4.1.9 That the Chief of Police regularly reviews procedures relating to Public Order Unit services to remain current with case law, inquests, inquiry findings, and amendments to related legislation.

4.2 MANUAL

4.2.1 The Chief shall develop a Public Order Unit Manual that includes the requirements set out by the Ministry of the Solicitor General and that it is available to all Members of the Unit.

4.2.2 The Chief shall ensure that the Manual referred to in section 4.2.1 above is reviewed on an annual basis and amended as required.

4.3 TRAINING

4.3.1 The Chief shall develop a selection process for Members of the Public Order Unit to ensure that the Members have the appropriate knowledge, skills, and abilities to provide the service of the Public Order Unit.

4.3.2 The Chief shall develop a Skills Development and Learning Plan that includes the training requirements set out by the Ministry of the Solicitor General.

4.3.3 The Chief will address the ongoing training of members of the Public Order Unit.

4.4 EQUIPMENT

4.4.1 The Chief shall ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to Members who provide the services of a Public Order Unit.

4.5 MONITORING AND REVIEW

4.5.1 The Chief of Police shall conduct ongoing statistical analysis, qualitative and quantitative review of Public Order Unit services as may be required to:

- (a) ensure the integrity of the police service procedures; and
- (b) collect information with respect to the number of incidents involving the Public Order Unit services.

4.6 ALTERNATIVE PROVISION OF PUBLIC ORDER UNIT FUNCTIONS

4.6.1 In the case of exigent circumstances requiring the Board to contract with another Board for use of the other Board's Public Order Unit, the Chief shall advise the Board of such need and the Board shall authorize such use.

5. REPORT TO THE BOARD

5.1 The Chief of Police shall provide the Board with a written report on an annual basis in respect of the Public Order Unit. The report shall include:

- (a) a summary of the procedures concerning Public Order Unit services as required by this Policy;
- (b) the status of Service compliance with said procedures;
- (c) confirmation that Members have been trained in accordance with section 4.3; and
- (d) confirmation of the development and maintenance of the manual on Public Order Unit services; and
- (e) a summary of the circumstances in which the Public Order Unit has been deployed.

5.2 EXCEPTION BASED REPORTING

5.2.1 The Chief of Police shall report on those circumstances where the use of the Public Order Unit has resulted in an "exceptional" circumstance, or a circumstance which may be detrimental to the Police Service; and/or has significant issues of potential liability to the Board and the Police Service.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-PO001, September 28, 2000, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 18(1) of the Adequacy Standards Regulation requires a police service to have a public order unit.

Section 18(2) allows a police services board to enter into agreements/arrangements that would result in the services of a public order unit being available from another police service, or the services of a public order unit being delivered on a combined, regional or cooperative basis.

Section 18(3) requires every public order unit to consist of a unit supervisor, and, at least, four squads of seven officers, including the squad leader, and must be able to be deployed within a reasonable time.

Section 29 of the regulation requires a police services board to have a policy on public order unit services. In addition, section 19 requires the Chief of Police to establish procedures on public order unit services, which:

- set out the circumstances in which a public order unit, or a squad within a unit, may be deployed;
- require that, if the police service maintains its own public order unit, the police service's procedures on public unit services are contained in a manual that is available to all members of the unit; and
- ensure that a person who is a member of a public order unit has the knowledge, skills and abilities to provide that service.

Sample Board Policy

Board Policy # _____

Contracted Delivery It is the policy of the _____ Police Services Board with respect to public order maintenance that:

- a) this Board will contract with the _____ Police Services Board/OPP to provide the services of a public order unit within a reasonable response time; and
- b) the Chief of Police will establish procedures, in consultation with the Chief of Police who is providing the services of the public order unit, that:
 - i) set out the circumstances in which a public order unit may be deployed;
 - ii) set out the steps for obtaining the services of a public order unit; and

- iii) address the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63 - 68 of the *Criminal Code*, regarding unlawful assemblies and riot situations.

**Direct, or
Combined,
Regional or
Cooperative
Delivery**

It is the policy of the _____ Police Services Board with respect to public order maintenance that:

- a) the police service will provide access to the services of a public order unit within a reasonable response time by (using its own members, or by entering into an agreement for a combined, regional or cooperative delivery);
- b) the public order unit will consist of a unit supervisor and, at least, four squads of seven officers, including the squad leader;
- c) the Chief of Police will establish procedures that:
 - i) set out the circumstances in which a public order unit may be deployed;
 - ii) set out the steps for obtaining the services of a public order unit; and
 - iii) address the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63 - 68 of the *Criminal Code*, regarding unlawful assemblies and riot situations; and
- d) the Chief of Police will:
 - i) ensure that a manual on the procedures of the unit is made available to all members of the unit;
 - ii) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members of the public order unit;
 - iii) develop a selection process for members of the public order unit to ensure that the members have the knowledge, skills and abilities to provide the services of the public order unit; and
 - iv) address the ongoing training of members of the public order unit.

Police Service Guidelines

- Procedures**
1. Every police service's procedures should address:
 - a) the circumstances in which a public order unit should be deployed;
 - b) operational responsibility within the police service for requesting the services of a public order unit;
 - c) incident command, including when public order unit services are provided by another police service;
 - d) the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63 - 68 of the *Criminal Code*, regarding unlawful assemblies and riot situations; and
 - e) debriefing following all major incidents.



**Public
Order Unit
Manual**

2. Where a police service has established or participates in a public order unit, the manual made available to the members of the unit should address:
- a) the unit's mandate, functions and members' responsibilities;
 - b) call-out and reporting relationships;
 - c) command and control;
 - d) communications with unit members;
 - e) crowd management procedures, including response levels and negotiation;
 - f) incident assessment;
 - g) provision and use of equipment;
 - h) operational training;
 - i) the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63 - 68 of the *Criminal Code*, regarding unlawful assemblies and riot situations;
 - j) use of training, operational and equipment logs;
 - k) debriefing process;
 - l) the selection process for members of the public order unit to ensure that the members have the knowledge, skills and abilities to provide the services of the public order unit; and
 - m) the recording and reporting of incidents involving a public order unit.

Training

3. Where a police service has established or participates in a public order unit, the Chief of Police should develop a skills development and learning plan that includes the following requirements:
- a) ongoing two-day semi-annual maintenance training; and
 - b) annual re-qualification to a task-specific fitness standard, based on the functions being provided by the public order unit.

Equipment

4. Where a police service has established or participates in a public order unit, the Chief of Police should ensure that members are provided, at minimum, with the equipment and facilities set out in the Ministry's designated equipment and facilities list.

MINISTRY'S DESIGNATED EQUIPMENT LIST

Public Order Units – Equipment and Facilities List

All equipment used by members of a Public Order Unit shall be approved by the Canadian Standards Council (CSA), where appropriate. The following list is the minimum kit with which a POU member or unit shall have available in order to respond to a public order situation:

GENERAL PROTECTION
Body Armour
<ul style="list-style-type: none"> • standard police service issue
Helmets
<ul style="list-style-type: none"> • riot control design to meet minimum standard NIJ 0104.01 or CSA equivalent • designed not to impair peripheral vision and quick movement • allowance for earpiece
Shields and Batons
<ul style="list-style-type: none"> • riot or crowd control design easily manipulated with one hand • clear construction • one per member • spares available • 24 - 26" non-collapsible baton (personal issue)
FOREIGN AGENT PROTECTION
Chemical Masks
<ul style="list-style-type: none"> • CS chemical agent protection • filtration canister suitable for an extended period of use • capable of wide range of vision • filter canister system for ambidextrous shoulder-firing of weapon
COMBUSTION PROTECTION <i>combine with clothing section</i>
Flame Resistance Protection
<ul style="list-style-type: none"> • flame retardant clothing offering outer surface protection
Fire Extinguishers
<ul style="list-style-type: none"> • <i>minimum available, one per squad</i> • spares available • portable

CLOTHING
POU Uniform
<ul style="list-style-type: none"> • fatigues in heavy-duty, fire-retardant material • allow for maximum ease of movement • rain, moisture and cold weather protection, which is situationally and environmentally appropriate
Foot Wear
<ul style="list-style-type: none"> • reinforced heavy-duty boots (steel shank & instep protection) with toe impact protection • situationally and environmentally appropriate • chemical and puncture resistant sole
Gloves
<ul style="list-style-type: none"> • all weather and impact protection
Body Impact Protection
<ul style="list-style-type: none"> • body impact protection/deflection for arms, elbows, shoulders, groin, thighs, knees and shins
OTHER SAFETY EQUIPMENT
First Aid
<ul style="list-style-type: none"> • members' emergency medical information (vital information for rapid medical information sharing in emergency situation) • multi-purpose kit with wide assortment of bandages, disinfectant, etc.
Chemical Munitions Decontamination
<ul style="list-style-type: none"> • water eyewash gear for OC decontamination
Arrest or Restraint Devices
<ul style="list-style-type: none"> • handcuffs • temporary hand and foot restraints
ILLUMINATION
<ul style="list-style-type: none"> • flashlight
RADIO EQUIPMENT
Portable Radios
<ul style="list-style-type: none"> • dedicated channel capability (or access to OPC common tactical channel) • with ear-pieces or similar devices • capable of use with foreign agent protection, as set out in this equipment list
Power Source
<ul style="list-style-type: none"> • extra batteries

OTHER COMMUNICATIONS
Loud Hailing System
<ul style="list-style-type: none">• portable
<i>TACTICAL OPTIONS as identified in use of force standard</i>
Oleoresin Capsicum
<ul style="list-style-type: none">• spares available
CS Agent
<ul style="list-style-type: none">• canister system designed to be thrown• 37 mm delivery system
Impact Weapons
<ul style="list-style-type: none">• 37 mm impact projectiles designed to be accurately fired directly at a threat
ADMINISTRATION
Records
<ul style="list-style-type: none">• administrative area for storing training and operational records



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: OFFICER NOTE TAKING		Policy Number: A-005
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 2024
Repeals: Number: AR-LE022, August 7, 2014	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: December 2027

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 duties of a Constable are detailed in Section 82 of the CSPA and include laying charges, participating in prosecutions and complying with the prescribed code of conduct;

1.4 AND AS Section 20 of O. Reg. 407/23: Code of Conduct for Police Officers provides that a police officer shall take notes in accordance with the duties of a Constable and the procedures established by their Chief of Police;

1.5 AND AS subsection 14.3 of O. Reg. 395/23: Investigations requires that an investigating officer's notes be entered into the Police Service's record management system;

1.6 AND AS the Board has deemed it appropriate that it establish a policy on the effective note-taking by Members of the Police Service;

1.7 AND AS the Ministry has published a Policing Standards Manual (2000) which provides direction to the Board and Service in respect of officer note-taking;

1.8 AND AS Part LE-022 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 officer note-taking.

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 The Board recognizes that proper note-taking by officers is crucial to the prosecution of criminal offences, and it is therefore the policy of this Board that such note-taking be done in a consistent, 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 relating to officer note-taking in accordance with Appendix A.

4.2 STORAGE

4.2.1 The Chief shall establish procedures relating to secure storage and retention of officer notes in accordance with Appendix A and subsection 14.3 of O. Reg. 395/23: Investigations.

5 REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year. The report shall include a summary of the written procedures regarding officer note-taking.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-LE022, August 7, 2014, and any other policy or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 31(1)(c) of the *Police Services Act (PSA)* requires a police services board, in providing adequate and effective police services, to establish policies for the effective management of the police service.

In addition, section 41(1)(a) requires the Chief of Police to administer the police service and oversee its operations in accordance with the objectives, priorities and policies established by the board.

Furthermore, consistent with these provisions of the *PSA*, and demonstrated through jurisprudence and public inquiries/inquests, a police services board should establish a policy on, and the Chief of Police should establish procedures for, the effective note taking by members of the police service.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board that the Chief of Police will establish procedures relating to officer note taking, including the secure storage and retention of police officer notes.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on officer note taking should:
 - a) require that note taking practices be in accordance with procedures taught to police officers attending the Ontario Police College;
 - b) require that notebooks be bound with consecutively numbered and ruled pages;
 - c) require officers to use only one notebook at a time, except as otherwise provided for in the police service's procedures;
 - d) require officers to complete, before reporting off-duty, their notes pertaining to that shift;
 - e) require references in the notebook to any other notes or reports pertaining to events recorded in the notebook;
 - f) require the regular review by supervisors of police officer's notebooks, and their monitoring of the completeness and accuracy of officer's notes;
 - g) require the secure storage of police notebooks;
 - h) require that officer notebooks be retained for a period of at least fifteen years from the last date of entry in the books, or longer if the notebook relates to an unsolved threshold major case;

- i) set out the circumstances in which a police officer is exempt from the normal requirements of note taking;
- j) provide that notes taken by an officer are the property of the police service and shall be surrendered upon request or separation from the police service;
- k) address compliance in major cases with the procedures on hard copy file management set out in the Ministry's designated *Ontario Major Case Management Manual*; and
- l) address the relevant provisions of the *SIU Regulation*.

Alternative Media 2. Every police service that uses alternative media for officer note taking should develop procedures with comparable requirements to those set out in section 1.



**WINDSOR POLICE SERVICE BOARD
POLICY**

<i>Police Name: BOARD TRAVEL and EXPENSE REIMBURSEMENT</i>		Policy Number: A-006
<i>Responsible Manager: Administrative Director WPSB</i>	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
<i>Repeals: Directive Number FIN-03</i>	Reporting: Administrative Director – First Meeting of Year	Next Review Date: December 2027

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 Board members and staff will be required to attend business travel, seminars, conferences, workshops, or training courses related to their duties with the Board. This policy governs the authorization required to travel and the reimbursement and reporting of expenses incurred.

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

2.4 “Administrator” means the Administrative Director of the Windsor Police Service Board

2.5 "Chair" means the Chair of the Windsor Police Service Board;

2.6 "Member" means a member of the Windsor Police Service;

3. POLICY

3.1 This Policy applies to all board members and staff.

3.2 The Board is responsible to approve travel

3.3 The Board is responsible to approve travel expenses incurred

3.4 The Administrative Director is responsible to report approved travel expenses to the Board

3.5 Travel to seminars, conferences, workshops, or training courses shall be related to duties with the Board and shall be based on sound judgment and proper regard for the economy

3.6 Registration for seminars, workshops, conferences shall be completed by the Administrative Director

3.7 The most practical method of transportation shall be used. Travel by air will normally be reimbursed at the economy airfare rate. Upgrades to business class travel are typically at the traveller's expense.

3.8 Accommodations shall be selected on the basis of practical location and reasonable cost.

3.9 Travel expenses shall be allowed as listed in Appendix "A"

3.10 Travel expenses will not be reimbursed for spouse and/or other guests. Board members and staff will not be reimbursed for personal items/baggage lost, stolen or damaged while travelling on Board business; meals, when supplied on airlines, trains or included in accommodation, registration/conference fees; personal expenses such as souvenirs, sightseeing tours, nightclubs, spectator events, etc.; personal credit card interest charges, loss or damage to personal vehicle; tickets, fines and traffic violations; air/rail tickets, accommodation, fuel and other related expenses purchased using personal loyalty or rewards points such as Air Miles, Petro points, etc.

3.11 Cash advances for allowable expenses may be requested through the Administrative Director at least three weeks prior to travel

3.12 A Cash Expenditure Form for reimbursement of travel expenses shall be completed by the individual and submitted, along with required receipts, to the Administrative Director within two weeks from the date of return from travel

3.13 The Cash Expenditure Form shall be reviewed and approved by the Board Chair and reported to the Board by the Administrative Director.

4. REPORTING

4.1 The Administrative Director shall report to the Board at the first meeting of the year, a summary of Board/Staff travel expenses incurred in the previous year.

5. IMPLEMENTATION

5.1 Windsor Police Service Board Directive Number FIN-03, May 19, 2022, and any other policy or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed on December 12, 2024.

5.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachments (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

TRAVEL EXPENSE ALLOWANCES

Appendix A

ITEM	ALLOWANCE	RECEIPTS	NOTES
Accommodation	Reasonable room charge	Mandatory	Detailed billing required.
Air/Rail fare	Lowest economy air rate and up to business class using rail service.	Mandatory	Detailed billing required. Seat selection/upgrades will not be reimbursed.
Ground Transportation	Actual cost	Mandatory	Includes taxis, bus fare, and parking.
Long Distance Telephone Calls	Reasonable allowance	Mandatory	
Meals - Business Travel	\$ 15 Breakfast \$ 25 Lunch \$ 35 Dinner \$ 75 Per Day	Not Required	Includes taxes and gratuities. Per diem amount shall be reduced according to meals provided at seminars, workshops, etc. and/or; meals provided on the basis of departure and return times and/or overnight stay.
Personal Vehicle	\$0.61/km (as of 2022)	Not Required	Round trip. Reviewed annually and tied to Canada Revenue Agency's non-union mileage rates.
Registration/ Tuition	As required	Mandatory	Receipt required if paid directly by member.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: SOLICITATION AND ACCEPTANCE OF PUBLIC DONATIONS, SPONSORSHIPS OR PRIVATE SECTOR ARRANGEMENTS		Policy Number: A-007
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
Repeals: Directive Fin – 04, May 19, 2022	Reporting: Chief annual report to the Board as per Section 8	Next Review Date: December 2027

1. PREAMBLE

- 1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 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 Act;
- 1.2 AND AS subsection 38 (1) of the said Act provides that the Board shall establish policies respecting the administration of the police service;
- 1.3 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;
- 1.4 AND AS subsection 79 (3) of the said Act provides that the Chief of Police shall administer the police service and oversee its operation in accordance with the Board’s policies and official plan;
- 1.5 AND AS subsection 79 (4) of the said Act provides that the Chief of Police shall develop written procedures regarding the administration of the police service.

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

2.4 “Donor” means a private individual, or a corporation, partnership, club or other organization, whether for profit or not, which contributes money, goods or services to the Service pursuant to a Sponsorship or Private Sector Funding arrangement;

2.5 “Member” means a Member of the Windsor Police Service as defined by the Act;

2.6 “Private Sector Funding” means any money paid or proposed to be paid to the Service from any non-government source, but does not include monies received by the Service under Section 258 and 259 of the Act, or monies paid on account of a pay duty arrangement;

2.7 “Qualified Donor” means the approval criteria set out in Article 9.3 of this policy;

2.8 “Qualified Program” means a policing program which meets the approval criteria set out in Article 9.2 of this policy;

2.9 “Qualified Sponsor” means a Sponsor which meets the criteria set out in Article 9.3 of this policy;

2.10 “Service” means the Windsor Police Service;

2.11 “Sponsor” means a private individual, or a corporation, partnership or organization, whether for profit or not, which contributes money, goods or services to the Service pursuant to a Sponsorship arrangement;

2.12 “Sponsorship” means a contribution of money, goods or services to a Qualified Program by a private individual, or a corporation, partnership or organization, whether for profit or not, in exchange for the right to be associated with the Service, either for advertising or promotional purposes, or for a community service purpose.

3. POLICY

3.1 It is the policy of the Board to provide citizens, community agencies and corporations with the opportunity to support the Service by making public donations, sponsorships, or private sector funding arrangements that will support law enforcement services to all citizens equally within the City of Windsor. The Board is committed to ensuring that such donations are used solely for the purpose of enhancing the safety and security of the citizens, and that the receipt of donations, sponsorships, or private sector funding arrangements does not undermine the integrity, impartiality and reputation of the Service.

4. GUIDING PRINCIPLES

4.1 The public donation, sponsorship or private sector funding received by the Service shall be consistent with the principles as outlined in Section 1 of the Act.

4.2 The public donation, sponsorship or private sector funding arrangement shall support the objectives and priorities of the Board and provide a law enforcement benefit to citizens of City of Windsor.

4.3 There shall be no binding conditions attached to the public donation, sponsorship, or private sector funding, which shall only be used for the sole purpose approved by the Chief of Police in accordance with this policy.

4.4 The acceptance of any public donation, sponsorship or private sector funding shall not commit the Service to additional, unbudgeted resources, unless approved by the Board, in consultation with the Chief of Police.

4.5 All public donations, sponsorships and private sector funding and offers of public donations, sponsorships, and private sector funding, including the nature, extent and planned use, must be made in writing to the Chief.

4.6 Absent exceptional circumstances, no public donation, sponsorship or private sector funding shall be accepted from an anonymous source or donor, and in all circumstances the identity of the donor shall be made known to the Board.

4.7 No public donations, sponsorships or private sector funding shall be accepted from a person whose background, including criminal record, lifestyle, or association, would cause or have the potential to cause embarrassment to the Service or the Board.

5. APPLICATION AND SCOPE

5.1 This policy applies to:

5.1.1 Any solicitation or offer of a public donation, sponsorship, or private sector funding arrangement;

5.1.2 Any program proposed to be funded by a public donation, sponsorship, or private sector funding arrangement;

5.1.3 Any public donation, sponsorship, or private sector funding arrangement;

5.1.4 The receipt and/or disbursement of any monies received pursuant to a public donation, sponsorship, or private sector funding arrangement.

5.2 In the event that a sponsor or donor offers or is asked to contribute goods or services, any reports required to be made concerning the amount of money involved in the public donation, sponsorship, or private sector funding arrangement shall be read to include a requirement for a description and estimated value of the goods and services involved.

6. RESTRICTIONS/LIMITATIONS

6.1 The Chief shall ensure that no solicitation for a public donation, sponsorship, or private sector funding arrangement is made by any Service Member.

6.2 The Chief shall ensure that no offer of public donation, sponsorship, or private sector funding arrangement is accepted by any Service Member, except in accordance with the provisions of this policy.

6.3 Neither the Service nor the Board shall enter into any arrangement in which the Service or the Board endorses a product or service.

6.4 The Board shall not approve a public donation, sponsorship, or private sector funding arrangement, which may in the opinion of the Board compromise the integrity, objectivity or impartiality of the Service.

7. DIRECTION TO THE CHIEF

7.1 The Chief shall establish written procedures and processes with respect to public donations, sponsorships, or private sector funding arrangements in accordance with this Board Policy.

7.2 Funding Not Exceeding \$5,000

7.2.1 The Chief may accept an offer of a public donation, sponsorship, or private sector funding arrangement without Board approval if:

7.2.1.1 The amount of the funding offered by the sponsor or donor, including past donations by that sponsor or donor, does not exceed \$5,000;

7.2.1.2 The cost of the program for which the funding is to be used does not exceed \$5,000;

7.2.1.3 The Chief ensures that the approval criteria in Article 9 are met; and

7.2.1.4 A report on the public donation, sponsorship, or private sector funding arrangement is included in annual reporting requirements set out in Article 8.4.

7.2.2 Any public donation, sponsorship or private sector funding arrangement which exceeds \$5,000, including past donations by that sponsor or donor, require prior Board approval in accordance with Article 8.2 below.

8. REPORTS TO THE BOARD

8.1 Initial Reporting Requirements

This Article applies to any offer of a public donation, sponsorship, or private sector funding arrangement, except those defined in Article 7.

8.2 Prior to acceptance of any offer of a public donation, sponsorship, or private sector funding arrangement, the Chief shall make a written report to the Board containing the following information:

8.2.1 Full particulars of the offer;

8.2.2 Full particulars of the proposed program for which funding is being offered including a program budget, and including a statement as to whether or not, in the opinion of the Chief, the program is a Qualified Program as defined in this policy;

8.2.3 A statement as to whether or not, in the opinion of the Chief, the program is one that would benefit the Service, or the public, with reasons;

8.2.4 The cost to the Board, if any, including personnel costs;

8.2.5 Full particulars of the donor or sponsor including a statement as to whether, in the opinion of the Chief, the donor or sponsor are Qualified Donors or Sponsors as defined in this policy.

8.3 Interim Reporting Requirements The Chief shall:

8.3.1 Make a written report to the Board in the event that the program or the program budget changes, with an explanation of such changes and an explanation of the cost, if any, to the Board, including personnel costs;

8.3.2 Make a written report to the Board if further funding is offered in respect of the program; and

8.3.3 Ensure compliance with the procedures set out in this policy of such changes or subsequent offers.

8.4 Annual Reporting Requirements each year, the Chief shall make a written report to the Board containing the following information:

8.4.1 The number of programs funded through public donations, sponsorships and private sector funding arrangements, together with a brief description of the programs;

8.4.2 An explanation of the status of the program funded by the public donation, sponsorship or private sector funding arrangement;

8.4.3 A statement of budgeted and actual program receipts and expenditures in respect of each public donation, sponsorship, or private sector funding arrangement, including the amount received from donors or sponsors in respect of each program;

8.4.4 The budgeted cost to the Board in respect of any of the programs so funded, including personnel costs;

8.4.5 The unbudgeted cost to the Board in respect of any of the programs so funded, including personnel costs;

8.4.6 Ensure that costings in program budgets include personnel costs of Members.

9. APPROVAL CRITERIA

In deciding whether to approve an offer of a public donation, sponsorship, or private sector funding arrangement, the Board shall consider the criteria set out in this Article.

9.1 With respect to public donation, sponsorship, or private sector funding arrangements:

9.1.1 The proposed donor or sponsor must meet the requirements of Article 9.3;

9.1.2 The public donation, sponsorship or private sector funding must relate to a specific program or programs which meet the requirements of Article 9.2;

9.1.3 The Board must approve the public donation, sponsorship, or private sector funding arrangement, subject to provisions of Article 5.

9.2 With respect to programs funded through public donation, sponsorship, or private sector funding:

9.2.1 The program must be consistent with the Service's mission, values and beliefs;

9.2.2 The program must not, in the Board's opinion, form part of adequate and effective policing, which the Board is obligated to provide pursuant to the Act.

9.3 With respect to donors and sponsors:

9.3.1 Marketing methods must not compromise the integrity, objectivity or impartiality of the Service and its community partners;

9.3.2 Promotional material must be compatible with the Service's community policing messages;

9.3.3 The public image in the marketplace must be favourable;

9.3.4 Past and present activities must not be in conflict with those of the Service;

9.3.5 Products and services should not have a negative impact on the environment;

9.3.6 Must be a good corporate citizen;

9.3.7 Must be of good standing in the community;

9.3.8 Must have values consistent with the Service's mission, values and beliefs;

9.3.9 Must have a reputation of integrity and ethical standing;

9.3.10 The Board shall consider whether the donor or sponsor is involved in the sale or distribution of tobacco or liquor, the nature of that involvement, and whether or

not the nature of such involvement offends any aspect of the above approval criteria.

9.4 With respect to solicitations for sponsorship:

9.4.1 The solicitation must be approved by the Board;

9.4.2 The solicitation must be in good taste in the opinion of the Board;

9.4.3 There must be no general solicitation to the public-at-large;

9.4.4 Solicitations must be made to potential sponsors who meet the requirements of Article 9.3;

9.4.5 The solicitation must relate to a specific program or programs which meet the requirements of Article 9.2;

9.4.6 The solicitation must not involve an operational program;

9.4.7 The solicitation must not compromise, or appear to compromise, the integrity or impartiality of the Service.

10. IMPLEMENTATION

10.1 Policy Directive FIN – 04 and any other policies, directive, sections of policies and directives of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024;

10.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: COURT SECURITY		Policy Number: P-018
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LEO14	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: December 2027

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 243 of the CSPA requires that, where a Police Service Board has court security obligations, the Board is responsible for:

(a) ensuring the security of judges and other judicial officers and of persons taking part in or attending proceedings;

(b) during the hours when judges, other judicial officers and members of the public are normally present, ensuring the security of the premises;

(c) ensuring the secure custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings; and

(d) determining appropriate levels of security for the purposes of all of the above in accordance with the regulations, if any;

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 Sections 37 and 38 of the CSPA to require that, where a Police Service Board has court security obligations under Section 243 of the CSPA , the Chief shall:

- (a) prepare a court security plan;
- (b) establish procedures on court security that address the provision and training; and
- (c) ensure that court security personnel have the knowledge, skills and abilities to perform court security functions;

1.6 AND AS the Board has deemed it appropriate that it establish policies with respect to court security;

1.7 AND AS Part LE-014 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the Chief relative to court security.

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 “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;

2.76 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that issues relating to court security are important to the administration of justice and it is therefore the policy of this Board that court security 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 COURT SECURITY COMMITTEE

4.1.1 The Chief shall establish a local Court Security Committee, to serve in an advisory capacity to the Chief. The Court Security Committee shall include representatives from:

- (a) the Service;
- (b) the Crown Attorney’s office;
- (c) the judiciary;

- (d) the local bar association;
- (e) victims services/organizations; and
- (f) Ministry of the Attorney General – Court Services Branch.

4.1.2 The Chief shall ensure that the local Court Security Committee meets on a regular basis in order to address court security issues.

4.2 COURT SECURITY OFFICER

4.2.1 The Chief shall designate a Member of the Service with overall responsibilities for the Service's court security function.

4.3.1 The Chief shall, in accordance with the Court Security Committee, prepare a Court Security Plan.

4.3.2 The Chief shall ensure that the Court Security Plan is reviewed and evaluated on an annual basis by the Court Security Committee using defined performance measures and indicators.

4.4 TRAINING

4.4.1 The Chief shall ensure that personnel utilized for court security and prisoner transport are adequately trained and supervised.

4.4.2 The Chief shall establish procedures in relation to court security in accordance with Appendix A.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year concerning the Court Security Plan, which report shall include at least the following information:

- (a) an outline of the Court Security Plan;
- (b) confirmation that the Plan conforms with Section 243 of the CSPA;
- (c) the annual cost of the Plan;
- (d) any issues or criticisms of the Court Security Plan known to the Chief; and
- (e) a summary of the issues discussed at the Court Security Committee meetings.

6. IMPLEMENTATION

Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Policy Number: AR-LE014, February 24, 2000 and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December, 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date:

Date:

Legislative/Regulatory Requirements

Section 137 of the *Police Services Act* requires that, where a police services board has court security obligations, the board is responsible for:

- ensuring the security of judges and of persons taking part in or attending proceedings;
- during the hours when judges and members of the public are present, ensuring the security of the premises;
- ensuring the secure custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings; and
- determining appropriate levels of security for the purposes of [the above paragraphs].

Section 16 of the Adequacy Standards Regulation requires that, where a police services board has court security obligations under section 137 of the *Act*, the Chief of Police shall:

- prepare a court security plan;
- establish procedures on court security that address supervision and training; and
- ensure that court security personnel have the knowledge, skills and abilities to perform court security functions.

Finally, section 29 of the regulation requires police services boards with court security responsibilities to establish policies with respect to court security.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to court security that the Chief of Police will:

- a) establish a local court security committee, to serve in an advisory capacity to the Chief of Police, comprised of representatives, at minimum, from the police, Crown, judiciary, local bar, victim services/organizations and Courts Services - Ministry of the Attorney General;
- b) prepare a court security plan, in consultation with the local court security committee, that adequately addresses local needs and circumstances, and meets the statutory responsibilities set out in section 137 of the *Police Services Act*; and
- c) ensure that police officers and special constables utilized for court security are supervised and have the knowledge, skills and abilities to perform the function.

Police Service Guidelines

Court Security Committee

1. Every Chief of Police should establish a local court security committee, to serve in an advisory capacity to the Chief, comprised of representatives, at minimum, from the:
 - a) police;
 - b) Crown;
 - c) judiciary;
 - d) local bar;
 - e) victim services/organizations; and
 - f) Courts Services - Ministry of the Attorney General.

Plan

2. Every Chief of Police, in consultation with the local court security committee, should prepare a court security plan that addresses the:
 - a) police service's responsibilities for court security as set out in section 137 of the *Police Services Act*;
 - b) designation of a member of the police service with overall responsibility for the police service's court security function;
 - c) emergency procedures, including for fire, evacuation, medical, bomb, hostage, high-risk movement and care of prisoners, including persons who are emotionally disturbed or have a mental illness or a developmental disability in accordance with the police service's procedures on prisoner care and control;
 - d) procedures for dealing with exposure to communicable diseases;
 - e) use of security equipment, where appropriate, including wand and other electronic weapon scanning devices;
 - f) equipment to be available/used by personnel performing court security services;
 - g) requirement for personnel performing court security to comply with the police service's procedures on note taking;
 - h) requirement that court security services are provided by uniformed police officers or special constables (this does not preclude the use of plain clothes police officers in the delivery of court security to augment uniformed personnel);
 - i) communications equipment for personnel performing court security services;
 - j) requirement that uniforms and insignia for special constables performing court security be distinct from the uniforms of the police service's officers;
 - k) need for perimeter security of a court facility;
 - l) safety of persons who work in, or are in attendance at, a court facility;
 - m) selection process and skills development and learning of personnel providing court security services to ensure that they have the knowledge, skills and abilities to perform the function; and
 - n) annual review and evaluation of the plan by the local court security committee, using set out performance measures and indicators, in order to address changing local circumstances.

3. In developing the court security plan, the court security committee should use a security assessment tool in order to assess local needs, including factors to be considered in determining the appropriate level of security, such as the:
 - a) court house facilities;
 - b) communications equipment available;
 - c) nature of the local community;
 - d) type of occurrences that have previously occurred at the court house;
 - e) nature of the cases dealt with at the court house;
 - f) presence or absence of electronic weapons scanning devices at entrances;
 - g) volume of cases;
 - h) existence of special security for special cases;
 - i) presence of on-site police personnel;
 - j) use of video monitoring at the court house;
 - k) response times in the event of emergencies;
 - l) presence of panic buttons in courtrooms, chambers and public office areas; and
 - m) procedures for ensuring the secure custody and safe movement of prisoners.

Training

4. Every Chief of Police should ensure that police officers and special constables providing court security have the knowledge, skills and abilities to perform the function, including:
 - a) use of force in accordance with the *Use of Force Regulation*;
 - b) search of persons consistent with the police service's procedures on search of persons;
 - c) in relation to persons who are emotionally disturbed, have a mental illness or a developmental disability;
 - d) emergency procedures;
 - e) administering first aid/CPR; and
 - f) care and control of prisoners consistent with the police service's procedures on prisoner care and control.



Purpose

The primary purpose of the court security assessment tool is to assist a police service in undertaking an assessment of the security needs of each individual courthouse for which a police service is responsible. A secondary purpose of the court security assessment tool is to establish a baseline, which can be used to measure improvements to the overall security of the courthouse over time.

Courthouses are public facilities. The presence of members of the public in court proceedings and access to these proceedings by victims of crime, family members of court participants and members of the general public are important justice principles in our society. The ability to maintain such access in a safe environment is one of the challenges of court security.

Court security should be assessed in accordance with local needs. Security needs vary by community, and there may be various means of achieving similar ends while still meeting local needs. Solutions to court security challenges will differ. Given that court security is a combination of dynamic and static considerations (e.g., policing practices and physical attributes of the courthouse) it is essential to assess, and balance, both the dynamic and static considerations in order to develop an effective plan for improvements.

Some court security solutions, particularly those based on physical modifications, will be extremely costly and therefore workable solutions may require multi-year plans. The determination of local court security needs, therefore, must be viewed as an ongoing process and not just a "snapshot" at a given point in time. This tool is intended to assist in the on-going evaluation of court security needs.

The court security assessment tool considers the following:

- critical incident assessment;
- nature of cases assessment;
- security personnel and procedures assessment;
- emergency plan assessment; and
- physical assessment.

Critical Incident Assessment

The purpose of the critical incident assessment is to learn from past occurrences, including situations where an incident was attempted or narrowly averted, where courthouse security had been breached or otherwise compromised. There is a need to review a critical incident with a view of determining:

1. How the incident took place;
2. How personnel responded to the incident;
3. How the physical characteristics of the courthouse affected the incident;
4. How training or equipment affected the incident;
5. How the incident could have been handled better; and
6. Whether any changes put in place since the incident require refinement.

Data on the number and type of incidents will also be useful when identifying local court security needs. In preparing the critical incident assessment, front-line employees with direct knowledge of critical incidents should be interviewed for their input.

Nature of Cases Assessment

An analysis of the cases at the courthouse should be undertaken to determine the type and frequency of:

1. Cases which typically require special security arrangements, and their frequency;
2. "Lower risk" hearings, and their frequency;
3. Cases which generate interest in the public, and which may require special security measures;
4. Cases which may tend to generate a disproportionate number of bomb threats; and
5. Cases which may tend to generate a disproportionate number of threats against the judiciary and other staff members.

There needs to be extensive communication between court staff, the investigating officer and other police personnel (e.g. Tactical; Criminal Investigations; and Emergency Response) where prisoner escorts in 'high profile' cases are concerned. Such communication could be critical in murder trials and trials involving 'gang-related' crimes where there may be greater potential for violence or escape.

In addition to the assessment of specific types of cases, the following factors should also be assessed:

1. Court Schedules – peaks and valleys;
2. Days where trials are the major activity; and
3. Days where remands are the major activity.

Security Personnel and Procedures Assessment

The effectiveness of the following factors should be assessed:

1. The training levels of security personnel;
2. The number of security personnel and their scheduling;
3. The types and effectiveness of the equipment issued to security personnel;
4. The command and control structure for security personnel;
5. The morale of the security personnel;
6. The relationship between security personnel and the judiciary, public and other courthouse staff
7. The communication linkages between security personnel and other courthouse staff, as well as with the police service's communication centre;
8. The linkage between communications and the use of video monitoring at the court house;
9. The supervision of security personnel; and
10. The compliance by security personnel with existing policies and procedures.

This assessment should also consider 'peripheral personnel' such as delivery drivers, couriers, contractors and cleaning staff and their approved patterns/ routines of activity. Such personnel could be instrumental in assisting the escape of prisoners.

Emergency Plan Assessment

The purpose of reviewing and examining all existing emergency contingency plans is to assess the readiness and effectiveness of the courthouse and staff to deal with emergency situations, including:

1. Violent acts against persons;
2. Escapes and other prisoner misconduct;
3. Bomb threats;
4. Fires;
5. Disorderly persons/groups;
6. Hostage taking/barricaded individual(s); and

7. Other circumstances dictating an emergency response or evacuation of the courthouse.

Implications of this type of review include identifying: training gaps/needs, including whether training is geared towards the court security function; the need to create, amend or discard one or more emergency plans; and requirements for acquiring additional/upgraded security equipment.

Physical Assessment

The physical assessment is to be conducted by making a thorough, direct physical examination of the courthouse, examining floor plans for the structure and reviewing all existing emergency plans and escape routes currently in effect.

In conducting the physical assessment, the following factors should be considered:

1. Perimeter security, including:
 - a) all methods by which a person may physically enter or leave the structure, whether designed for this purpose or not;
 - b) all doors and windows and any locking mechanisms on them, whether used or not;
 - c) the methods used, if any, to control where persons may enter and leave the courthouse;
 - d) the parking lot and access provided for vehicles onto the property adjacent to the courthouse;
 - e) lighting provided around the courthouse;
 - f) the nature and type of any fencing around all or part of the courthouse;
 - g) the methods by which persons in custody enter and leave the courthouse;
 - h) the availability of any natural barriers to entry; and
 - i) the existence of vegetation or another structural entity which conceals from view any portion of the courthouse;
2. Adjacent properties, including:
 - a) the nature of structures adjacent to the courthouse
 - b) an assessment of how adjacent properties could be used to assist in compromising the security of the courthouse; and
 - c) where the courthouse shares a common wall, roof or basement with an adjoining structure, an assessment of the opportunities for this to be exploited by any person(s) seeking to breach the courthouse's security, or for a person in custody to exploit this as a means to escape; and

3. Internal security controls and structures, including the:
- a) availability of any electronic security or scanning devices or systems and the means by which they are controlled and monitored;
 - b) availability of any physical barriers to the movement of persons inside the structure;
 - c) use of any signage which gives direction to the courthouse's occupants;
 - d) location of high travel areas through which "bottlenecks" in pedestrian traffic may occur during periods of high volume;
 - e) existence of any articles or structures which have the potential to be used to facilitate a breach of the peace or a criminal act within the courthouse;
 - f) availability of any barriers which serve to sever members of the public from courthouse staff;
 - g) existence of any special hallways, elevators, stairways or other common areas reserved for exclusive use by the judiciary and other courtroom staff;
 - h) use, monitoring and recording of any CCTV, and any "blind spots" not monitored by it;
 - i) availability of an alternate source of power, and contingency plan, in the event of an electrical failure that may render systems (e.g. lighting, CCTV, elevators, automated doors) inoperable;
 - j) availability of video conferencing facilities that may reduce the transportation of prisoners to, and from, the courthouse in certain court matters;
 - k) availability of communications systems within the structure, including:
 - i) public telephones;
 - ii) private office phones;
 - iii) emergency call stations;
 - iv) emergency buttons/stations;
 - v) mobile communications devices; and
 - vi) emergency alarms designed to be worn by a person;
 - l) placement and stocking of first aid stations/kits;
 - m) placement of fire control or suppression equipment;
 - n) location of offices in which court staff or the judiciary see the public, with special attention paid to:
 - i) the number of exits from such an office;
 - ii) the placement of objects in an office which may impede a person's escape;
 - iii) lines of sight into private interview areas where members of the public transact business with court staff or members of the judiciary; and
 - iv) any window or other means by which meetings in offices between court staff or members of the judiciary may be viewed, but not heard, by other staff members and/or members of the public proximate to the office;
 - o) areas and mechanisms used to house persons in custody, and the security features employed in their detention and transportation, including:



- i) cells, including private, male, female, transitional (search), protective custody cells and bullpens;
- ii) leg irons, handcuffs and other personal restraint devices;
- iii) any private hallways, stairwells, elevators or egresses for the exclusive use of court security personnel transporting prisoners;
- iv) the placement of toilet facilities for prisoners' use;
- v) the location and design of conference areas for prisoners to converse privately with defence counsel; and
- vi) devices used to monitor or search prisoners and their visitors, including:
 - the position of convex mirrors;
 - the use of CCTV;
 - lines of sight with security personnel; and
 - electronic sensing equipment; and
- p) means by which disabled persons and children are assisted in entering or exiting the facility in emergency and non-emergency situations.





WINDSOR POLICE SERVICE BOARD
POLICY

Police Name: HATE/BIAS Motivated Crime and Hate Propaganda Offences		Policy Number: P-019
	Review Schedule: Every 2 Years	Effective Date: December 13, 2024
Repeals: Number: AR—LE007, August 7, 2014; June 22, 2000; AR-LE008, June 22, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: December 2026

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 Section 15 of O. Reg. 395/23: Investigations requires that at least one member of a team primarily responsible for investigating hate crimes;

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 hate propaganda offences and hate/bias motivated crimes;

1.6 AND AS Parts LE-007 and LE-008 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 hate propaganda offences and hate/bias motivated crimes.

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 “Board” means the Windsor Police Service Board;

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

2.4 “Hate/Bias Motivated Crimes” means a criminal offence committed against a person or property that is based solely or partly upon the victim’s race, religion, nationality, ethnic origin, sexual orientation or disability;

2.5 “Hate Propaganda Offences” means:

(a) any offence that promotes or advocates genocide;

(b) any statement that is made in a public place that incites hatred against an identifiable group that is likely to lead to a breach of the peace; and

(c) any statement, other than in private conversation, that willfully promotes hatred against an identifiable group;

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 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board is concerned over the occurrence of hate propaganda offences and hate/bias motivated crimes in the community and the impact on victims, groups, and the wellbeing of the community.

3.2 The Board recognizes that the investigation of complaints of hate propaganda offences and hate/bias motivated crimes is a priority for the Police Service.

3.3 The Board believes that the Police Service must commit to assuming a leadership role in coordinating policing community responses to hate propaganda offences and hate/bias motivated crimes.

3.4 The Board believes that the Police Service must commit to keeping the community appropriately informed on the occurrence of hate propaganda offences and hate/bias motivated crimes and the status of the police investigation into such occurrences.

3.5 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 in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and implement written procedures for the investigation of Hate Propaganda Offences and Hate/Bias Motivated Crimes in accordance with the guidelines set out in the Manual, and amendments thereto.

4.2 MONITORING

4.2.1 The Chief shall develop and implement written procedures to monitor all responses to complaints of Hate Propaganda Offences and/or Hate/Bias Motivated Crimes to ensure compliance with the said procedures.

4.3 INFORMATION TO THE COMMUNITY

4.3.1 The Chief shall ensure that community organizations, school boards, victims' organizations, social service agencies, and the media are aware that the Service has developed written procedures for the investigation of Hate Propaganda Offences and Hate/Bias Motivated Crimes.

4.4 COMMUNITY PLAN

4.4.1 The Chief shall ensure that the Services works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to prevent the repetition of Hate Propaganda Offences and hate/Bias Motivated Crimes and to counter the activities of organized hate groups in the community.

4.5 TRAINING

4.5.1 The Chief shall ensure that all Members are advised of this Policy and further that all Members are advised of the written procedures of the Service for the investigation of Hate Propaganda Offences and Hate/Bias Motivated Crimes.

4.5.2 The Chief shall ensure that Members involved in the investigation of Hate Propaganda Offences and Hate/Bias Motivated Crimes have the requisite knowledge, skills, and abilities, and that at least one member of a team primarily responsible for investigating Hate/Bias Motivated Crimes and Hate Propaganda Offences completes prescribed training.

4.6 The procedures referred to above shall be in accordance with Appendix A.

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 Hate Propaganda Offences and Hate/Bias Motivated Crimes. The report shall include:

- (a) a summary of the written procedures concerning the investigation of Hate Propaganda Offences and Hate/Bias Motivated Crimes, including changes since the date of the last report;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation that Members dealing with Hate Propaganda Offences and Hate/Bias Motivated Crimes have been trained in accordance with section 4.5; and
- (d) a report on the Service's involvement in community organizations to prevent the repetition of Hate Propaganda Offences and Hate/Bias Motivated Crimes.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-LE007, August 7, 2014; June 22, 2000; AR-LE008, June 22, 2000 or any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (2)

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 hate/bias motivated crime.

In addition, section 12(1)(h) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into hate/bias motivated crime.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to undertaking and managing investigations into hate/bias motivated crime that the Chief of Police will:

- a) ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate/bias motivated crime;
- b) ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to prevent the repetition of hate/bias motivated crime and to counter the activities of organized hate groups in the community;
- c) develop and maintain procedures on and processes for undertaking and managing investigations into hate/bias motivated crime;
- d) ensure that officers are provided with information on hate/bias motivated crime;
- e) ensure that the police service works with other law enforcement and government agencies to respond to hate/bias motivated crime and the activities of organized hate groups; and
- f) assess and report back to the board on the need for, cost and feasibility of establishing a dedicated unit to investigate hate/bias motivated crime.

Police Service Guidelines

- Procedures**
1. Every police service's procedures should provide that:
 - a) officers are to respond to all criminal occurrences that are suspected to be hate/bias motivated;
 - b) all evidence from a hate/bias crime scene is to be protected, gathered, and secured in accordance with the police service's procedures on the collection, preservation and control of evidence and property (including pamphlets, literature, and photographing graffiti and other symbols at the scene);

- c) all suspected hate/bias motivated criminal occurrences are to be investigated;
- d) officers are to inform the intelligence unit/officer of all hate/bias motivated criminal occurrences, and the intelligence unit/officer (or dedicated hate/bias crime unit if established) is responsible for:
 - i) ensuring that a records bank or database is kept of all information relevant to criminal occurrences that are motivated by hate/bias;
 - ii) sharing appropriate information on the occurrence of hate/bias motivated crime with other police services and government agencies; and
 - iii) providing specialized knowledge and support, as required, to the Crown prosecuting hate/bias motivated crime;
- e) if a suspect is charged with a hate/bias motivated criminal occurrence, that the officer check if the suspect owns, possesses or has access to firearms, and if so, consider the powers available under the *Criminal Code* to search and seize the firearms;
- f) the Chief or designated senior officer is to be notified of any hate/bias motivated criminal occurrence, and the Chief or designated senior officer will be responsible for:
 - i) ensuring that appropriate resources are assigned to the investigation;
 - ii) meeting with the victim or group affected to answer questions and inform them of the police service's activities to investigate the crime; and
 - iii) ensuring the police service works, where possible, with community organizations, school boards, victim's associations and social services agencies to respond to the occurrence, and to counter the activities of organized hate groups in the community;
- g) officers are to indicate on the occurrence report that the occurrence is a suspected hate/bias motivated crime;
- h) officers are to highlight in the Crown Brief that the offence is hate/bias motivated; and
- i) officers are to use the following definition of hate/bias motivated criminal occurrence:

A criminal occurrence committed against a person or property which is motivated by hate/bias or prejudice based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or any other similar factor.

2. Every police service should ensure that its procedures includes the following information on how to recognize a hate/bias motivated criminal occurrence:

Often no single factor will be sufficient to determine that a criminal occurrence is motivated by hate/bias. Various pieces of information will have to be assessed.

Determining the motivation of a suspect can be difficult. Before an incident should be classified as a hate/bias motivated crime, police officers should consider the following:

- *if a suspect has been arrested, any statements made by the suspect that would indicate that the crime was motivated because of hate/bias toward the victim's group;*
- *the absence of any apparent motive for the offence;*
- *the use or display of any symbols, graffiti, oral comments, acts or gestures that are commonly associated with hate/bias towards the victim's group or are known to be used by organized hate groups (i.e. swastika);*
- *whether the offence coincided with a holiday, event or date of significance (religious, historical) to the victim's or suspect's group;*
- *the perception of the victim or victim's community of the motivation behind the offence;*
- *the perception of any witnesses to the offence;*
- *any historical animosity that exists between the victim's group and the suspect's group;*
- *whether the suspect has been previously been involved in similar incidents, or is a member of an organized hate group or an organization which is known for its hate/bias/animosity towards members of the victim's group;*
- *whether several occurrences have occurred in the community with victims from the same group and by a similar manner and means for each offence; and*
- *whether the offence occurred at the same time, or shortly after, a hate group was active in the community (i.e. distribution of hate literature).*



Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into hate propaganda.

In addition, section 12(1)(h) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into hate propaganda.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to undertaking and managing investigations into hate propaganda that the Chief of Police will:

- a) ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate propaganda occurrences;
- b) ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to respond to hate propaganda occurrences and to counter the activities of organized hate groups in the community;
- c) develop and maintain procedures that require that investigations into hate propaganda be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- d) if the police service has a dedicated unit to investigate hate/bias motivated crime, assign that unit the responsibility to investigate hate propaganda occurrences.

Police Service Guidelines

- Procedures**
1. Every police service's procedures should provide that:
 - a) investigations into hate propaganda be undertaken and managed in accordance with the police services criminal investigation management plan;
 - b) officers are to respond to all occurrences that are suspected to involve hate propaganda;
 - c) all evidence relating to a hate propaganda occurrence is to be protected, gathered, and secured in accordance with the police service's procedures on the collection, preservation and control of evidence and property (including pamphlets, literature, and photographing graffiti and other symbols at the scene);
 - d) all suspected hate propaganda occurrences are to be investigated;

- e) officers are to inform the intelligence unit/officer of all hate propaganda occurrences, and the intelligence unit/officer (or dedicated hate/bias crime unit if established) is responsible for:
 - i) ensuring that a records bank or database is kept of all information relevant to hate propaganda occurrences;
 - ii) sharing appropriate information on the occurrences with other police services and government agencies; and
 - iii) providing specialized knowledge and support, as required, to the Crown prosecuting a hate propaganda occurrence;
- f) if a suspect is charged with a hate propaganda occurrence, that the officer check if the suspect owns, possesses or has access to firearms, and if so, consider the powers available under the *Criminal Code* to search and seize the firearms;
- g) the Chief or designated senior officer is to be notified of any hate propaganda occurrence, and the Chief or designated senior officer will be responsible for:
 - i) ensuring that appropriate resources are assigned to the investigation;
 - ii) meeting with the victim or group affected to answer questions and inform them of the police service's activities to investigate the occurrence; and
 - iii) ensuring that the police service works, where possible, with community organizations, school boards, victims' organizations and social service agencies to respond to the occurrence and to counter the activities of organized hate groups in the community;
- h) officers are to indicate on the occurrence report that the occurrence involves hate propaganda; and
- i) officers are to consult the local Crown on hate propaganda occurrences to assess whether they fall within Sections 318 and 319(2) of the *Criminal Code*, and where appropriate, should seek the Attorney General's consent to lay a charge.





WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: POLICE UNIFORMS		Policy Number: A-008
Responsible Manager: Administrative Director	Review Schedule: Every 5 years	Effective Date: December 13, 2024
Repeals: Number: AR-AI010, January 24, 2013	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: December 2029

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 2 of O. Reg. 405/23: Police Uniforms and Equipment provides that a Board shall provide to Members of a Police Service maintained by the Board all articles of uniform and equipment necessary for the performance of their duties;

1.5 AND AS O. Reg. 90/24: General Matters Under the Authority of the Minister prescribes insignias to be worn by ranks in a Police Service and the size and content of service badges;

1.6 AND AS the Board has deemed it appropriate that it establish a policy with respect to police uniforms;

1.7 AND AS Part AI-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 police uniforms.

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; and

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the importance of having members of a Police Service maintain a disciplined and professional image and therefore, it is the policy of the Board that the use of standardized police uniforms while on duty be in accordance with the procedures set out by the Chief of Police as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Board directs the Chief to develop procedures on the provision and use of a standardized uniform by the Service’s uniformed Police Officers and Special Constables that are consistent with the provisions of Section 1 of O. Reg. 86/24, Sections 3, 4 and 5 of O. Reg. 90/24, and O. Reg. 405/23 and Appendix A.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year. The report shall include:

(a) a summary of the written procedures concerning police uniforms; and

(b) the status of Service compliance with those procedures.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-AI010, January 24, 2013, and any other policy, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

The *Municipal Police Forces Regulation* sets out requirements relating to the wearing of police insignias and service badges.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to police uniforms that the Chief of Police will develop procedures on the provision and use of a standardized uniform by the police service's uniformed police officers.

Police Service Guidelines

- Procedures**
1. Every police service's procedures should require that:
 - a) all parts of the standardized police uniform, including body armour, use only blue graphite coloured material as defined by Pantone textile colour code 19-4015 TC, other than footwear, gloves and police identifiers;
 - b) all uniformed senior police officers, holding rank of Inspector or above, and all uniformed police officers of the rank of staff sergeant or sergeant major may wear a white shirt;
 - c) all front-line police officers be issued uniform pants, with cargo-style pockets on the side of the thighs that is sewn down on three sides, and a red stripe, or blue stripe for the OPP, be worn down each side of the pant leg;
 - d) all police officers be issued black polishable footwear that has a slip and puncture resistant sole;
 - e) the provision of Outer/Winter wear provides easy access to an officer's equipment;
 - f) the gloves of a front-line police officer be black and allow appropriate finger dexterity;
 - g) all front-line police officers have a shoulder flash containing the word "Police", or, in the case of the OPP, "OPP";
 - h) a personal identifier (that is, name or badge number) be visible on the uniform shirt or outer garment at all times;
 - i) rank insignia be displayed on shoulder epaulettes, with the exception of dress uniforms;
 - j) all front-line police officers use the type of headgear, if any, that is selected by the police service; and
 - k) notwithstanding paragraphs (a) – (j), the police service modify its front-line uniform to accommodate individuals or groups of individuals as required by the

Ontario Human Rights Code, and set out the procedures for making such an accommodation.

2. Nothing in this guideline precludes a police service from providing police officers, who are performing activities in relation to investigative supports, public order and emergency response services, specialized patrol (e.g., motorcycle, bicycle, mounted and marine), or any other police officer performing any function in any other extraordinary circumstances, such as unusual or extreme weather conditions, with a different uniform that is suitable to the operational circumstances facing those officers while performing their duties.
3. Every Chief of Police should ensure that, prior to making a final decision regarding the acquisition of, and modifications to, police uniforms, designated employee representatives are consulted.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: SKILLS DEVELOPMENT AND LEARNING PLAN		Policy Number: HR - 015
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: December 13, 2024
Repeals: AR-AI002, January 24, 2013	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: December 2027

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 O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.4 AND AS Part AI-002 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief relative to a skills development and learning plan.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

2.1 “Act” or “CSPA” means 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 The Board recognizes that proper training and skills are of the utmost importance, and it is therefore the policy of this Board that appropriate skills development and learning be mandated in accordance with the procedures established by the Chief as directed by this Policy.

4. DIRECTION TO THE CHIEF

4.1 The Chief shall develop and maintain a Skills Development and Learning Plan that is consistent with Appendix A.

4.2 The Chief shall ensure that the Skills Development and Learning Plan ensures the development and maintenance of knowledge, skills, and abilities of Members consistent with Appendix A.

4.3 The Chief shall ensure that the Skills Development and Learning Plan is reviewed on an annual basis and amended as required.

5. REPORTS TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of the Skills Development and Learning Plan. The report will contain:

- a) a summary of the Skills Development and Learning Plan; and
- b) the status of Service compliance with the said Plan.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. AI002, January 1, 2013, and any other policies, sections of policies inconsistent with the provisions of this Policy are hereby repealed effective December 12, 2024.

6.2 This Policy shall come into force on December 13, 2024.

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Assistant

Date

Date

Legislative/Regulatory Requirements

Section 33 of the Adequacy Standards Regulation requires a police service to have a skills development and learning plan that addresses:

- the plan's objectives;
- the implementation of a program to coach or mentor new officers; and
- the development and maintenance of the knowledge, skills and abilities of members of the police service, including:
 - the police service's criminal investigators;
 - members of the police service who provide investigative supports functions, if any;
 - members of a public order unit, if any; and
 - members of the police service who provide emergency response services.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to skills development and learning that the Chief of Police will:

- a) prepare, (identify timeframe - at least once every three years), a skills development and learning plan that:
 - i) provides an overview of the police service's existing and anticipated future needs in relation to skills development and learning;
 - ii) identifies the police service's skills development and learning objectives;
 - iii) promotes cost-effective and innovative delivery of skills development and learning, including potential partnerships with other service providers;
 - iv) supports coaching or mentoring of new officers;
 - v) ensures the development and maintenance of the knowledge, skills and abilities of members of the police service consistent with the Adequacy Standards Regulation;
 - vi) emphasizes the importance of organizational learning; and
 - vii) addresses the responsibility of members for career development and skills development and learning.

Police Service Guidelines

Plan

1. Every Chief of Police will prepare, (identify time frame - at least once every three years), a skills development and learning plan that should:
 - a) provide an overview of the police service's existing and anticipated future needs in relation to skills development and learning;
 - b) set out the police service's skills development and learning objectives, including potential partnerships with other service providers;
 - c) address cost-effective and innovative delivery of skills development and learning;
 - d) ensure that members are kept informed of changes in the law, emerging issues and trends;
 - e) address the development and maintenance of the knowledge, skills and abilities of members of the police service, including:
 - i) criminal investigators;
 - ii) members providing investigative supports;
 - iii) members providing public order unit services;
 - iv) members providing emergency response services; and
 - v) communications operators/dispatchers and their supervisors;
 - f) address the training and sharing of information with officers, communications operators/dispatchers and supervisors on local protocols, conflict resolution and use of force related to persons who are emotionally disturbed, have a mental illness or developmental disability;
 - g) require a program to coach or mentor new officers, including a selection process and training for coach officers; and
 - h) address the responsibility of members for career development and skills development and learning.



Windsor Police Service Community Survey

December 2024

Prepared by:



FORUM
RESEARCH INC.

ITEM: 10.2



Methodology

Method CATI (Computer Aided Telephone Interview)
CAWI (Computer Aided Web Interview)

Criteria for Participation Residents of the City of Windsor and Town of Amherstburg who are 16 years of age or older

Weighted Sample Size Windsor: n=672
Amherstburg: n=329

Average Length Windsor: 17.4 minutes
Amherstburg: 16.2 minutes

Margin of Error Windsor: ±3.8%
Amherstburg: ± 5.4%

Fieldwork Dates September 4th – September 30th

Additional Notes

- CATI sample was drawn using random digit dialing (RDD) among City of Windsor residents. A mix of landline and cell phone sample was used to reach cell phone-only households.
- Results throughout this report have been statistically weighted by age and gender, to ensure that the sample reflects the target population according to 2021 Census data.
- Significant differences across sub-groups are noted where they exist.
- A CAWI (Computer Aided Web Interview) open-link survey was hosted online by the WPS in tandem with the telephone survey. The sample from CAWI consist of only self-selected respondents, who have chosen to take part in the survey on their own accord, and all having computer access and internet connection. Due to this fact, CAWI data is not reported on, as it is affected by self-selection bias and cannot be representative of Windsor demographics.

Reporting Considerations

TOP2 / BTM2

Top 2 (TOP2) and Bottom 2 (BTM2) reference the collected TOP2 positive and BTM2 negative responses, respectively where applicable. For example, a TOP2 grouping referred to as “satisfied” may be the combined result of “very satisfied” and “somewhat satisfied,” where a grouping of “not satisfied” (BTM2) may be the combined result of “not very satisfied” and “not at all satisfied.”

Rounding

Due to rounding, numbers presented throughout this document may not add up to the totals provided. For example, in some cases, the sum of all question values may add up to 101% instead of 100%. Similar logic applies to TOP2 and BTM2 groupings.

Multi-mentions

In some cases, more than one answer option is applicable to a respondent. Multiple mention questions allow respondents to select more than one answer category for a question. For questions that ask for multiple mentions (e.g., “Why did you decide not to report the incident to the police?”), it is important to note that the percentages typically add to over 100%. This is because the total number of answer categories selected for a question can be greater than the number of respondents who answered the question. For example, respondents were able to select “assumed police wouldn’t take any action” and “it would have been too time-consuming” as their answer.



Detailed Findings

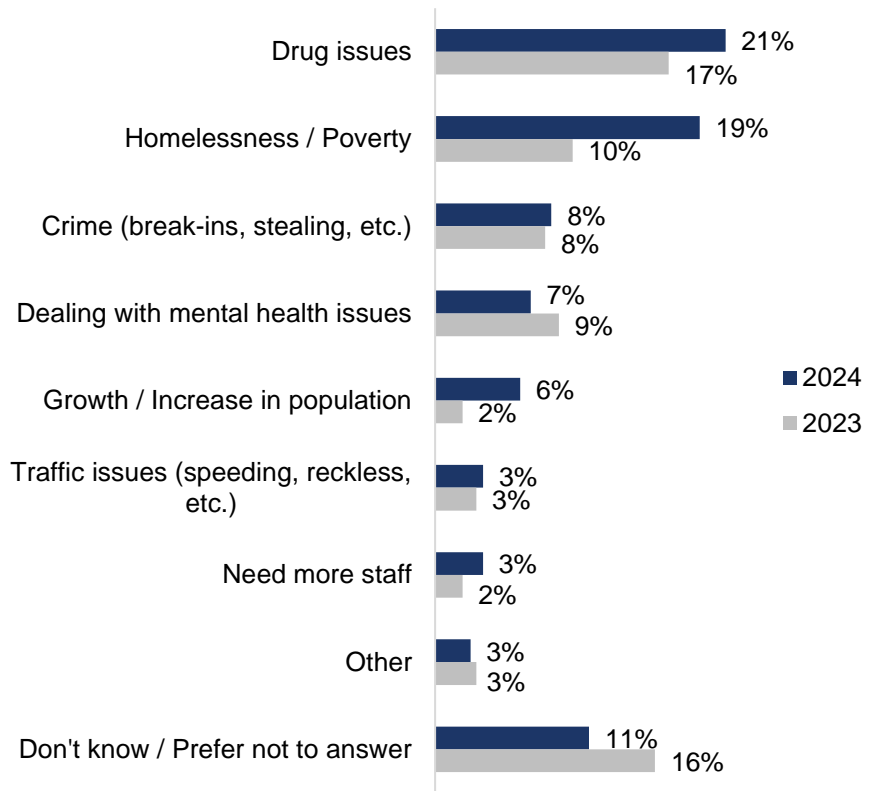
Feelings of Safety



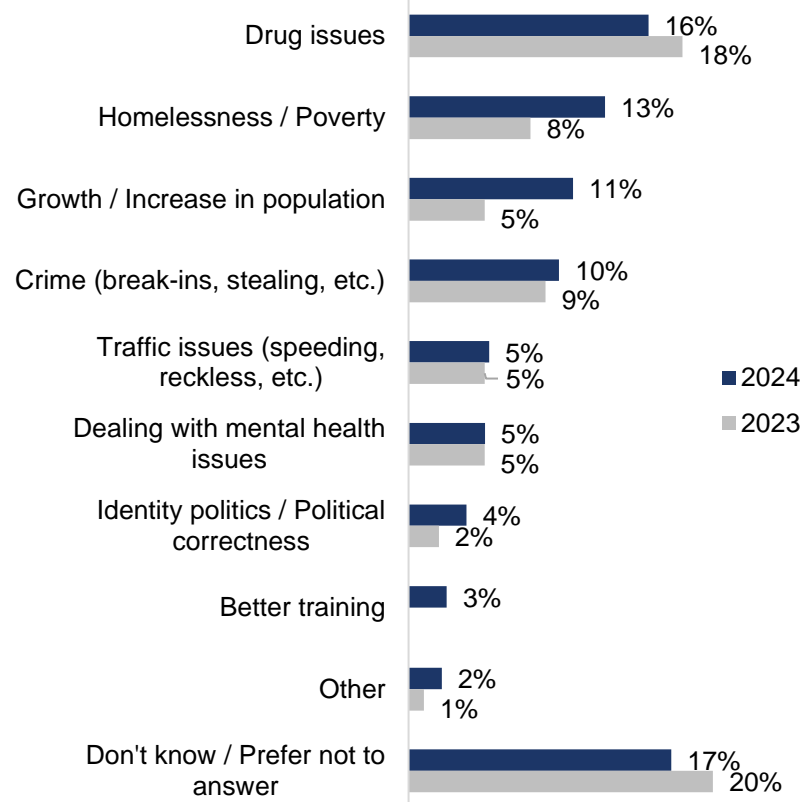
Greatest Challenge in the Next 3 Years

Drug issues (Windsor: 21%, Amherstburg: 16%) continue to be seen as the greatest challenge that the Windsor Police will face in the next 3 years. There is an increase in residents who say homelessness/poverty is the greatest challenge for both Windsor (19%) and Amherstburg (13%) compared to 2022 (10% and 8% respectively).

Windsor



Amherstburg



Windsor

- Residents who do not feel safe in the city (31%) and those aged 55-74 (23%) are more likely to identify drug issues as the greatest challenge for the WPS than those who feel safe (19%) and those aged 75+ (15%).
- Residents aged 55-74 (11%), women (10%), and White residents (10%) are more likely to say mental health issues will be a challenge compared to residents of other age group (5%-6%), men (4%) and BIPOC (1%).
- BIPOC residents (12%) are more likely to say population growth will be a challenge than White residents (4%).

Amherstburg

- White residents (12%) are more likely to say population growth (12%) and traffic issues (6%) will be a challenge than BIPOC (0%, 0% respectively).
- Crime is more likely to be seen as a challenge for those aged 55-75 (12%-13%) than those aged 35-54 (4%).

Q14. What do you see as the greatest challenge the Windsor Police will face in the next 3 years? (Mentions <2% in 2024 not shown)

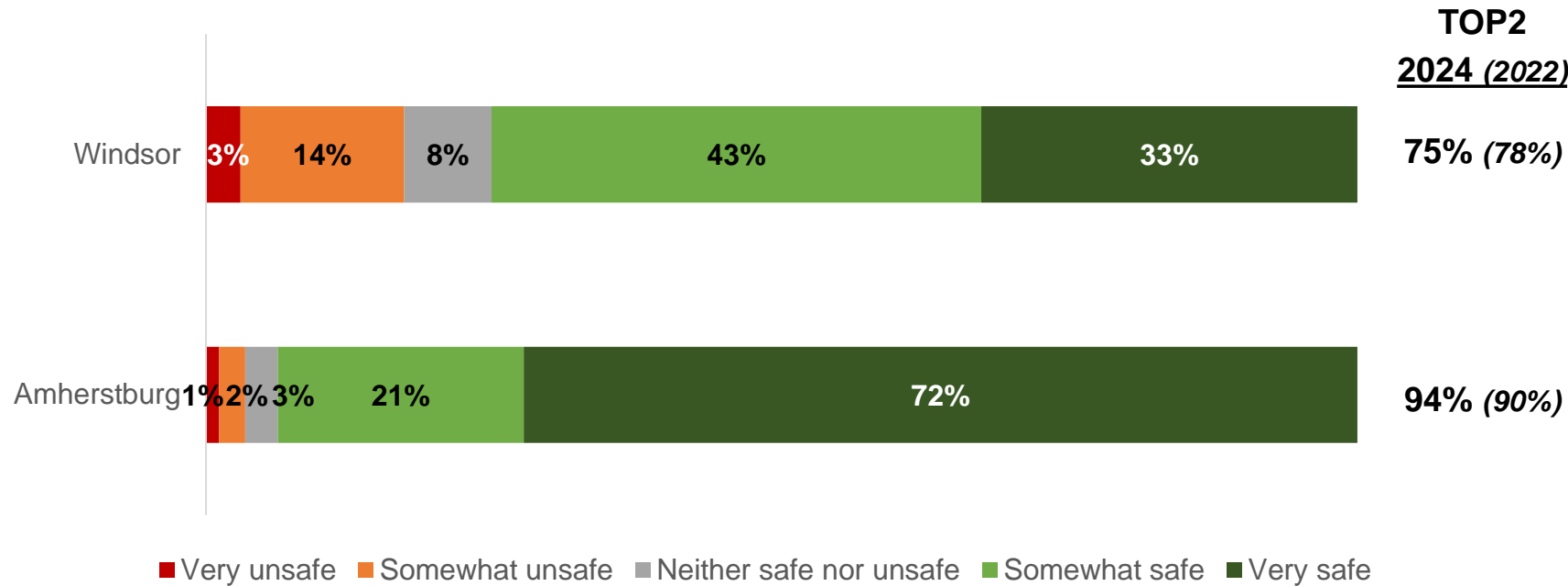
Sample Size: Windsor: n=672 / Amherstburg: n=329

Framework: All respondents



Overall Feeling of Safety

While 3 in 4 Windsor residents (TOP2: 75%) generally feel safe in the city, the majority of Amherstburg residents (TOP2: 94%) report feeling safe, up from 90% in 2022.



Windsor

- Residents aged 75+ feel safer in the City of Windsor (TOP2: 93%) compared to other age groups (TOP2: 69%-78%).
- Residents who say that Windsor Police treat people with respect feel safer in the City of Windsor (79%) compared to those who have a contrasting view (47%).

Amherstburg

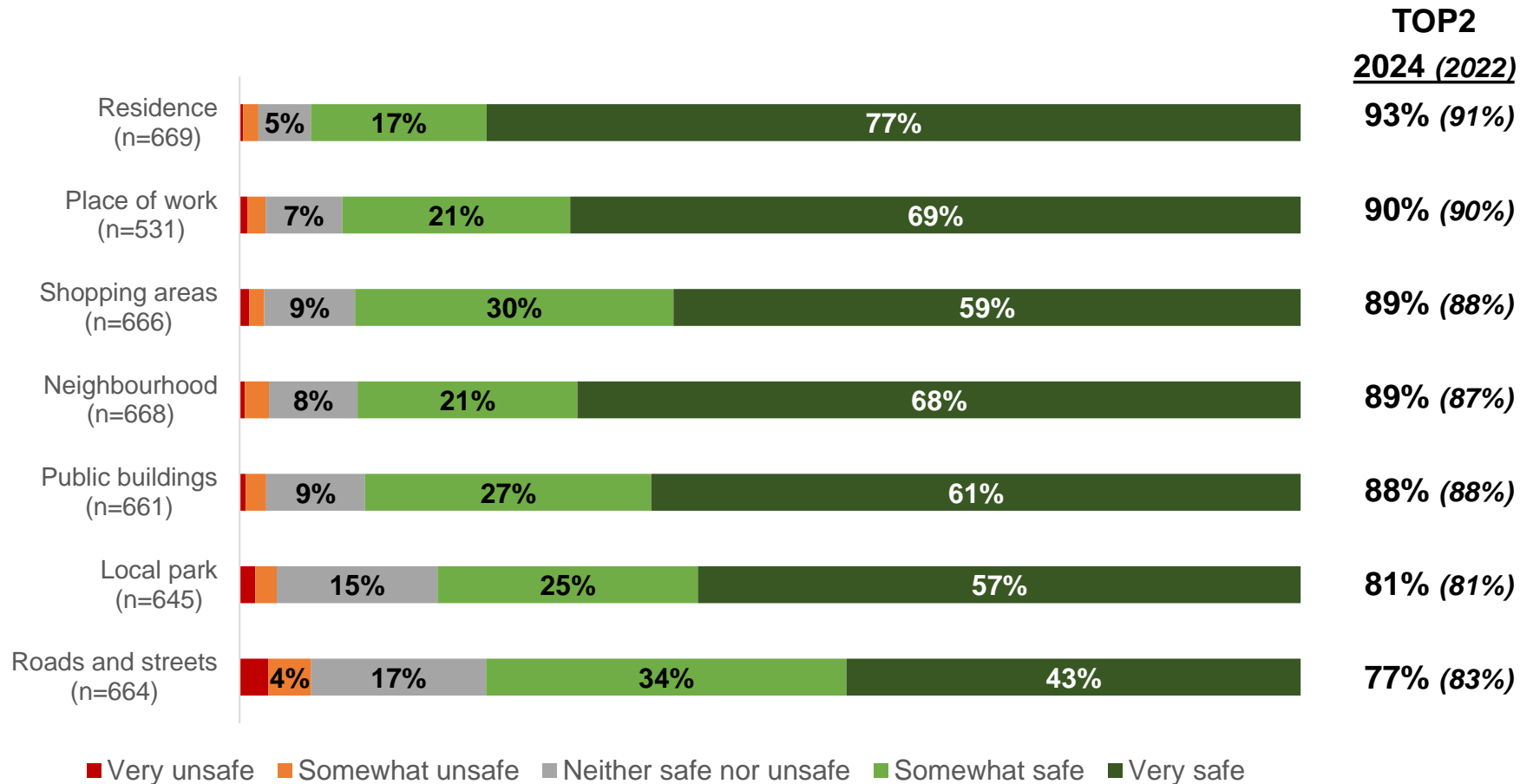
- All residents aged 16-34 (TOP2: 100%) feel Amherstburg is safe, which is significantly higher than those aged 35-54 and 55-74 (87%, 94% respectively).

Q8. Generally speaking, how safe do you feel overall in Windsor/Amherstburg? Do you feel ...
 Sample Size: Windsor: n=668 / Amherstburg: n=329
 Framework: All respondents (Excluding 'Don't Know'/ 'Prefer not to Answer')



Feeling of Safety (Daylight – Windsor)

In general, Windsor residents feel safe in various locations in the city. Their residences (TOP2: 93%) continue to be considered the safest place. However, roads and streets continue to be regarded as the least safe (TOP2: 77%), which is also a drop from 83% in 2022.



- Residents aged 75+ feel safer in several areas compared to other age groups
 - Shopping areas (TOP2: 95% vs 85% for those aged 55-74)
 - Their residence (TOP2: 98% vs 92%-93% for those aged 35-74)
 - Roads and streets (TOP2: 85% vs 73%-76% for those aged 35-74)
 - Their neighborhood (TOP2: 96% vs 88%-89% for other age groups)
- Men generally feel safer than women across multiple settings: place of work (97% vs. 87%), neighborhood (92% vs. 87%), roads and streets (81% vs. 73%), and public buildings (92% vs. 85%).
- Additionally, feeling safe in shopping areas is higher among those who feel respected by the police (TOP2: 92%) than those who feel otherwise (TOP2: 74%). This trend is consistent for roads and streets (TOP2: 80% vs. 58%), local parks (TOP2: 84% vs. 62%), and public buildings (TOP2: 90% vs. 71%).

Q9. For each of the following, please use the scale of 1 to 5 where 1 means you feel very unsafe and 5 means you feel very safe. How safe do you feel in Windsor? (Categories <3% not labelled)

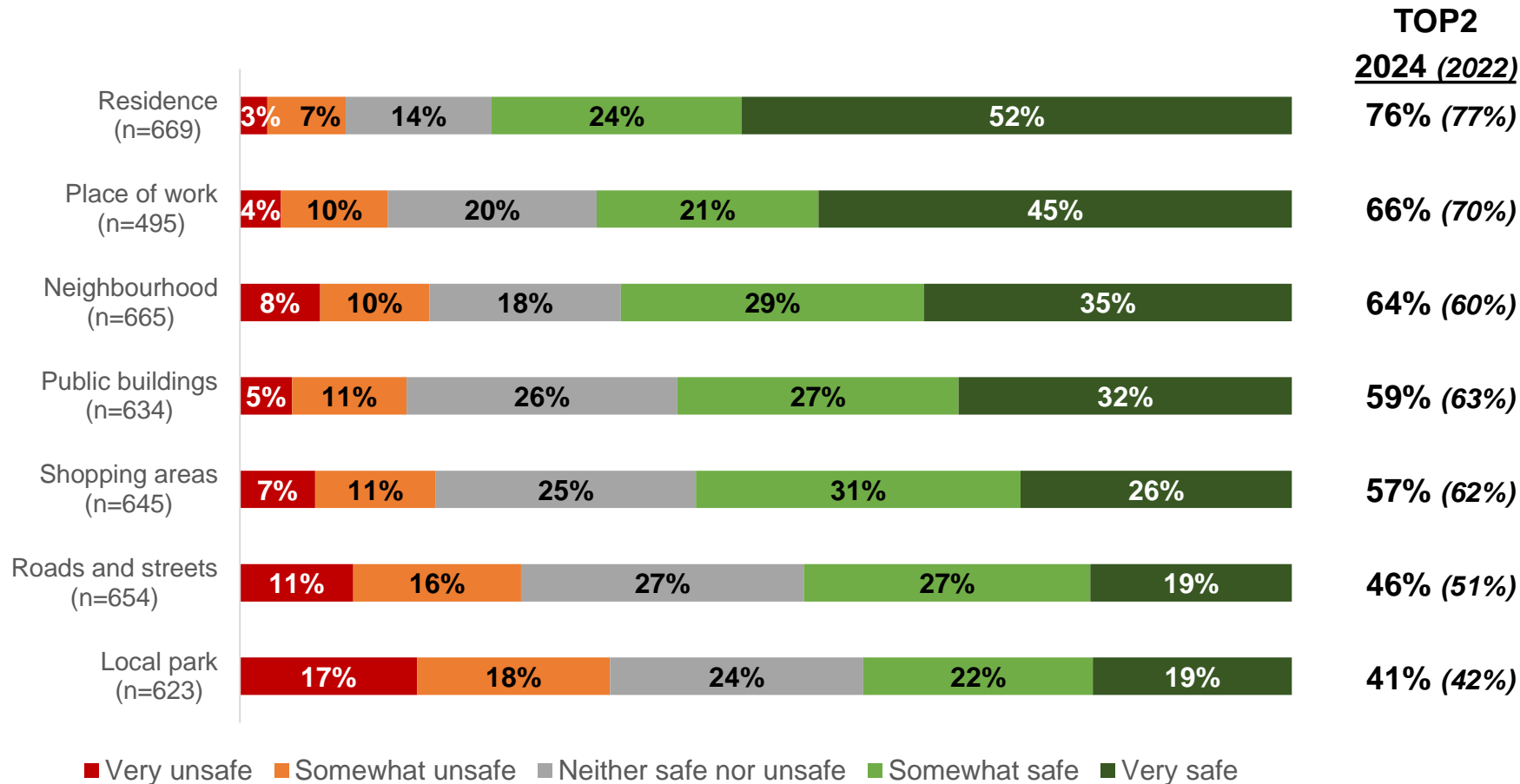
Sample Size: Shown in chart above

Framework: All respondents (excluding Don't Know/ Prefer Not to Answer)



Feeling of Safety (Night - Windsor)

During night hours, residences (TOP2: 76%) are considered the safest place for Windsor residents compared to other locations.



- Residents aged 75+ feel safer in their residences (TOP2: 87%) and on roads and streets (TOP2: 59%) compared to those aged 16-54 (TOP2: 69%-77%, 39%-46%, respectively). They also feel safer in their neighborhoods (TOP2: 75%) than those aged 35-74 (TOP2: 60%-64%).
- Those aged 35-54 feel less safe at workplaces (BTM2: 20%) compared to those aged 55-74 (BTM2: 9%).
- Men feel safer than women in all settings: shopping areas (TOP2: 65% vs. 49%), residences (TOP2: 81% vs. 72%), workplaces (TOP2: 74% vs. 58%), neighborhoods (TOP2: 73% vs. 56%), local parks (TOP2: 52% vs. 30%), roads and streets (TOP2: 55% vs. 38%), and public buildings (TOP2: 69% vs. 49%).
- Additionally, those who feel respected by the police report feeling safer in shopping areas (TOP2: 60%), local parks (TOP2: 44%), and roads and streets (TOP2: 50%) compared to those who feel otherwise (TOP2: 40%, 25%, 28%, respectively).

Q9. For each of the following, please use the scale of 1 to 5 where 1 means you feel very unsafe and 5 means you feel very safe. How safe do you feel in Windsor?

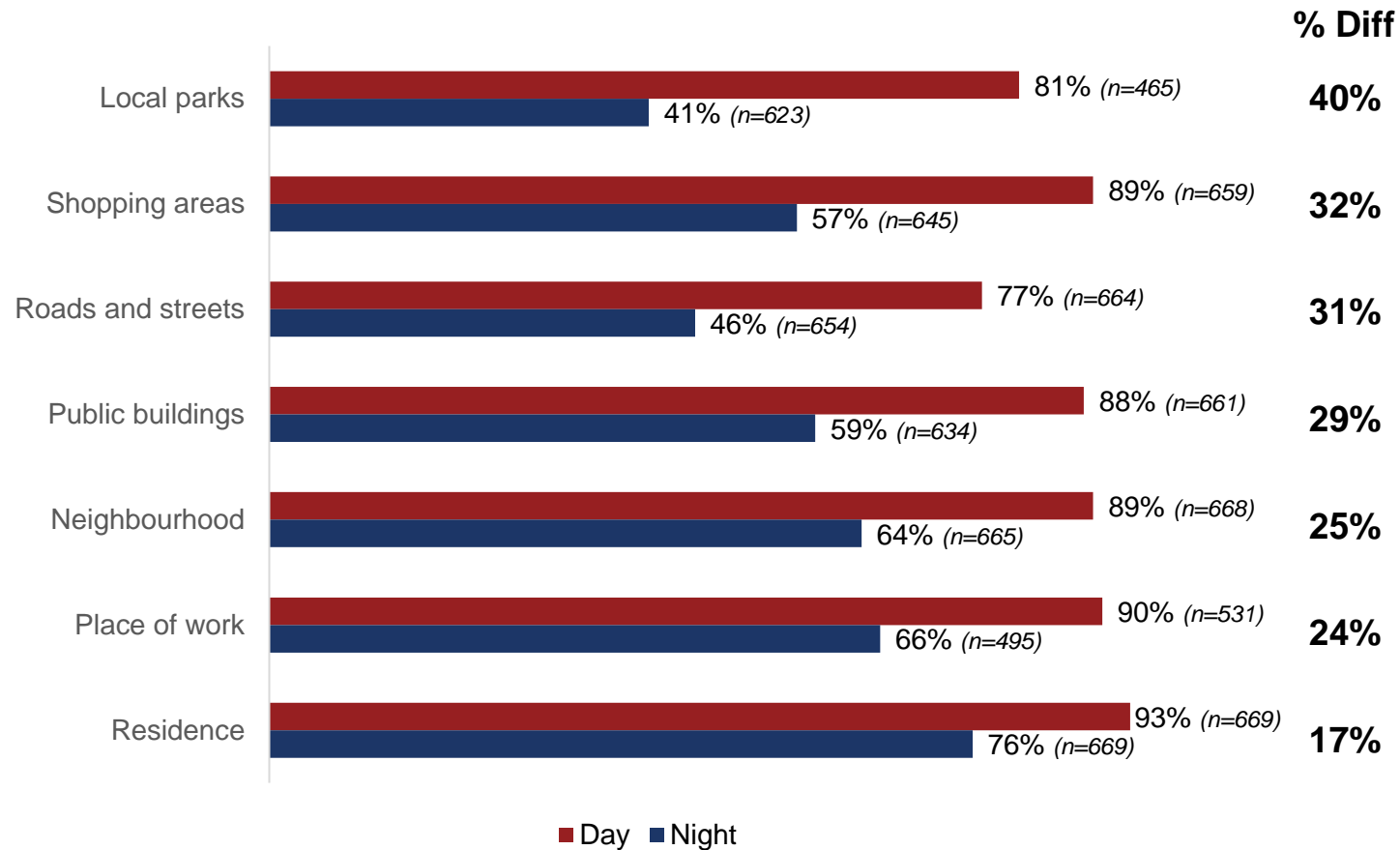
Sample Size: Shown in chart above

Framework: All respondents (excluding Don't Know/ Prefer Not to Answer)



Feeling of Safety (Daylight vs Night – Windsor)

Residents feel safer during the day compared to at night. Local parks, shopping areas, and roads and streets have seen the greatest discrepancy between day and night (40%, 32% and 31% respectively).



Shopping areas are considered one of the safest places during daytime. The feeling of safety dropped by 32% at night.

Q9. For each of the following, please use the scale of 1 to 5 where 1 means you feel very unsafe and 5 means you feel very safe. How safe do you feel in Windsor?

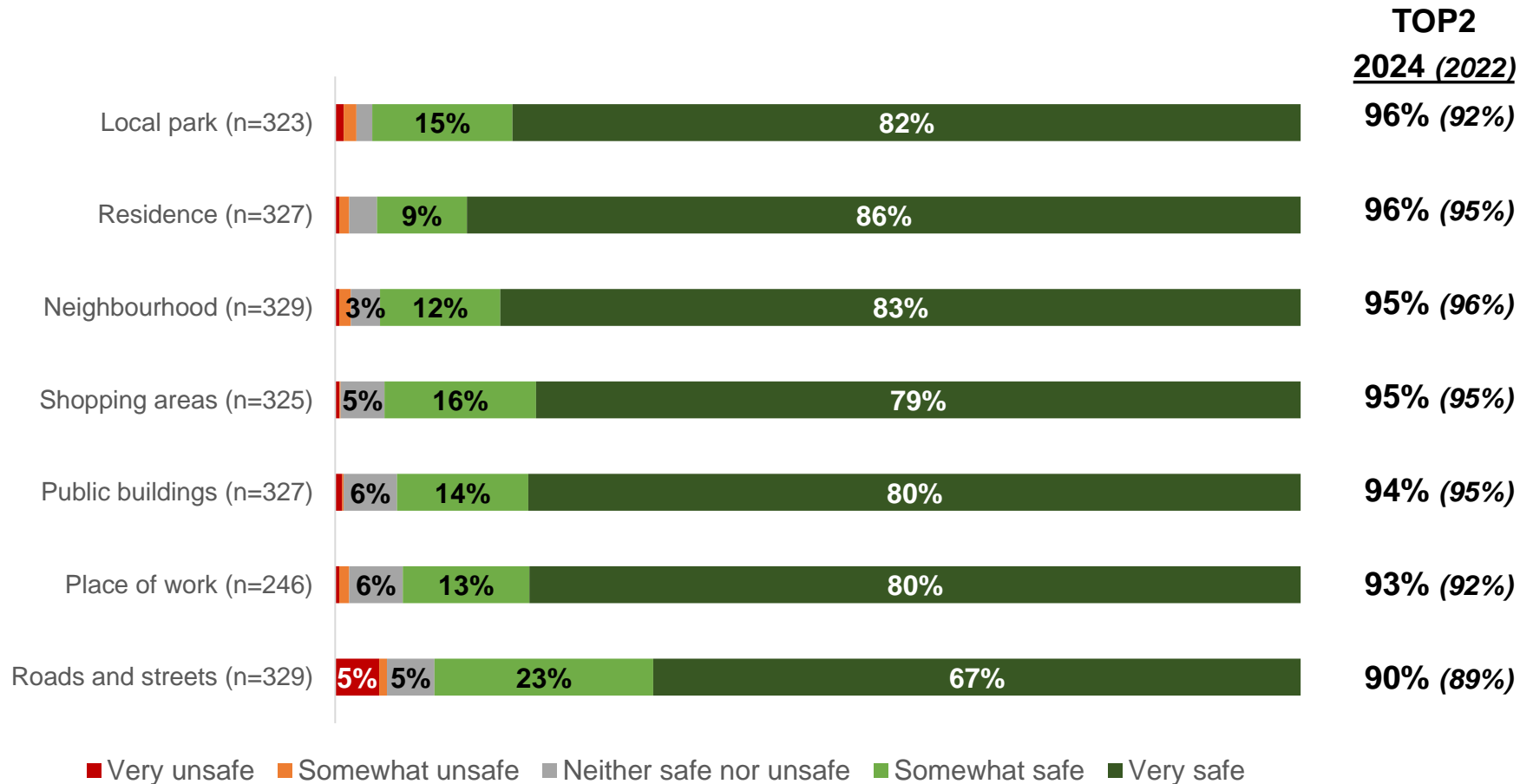
Sample Size: Shown in chart above

Framework: All respondents (excluding Don't Know/ Prefer Not to Answer)



Feeling of Safety (Daylight – Amherstburg)

The vast majority of Amherstburg residents feel safe during daylight in all areas of the town, particularly in local parks and at their residences (TOP2: 96% each).



- All residents aged 16-34 years feel safe in their residence, their neighbourhood and public buildings (TOP2: 100% each), which is significantly higher than other age groups (TOP2: residence: 92%-96%, neighbourhood: 92%-95%, public buildings: 89%-96%).
- Those aged 16-34 years (TOP:100%) are also more likely to feel safe in shopping areas than those aged 55-74 and 75+ (TOP2: 92%, 93% respectively).
- BIPOC residents feel safer in their residences (TOP2: 100%), public buildings (TOP2: 100%), and roads and streets (TOP2: 98%) compared to White residents (TOP2: 95%, 93%, 88% respectively).

Q9. For each of the following, please use the scale of 1 to 5 where 1 means you feel very unsafe and 5 means you feel very safe. How safe do you feel in Amherstburg? (Categories <3% not labelled)

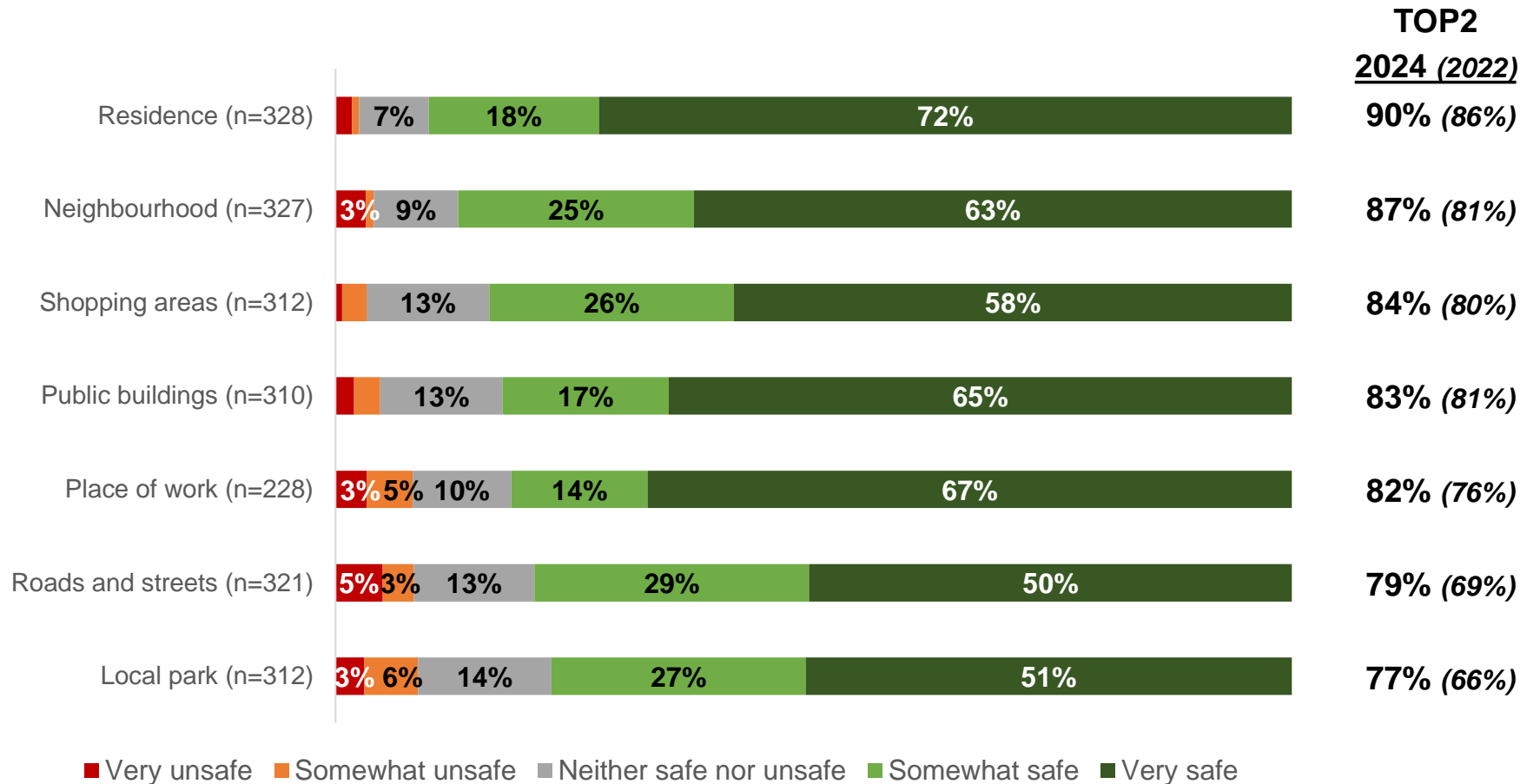
Sample Size: Shown in chart above

Framework: All respondents (excluding Don't Know/ Prefer Not to Answer)



Feeling of Safety (Night - Amherstburg)

More Amherstburg residents feel safe at night in various locations around the town compared to 2022, with increases ranging from 2% to 11%.



TOP2
2024 (2022)

- Men (TOP2: 90%) feel safer in their workplaces than women (TOP2: 73%).
- Residents aged 16-34 feel safer in shopping areas and public buildings (TOP2: 95%, 95% respectively) compared to those aged 35-54 and 55-74 (TOP2: 76%, 82% for shopping areas and 76%, 80% for public buildings, respectively).
- Additionally, residents aged 16-34 (TOP2: 89%) are more likely to consider local parks safe than those aged 75+ (TOP2: 65%).

Q9. For each of the following, please use the scale of 1 to 5 where 1 means you feel very unsafe and 5 means you feel very safe. How safe do you feel in Amherstburg? (Categories <3% not labelled)

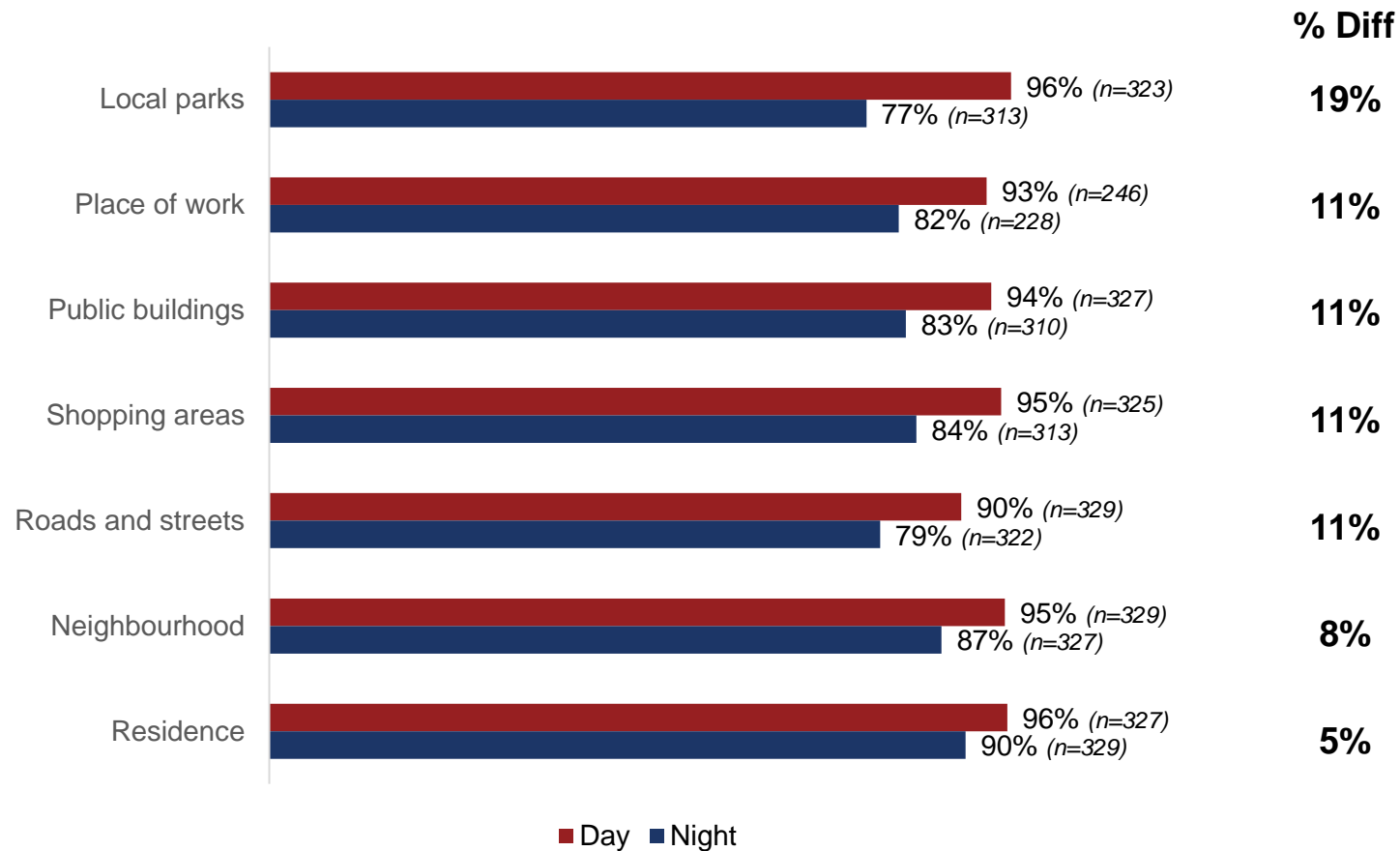
Sample Size: Shown in chart above

Framework: All respondents (excluding Don't Know/ Prefer Not to Answer)



Feeling of Safety (Daylight vs Night – Amherstburg)

Similarly, Amherstburg residents feel safer during the day compared to at night. Feelings of safety in the local park dropped the most at night compared to other locations, with a 19% decrease.



Local parks are considered one of the safest places during the daytime. Feelings of safety dropped by 19% at night..

Q9. For each of the following, please use the scale of 1 to 5 where 1 means you feel very unsafe and 5 means you feel very safe. How safe do you feel in Amherstburg?

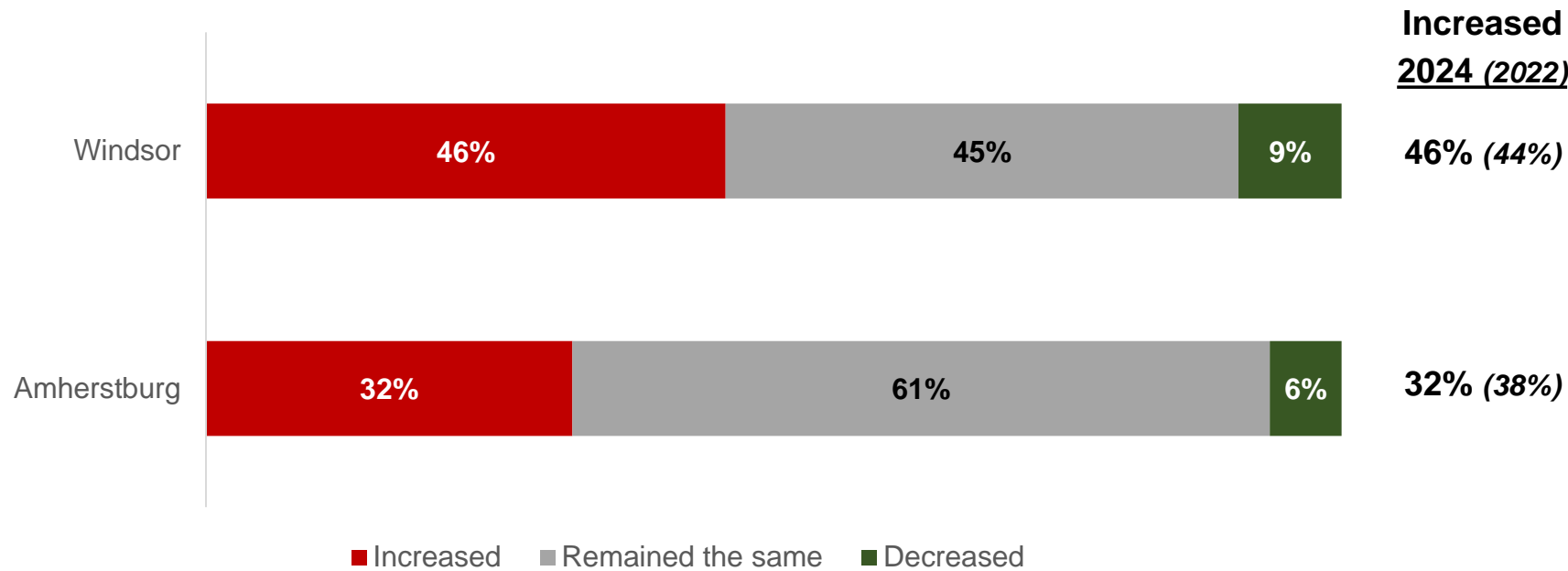
Sample Size: Shown in chart above

Framework: All respondents (excluding Don't Know/ Prefer Not to Answer)



Level of Crime in Neighbourhood

In comparison to 2022, a slightly higher percentage of Windsor residents feel that crime in their neighbourhood has increased over the past 1 to 2 years (46% in 2024 vs. 44% in 2022). Meanwhile, in Amherstburg, fewer residents think crime has increased (32% in 2024 vs. 38% in 2022).



Windsor:

- Residents aged 35-54 and 55-74 (53%, 51% respectively) perceived an increased crime rate in the neighbourhood compared to residents aged 16 to 34 years and 75 years+ (38%, 24% respectively).
- Those aged 75+ (64%) are more likely to say the crime level remained the same than other age groups (42%-48%).
- Women (53%) tend to think that the level of crime increased than men (38%).
- Residents who do not feel safe living in the city (71%) are more likely to say that the level of crime in the city increased compared to those who feel otherwise (38%).

Amherstburg:

- Residents aged 55-74 and 75+ (7% and 8%, respectively) are more likely to believe that crime rates have decreased, compared to residents aged 35-54 (0%).

Q12. During the past one to two years, do you think that the level of crime in your neighbourhood has ...?

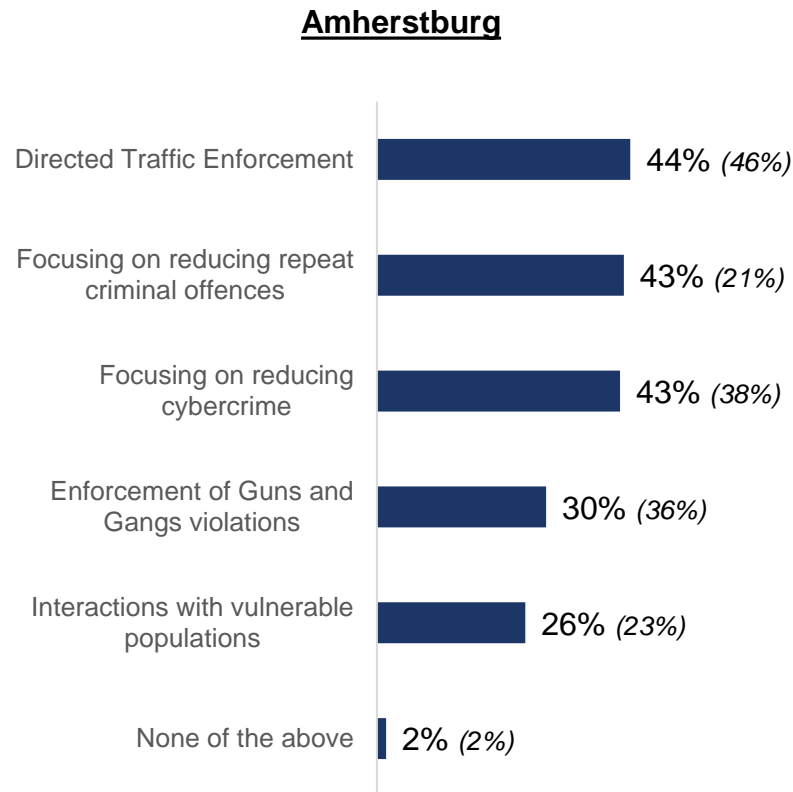
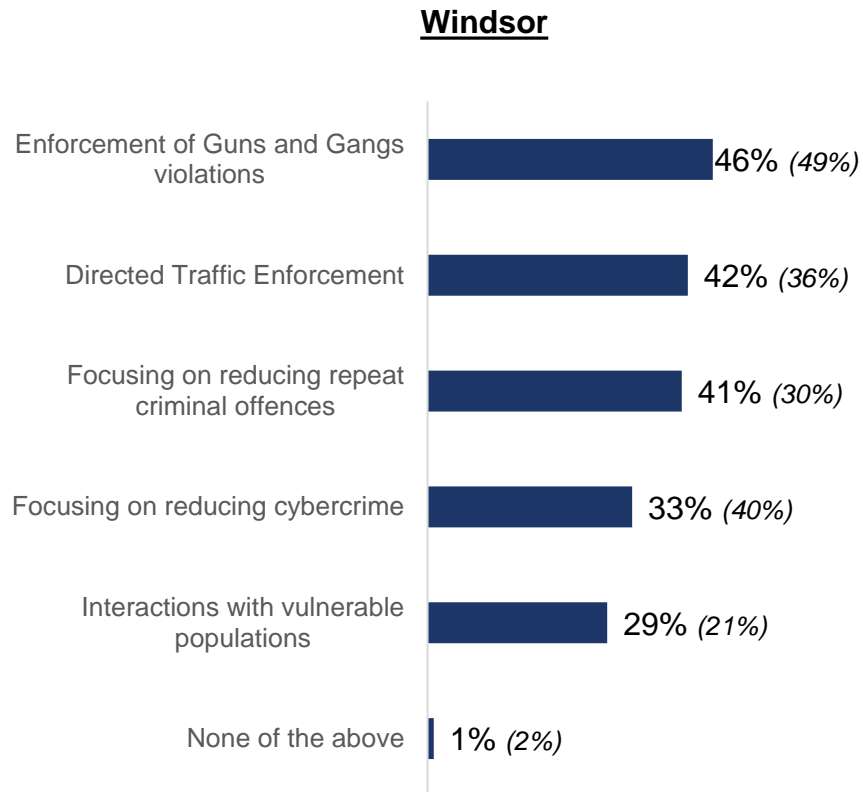
Sample Size: Windsor: n=630 / Amherstburg: n=324

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Strategies to Enhance Public Safety

For Windsor, enforcement of gun and gang violations (49%) continues to be the top strategy that the Windsor Police Service should pursue to enhance public safety. In Amherstburg, while directed traffic enforcement (44%) remains the top strategy, residents have raised concerns about the need to focus on reducing repeat criminal offenses (43% in 2024 vs. 21% in 2022).



2022 result in bracket

Windsor:

- Enforcement of guns and gang violations is a greater focus for residents aged 55+ (51%-58%) compared to those aged 35-54 (39%).
- Directed traffic enforcement is more emphasized by those aged 75+ (56%) than by residents aged 16-54 (38%-40%).
- In contrast, reducing repeat criminal offences is identified as a focus area for residents aged 16-54 years (44%-47%) compared to those aged 75 years+ (26%).
- Reducing cybercrime is more concerned by BIPOC residents (40%) than White residents (29%).

Amherstburg:

- Residents aged 35-54 years (50%) are more concerned about reducing repeat criminal offence than those aged 75 years+ (28%).

Q29. Of the following types of strategies, which TWO would you most like to see the Windsor Police Service continue to enhance public safety?

Sample Size: Windsor: n=649 / Amherstburg: n=317

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



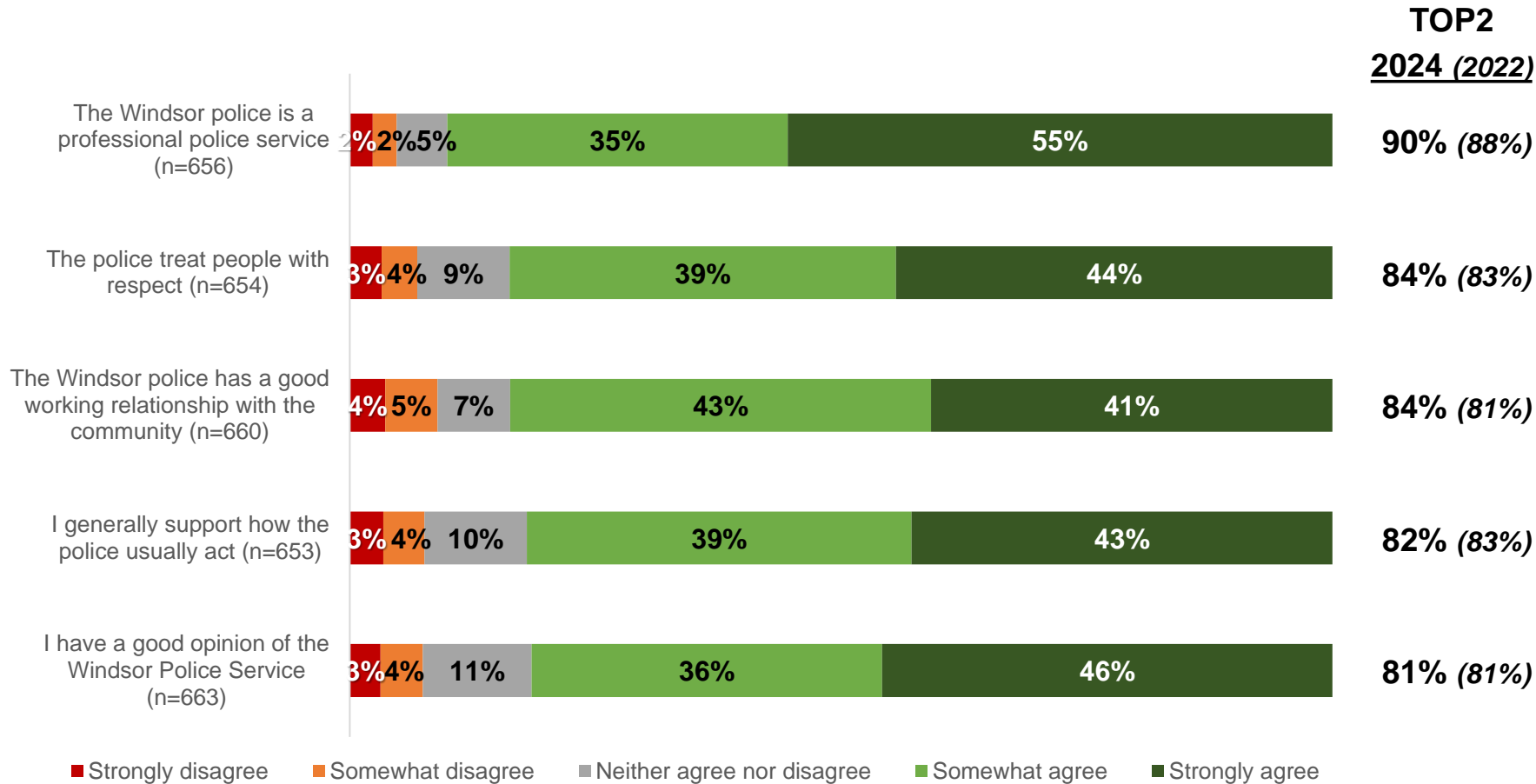
Detailed Findings

Opinions of the Police



Perception of Police – Windsor

Windsor residents have a positive perception of the Windsor Police Service, with 9 in 10 residents (TOP2: 90%) viewing the Windsor police as a professional organization.



TOP2
2024 (2022)

- Residents aged 75+ are more likely to agree that the police have a good working relationship with the community (TOP2: 94%) and support their actions (TOP2: 95%) compared to other age groups (TOP2: 80%-85% for community relationships, 76%-87% for supporting police actions).
- Those aged 75+ (TOP2: 94%) are more likely to view police as a professional organization than those aged 35-54 (TOP2: 87%).
- Those aged 55+ (TOP2: 89%-94%) are more likely to have a favorable opinion of overall police services compared to those aged 16 to 54 (TOP2: 76%-77%).
- Residents who feel safe living in the city (TOP2: 79%-95%) and those who believe the police treat people with respect (TOP2: 77%-100%) are more likely to agree with all statements compared to those who feel otherwise (TOP2: 43%-75% and 0%-52%, respectively).

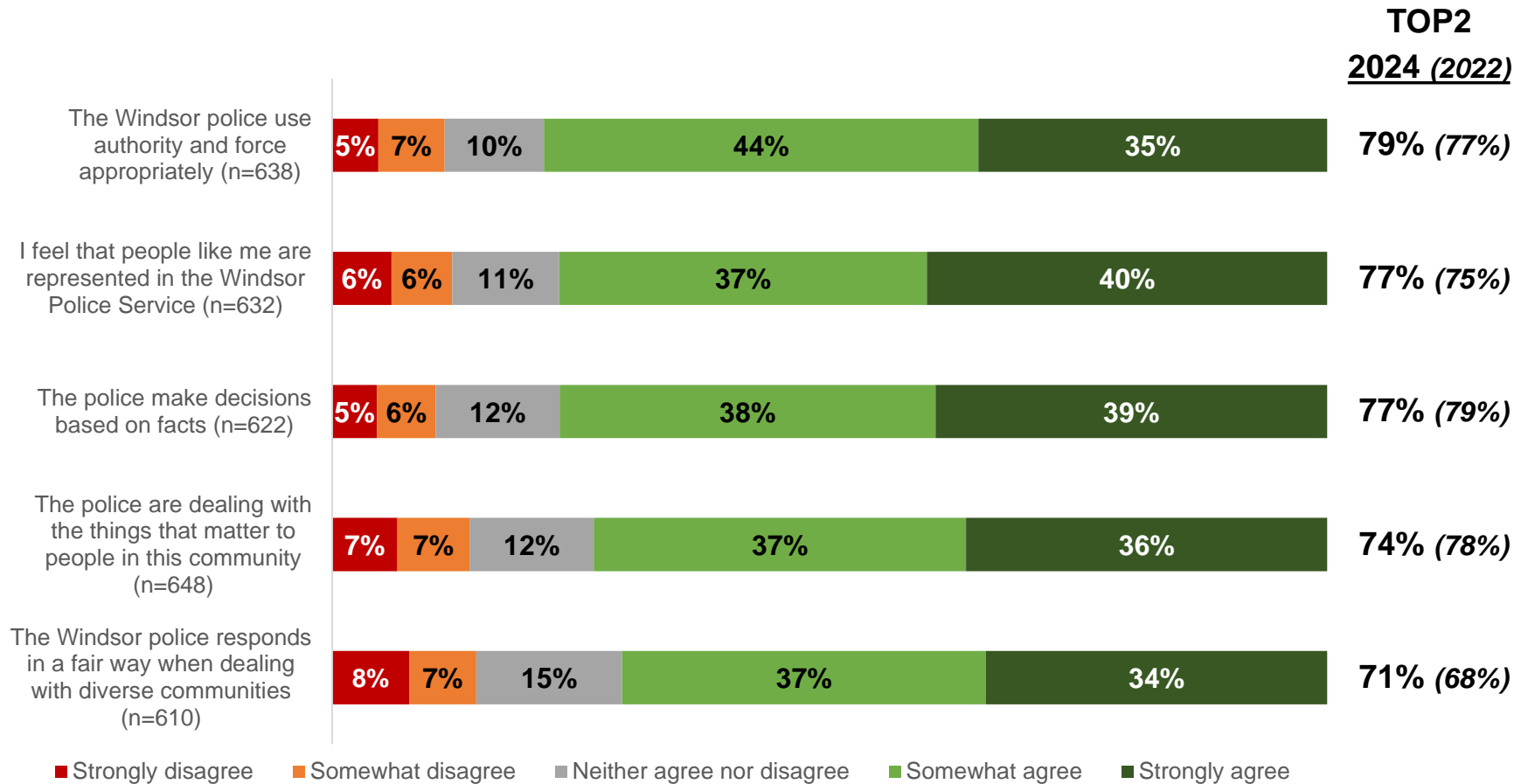
Q1a-Q1d, Q7. When you think about the Windsor Police Service, to what extent do you agree or disagree with each of the following statements?

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Perception of Police – Windsor (cont'd)

At least 7 in 10 (TOP2: 71%) residents agree that the Windsor police responds in a fair way when dealing with diverse communities.



- Residents aged 75+ are more likely to believe that the police make decisions based on facts (TOP2: 91%), address issues that matter to people (TOP2: 89%), and respond fairly when dealing with diverse communities (TOP2: 87%) compared to other age groups (TOP2: 74%-77%, 69%-78%, and 66%-74%, respectively).
- BIPOC residents are more likely than White residents to believe that the police responds fairly to diverse communities (TOP2: 78% vs 69%) and addresses important issues (TOP2: 83% vs 72%).
- In contrast, White residents (TOP2: 82%) feel more represented by the Windsor Police than BIPOC residents (TOP2: 70%).
- Additionally, men (TOP2: 76%) are more likely than women (TOP2: 66%) to view police responses fairly when dealing with diverse communities.

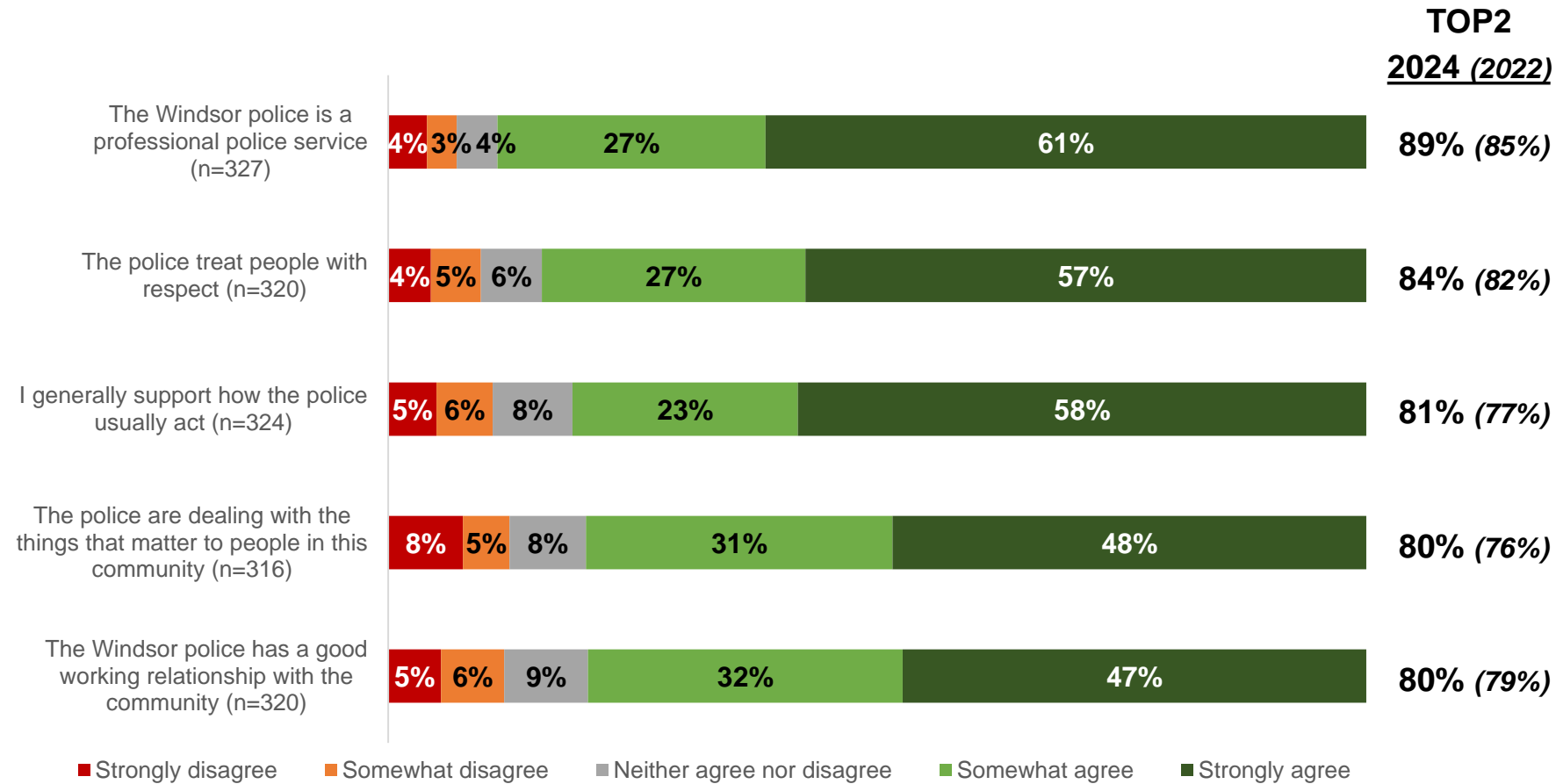
Q1a-Q1d, Q7. When you think about the Windsor Police Service, to what extent do you agree or disagree with each of the following statements?

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Perception of Police – Amherstburg

Amherstburg residents also have a positive opinion of the Windsor Police Service. At least 8 in 10 think that the police are professional (TOP2: 89%) and that they treat people with respect (TOP2: 84%).



- Women are more likely than men to agree that the police is a professional organization (TOP2: 94% vs. 84%), treats people with respect (TOP2: 92% vs. 77%), deals with important matters (TOP2: 89% vs. 71%), and has their support (TOP2: 89% vs. 73%).
- Residents aged 75+ are more likely than those aged 35-74 to agree that the police is a professional organization (TOP2: 97% vs. 85%-86%) and has their support (TOP2: 94% vs. 77%-85%).
- Residents aged 75+ (TOP2: 92%) are also more likely to feel the police treat people with respect than those aged 55-74 (TOP2: 83%).
- Moreover, residents who say police treated people with respect are more likely to agree with all the statements (TOP2: 83%-100%) than those who say otherwise (TOP2: 0%-42%)

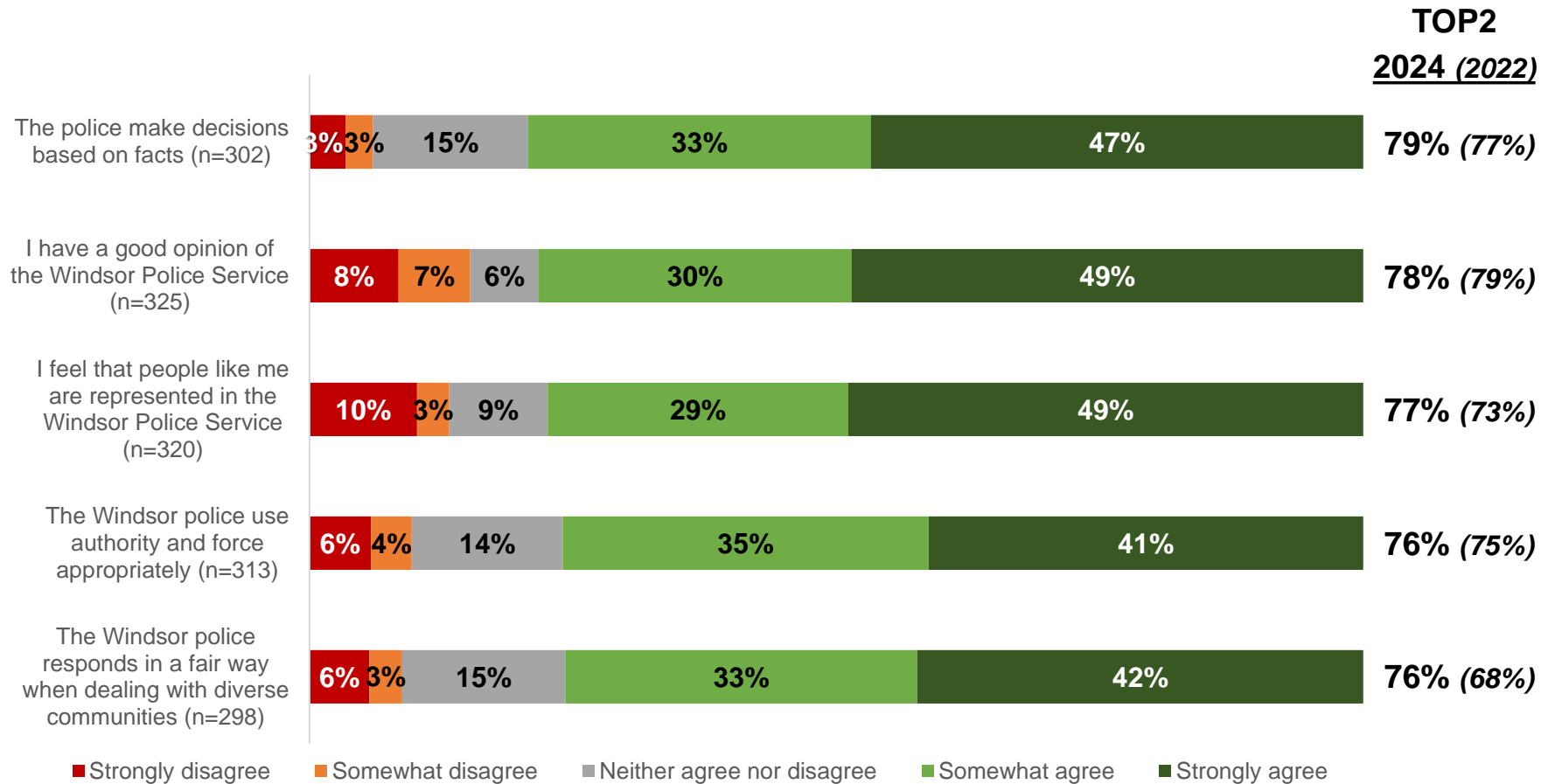
Q1a-Q1d, Q7. When you think about the Windsor Police Service, to what extent do you agree or disagree with each of the following statements?

Framework: All respondents (Excluding 'Don't Know'/ 'Prefer not to Answer')



Perception of Police – Amherstburg (cont'd)

More than 7 out of 10 residents (TOP2: 76%) agree that Windsor police deal fairly with diverse communities – a significant increase from 68% in 2022.



- Residents aged 55-74 (TOP2: 84%) are more likely to have positive opinions of Windsor Police Service than those aged 35-54 (TOP2: 69%).

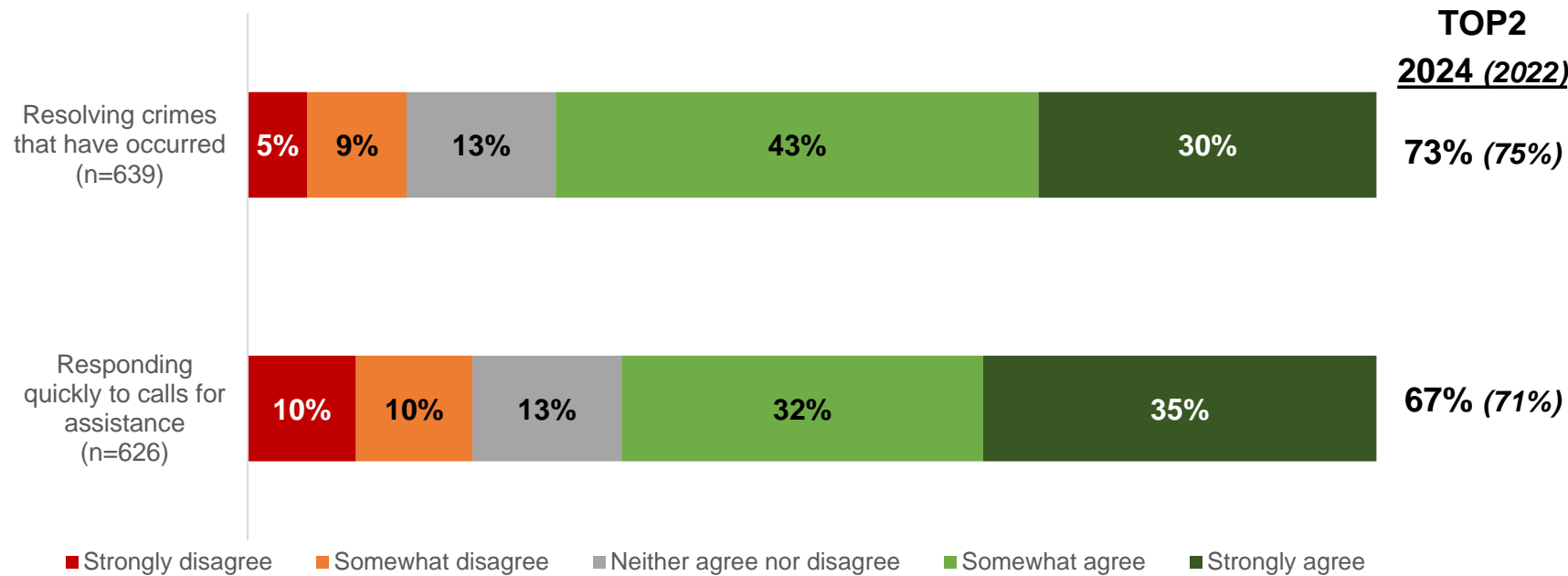
Q1a-Q1d, Q7. When you think about the Windsor Police Service, to what extent do you agree or disagree with each of the following statements?

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Police Qualities – Windsor

At least 2 in 3 Windsor residents believe the Windsor Police Service is effective in resolving crimes (TOP2: 73%) and responding quickly to calls for assistance (TOP2: 67%).



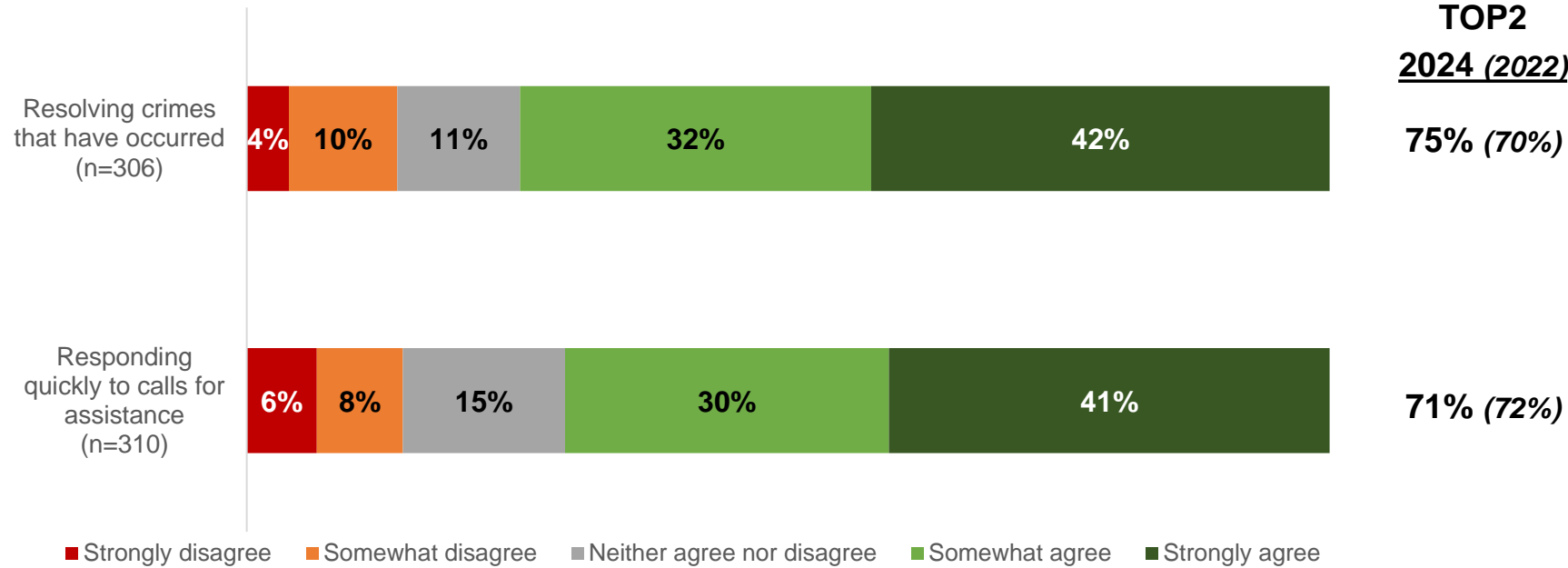
- Residents aged 55+ are more likely to agree that the Windsor Police are effective in resolving crimes (TOP2: 77%-85%) and responding quickly to calls for assistance (TOP2: 71%-78%) compared to those aged 35 to 54 (TOP2: 67% and 60%, respectively).
- Residents who believe the police treat people with respect are more likely to view them as effective in resolving crimes (TOP2: 80%) and responding to calls (TOP2: 73%) compared to those who do not share this view (TOP2: 38% and 28%, respectively).
- Similarly, residents who feel safe living in Windsor rate the police as more effective in these areas (TOP2: 80% and 75%) compared to those who feel unsafe (TOP2: 46% and 39%, respectively).

Q1e/Q1f. In general, to what extent do you agree that the Windsor Police Service is effective at:
 Sample Size: Shown in chart above
 Framework: All respondents (Excluding 'Don't Know'/ 'Prefer not to Answer')



Police Qualities – Amherstburg

More than 7 in 10 residents say the Windsor police are effective at resolving crimes that have occurred (TOP2: 75%) and responding quickly to calls for assistance (71%).



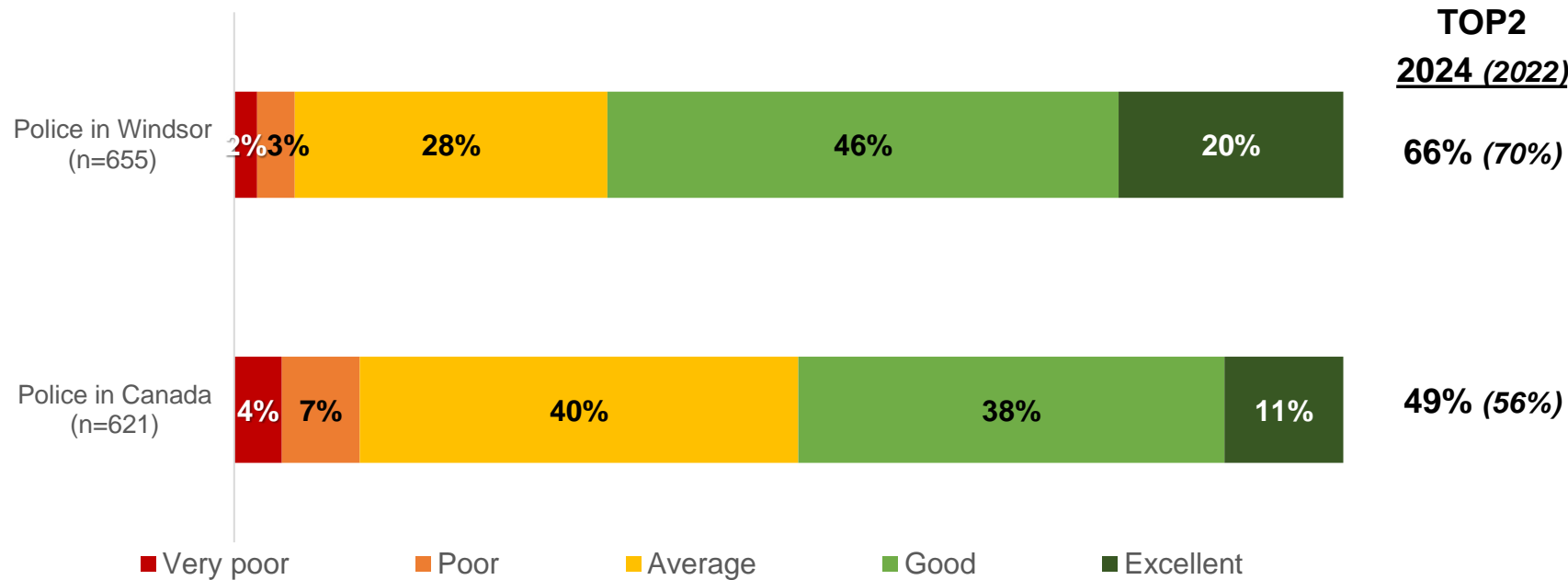
- Women are more likely to agree that the police effectively resolve crime (TOP2: 85%) and respond quickly to calls (TOP2: 79%) compared to men (TOP2: 63%, 61% respectively).
- Those aged 35-54 (TOP2: 59%) are also less likely to agree that police are responding calls quickly than those aged 55-74 (TOP2: 81%).

Q1e/Q1f. In general, to what extent do you agree that the Windsor Police Service is effective at:
 Sample Size: Shown in chart above
 Framework: All respondents (Excluding 'Don't Know'/ 'Prefer not to Answer')



Windsor Police vs Canada

Windsor residents have a more positive view of the police performance in Windsor (TOP2: 66%) compared to the overall performance of police across Canada (TOP2: 49%).



- Residents aged 75+ have a more positive perception of the Windsor Police's performance (TOP2: 84%) compared to younger age groups (TOP2: 59%-71%).
- BIPOC residents also rate the performance of both the Windsor Police (TOP2: 73%) and the police in Canada (TOP2: 58%) more favorably than White residents (TOP2: 64%, 45% respectively).
- Residents who feel safe living in Windsor tend to agree that both the Windsor Police and the police in Canada are doing a good job (TOP2: 76%, 56%, respectively) compared to those who think otherwise (TOP2: 31%, 30% respectively).
- Residents who believe that police treat people with respect are more likely to view the performance of both the Windsor Police and the police in Canada positively (TOP2: 75%, 54% respectively) compared to those who do not share this belief (TOP2: 18% and 26%, respectively).

Q4 Taking everything into account, how good a job do you think the police in Amherstburg are doing? / Q5. Taking everything into account, how good a job do you think the police in this country are doing?

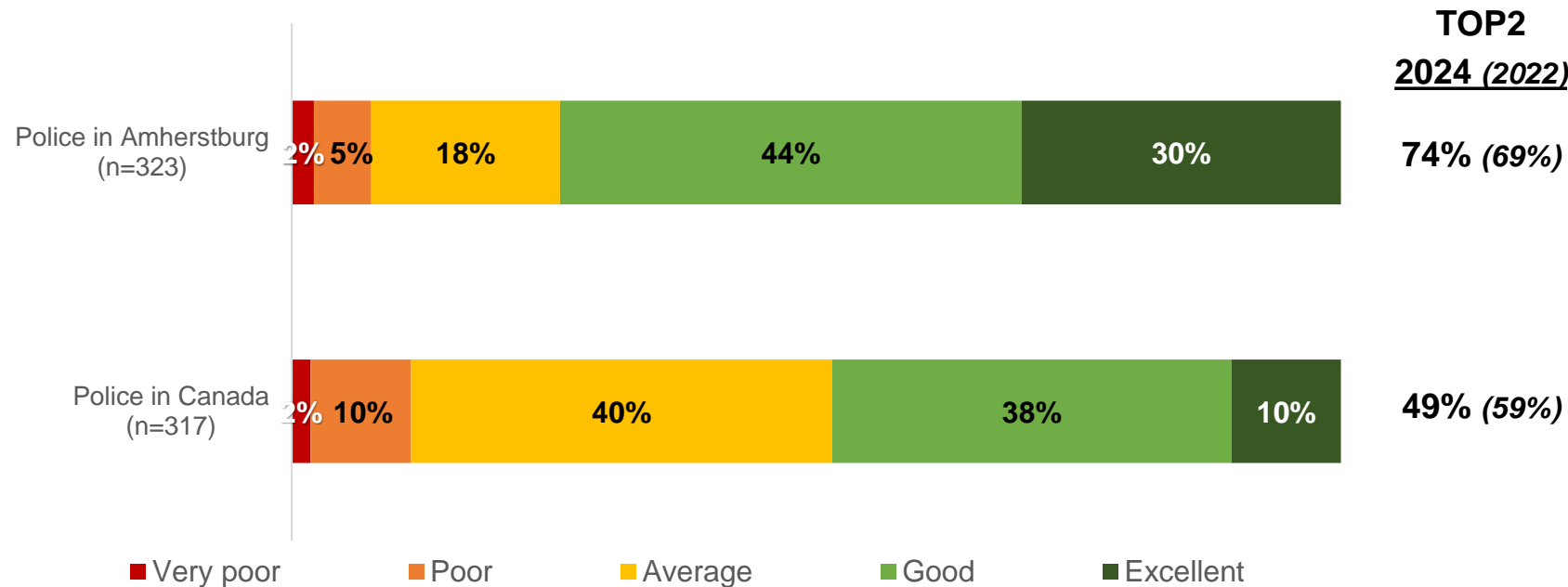
Sample size: Shown in chart above

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Amherstburg Police vs Canada

About three-quarters of Amherstburg residents (TOP2: 74%) believe the police in Amherstburg do a good or excellent job, which is a 5% increase from 2022. In contrast, less than half of residents (TOP2: 49%) think that police in Canada do a good job.



- Residents who believe the police treat people with respect (TOP2: 56%) are more likely to think police in Canada are doing a good job compared their counterparts (TOP2: 19%).
- Residents aged 75+ are more likely to say Amherstburg police are doing a good job (TOP2: 84%) than those aged 35-54 and 55-74 (TOP2: 66%, 71% respectively).
- Residents aged 75+ (TOP2: 65%) are also more positive about police in Canada compared to those aged 16-34 (TOP2: 34%).

Q4 Taking everything into account, how good a job do you think the police in Amherstburg are doing? / Q5. Taking everything into account, how good a job do you think the police in this country are doing?

Sample size: Shown in chart above

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



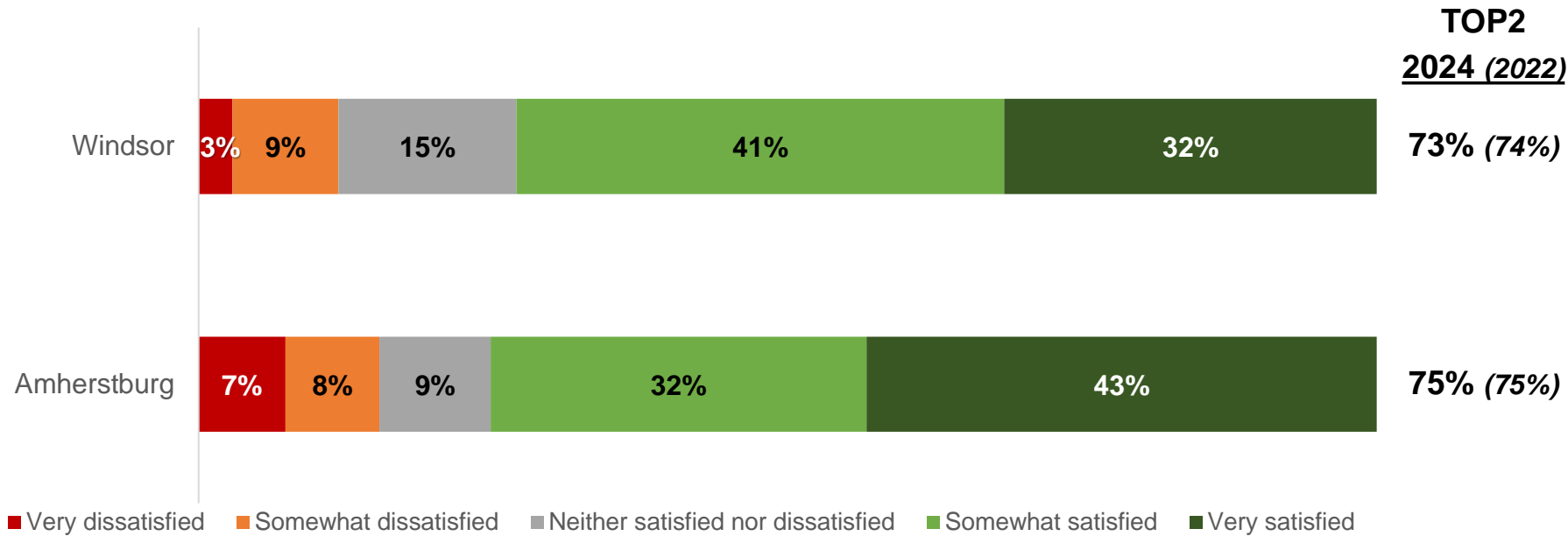
Detailed Findings

Satisfaction



Overall Satisfaction

Consistent with the previous wave, approximately three-quarters of residents in Windsor and Amherstburg are satisfied with the overall performance of the Windsor Police (TOP2: 73% and 75%, respectively).



TOP2
2024 (2022)

Windsor:

- Residents aged 55-74 and 75+ (TOP2: 82%, 94% respectively) are more satisfied than those aged 16-34 and 35-54 (TOP2: 69%, 64% respectively).
- Residents who say that Windsor Police treat people with respect (TOP2: 79%) and feel safe in Windsor (TOP2: 82%) are more satisfied than those who says not (TOP2: 28%, 44% respectively).

Amherstburg

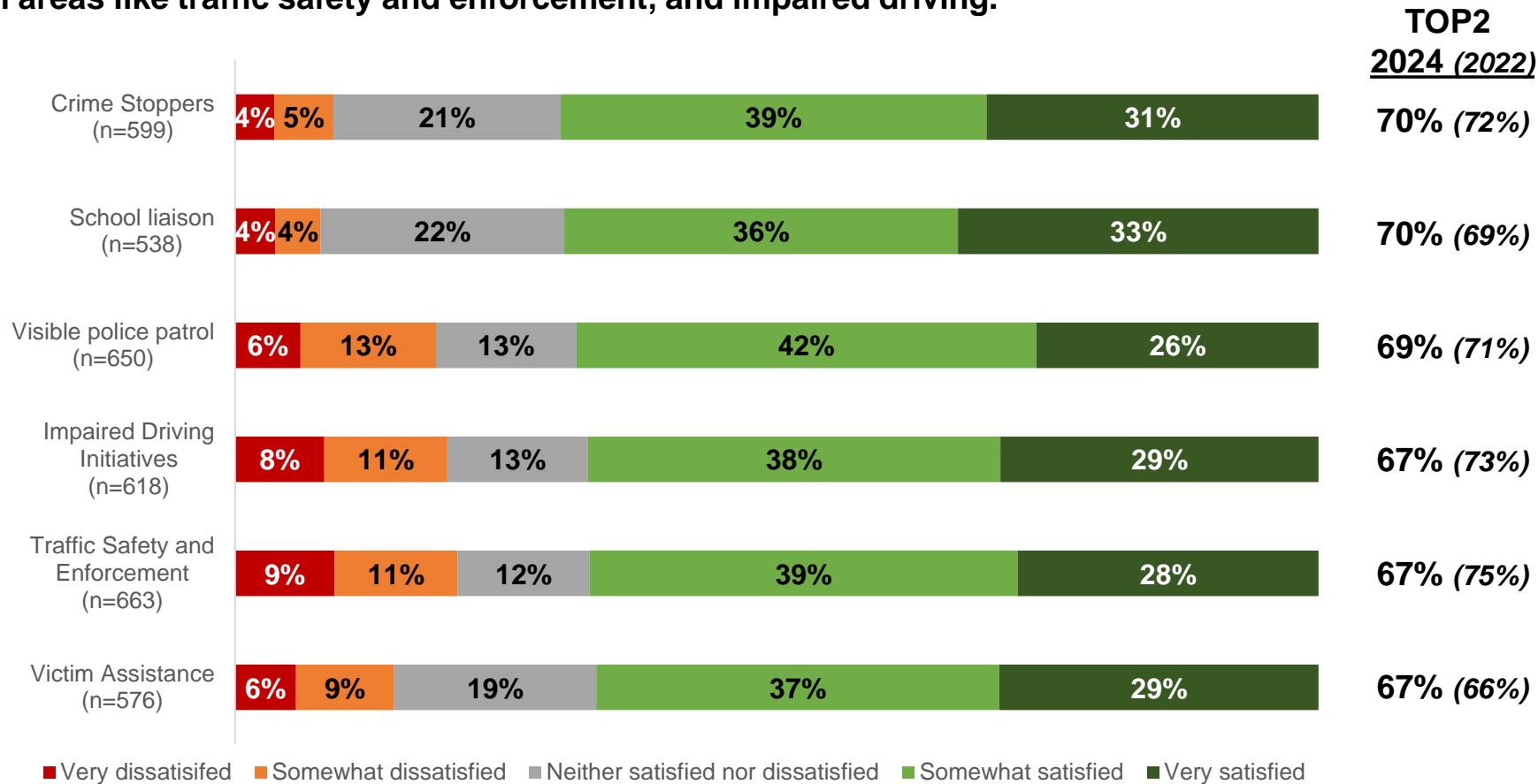
- Residents aged 75+ (TOP2: 89%) are more satisfied than those aged 35-54 and 55-74 (TOP2: 74%, 78% respectively).
- Similarly, residents who say that Windsor Police treat people with respect (TOP2: 85%) are more satisfied than those who says not (TOP2: 13%).

Q17. How satisfied are you with the overall performance of the Windsor police?
 Sample Size: Windsor: n=666 / Amherstburg: n=329
 Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Satisfaction with Police Services – Windsor

Windsor residents are generally satisfied with WPS's performance across all 11 areas. They are particularly pleased with WPS's efforts in crime stoppers and school liaison programs (TOP2: 70% each). However, compared to 2022, satisfaction has decreased by 5% or more in areas like traffic safety and enforcement, and impaired driving.



- Residents aged 75+ are more satisfied with crime stoppers (TOP2: 92%) and victim assistance (TOP2: 88%) than other age groups (TOP2: 58%-76% and 58%-71%, respectively).
- Those aged 35-74 (BTM2: 22%-25%) are less satisfied with visible police patrols than those aged 16-34 (BTM2: 10%).
- Residents who feel safe in the city are more satisfied with all areas (TOP2: 63%-77%) than those who do not feel safe (TOP2: 31%-55%).
- While White residents are more satisfied with crime stoppers (TOP2: 74%) than BIPOC residents (TOP2: 64%), BIPOC residents are more satisfied with visible police patrols (TOP2: 77% vs. 64%), school liaison programs (TOP2: 77% vs. 67%), and traffic safety/enforcement (TOP2: 75% vs. 65%).
- Residents who believe the police treat people with respect are more satisfied with crime stoppers (TOP2: 76%), victim assistance (TOP2: 73%), impaired driving initiatives (TOP2: 72%), and traffic safety/enforcement (TOP2: 72%) compared to those who feel otherwise (TOP2: 42%, 37%, 49%, and 41%, respectively).
- Men are more satisfied with victim assistance (TOP2: 72%) than women (TOP2: 62%).

Q20. How satisfied are you with Windsor police performance in each of the following areas? Are you very satisfied, somewhat satisfied, neither satisfied nor dissatisfied, somewhat dissatisfied, or very dissatisfied?

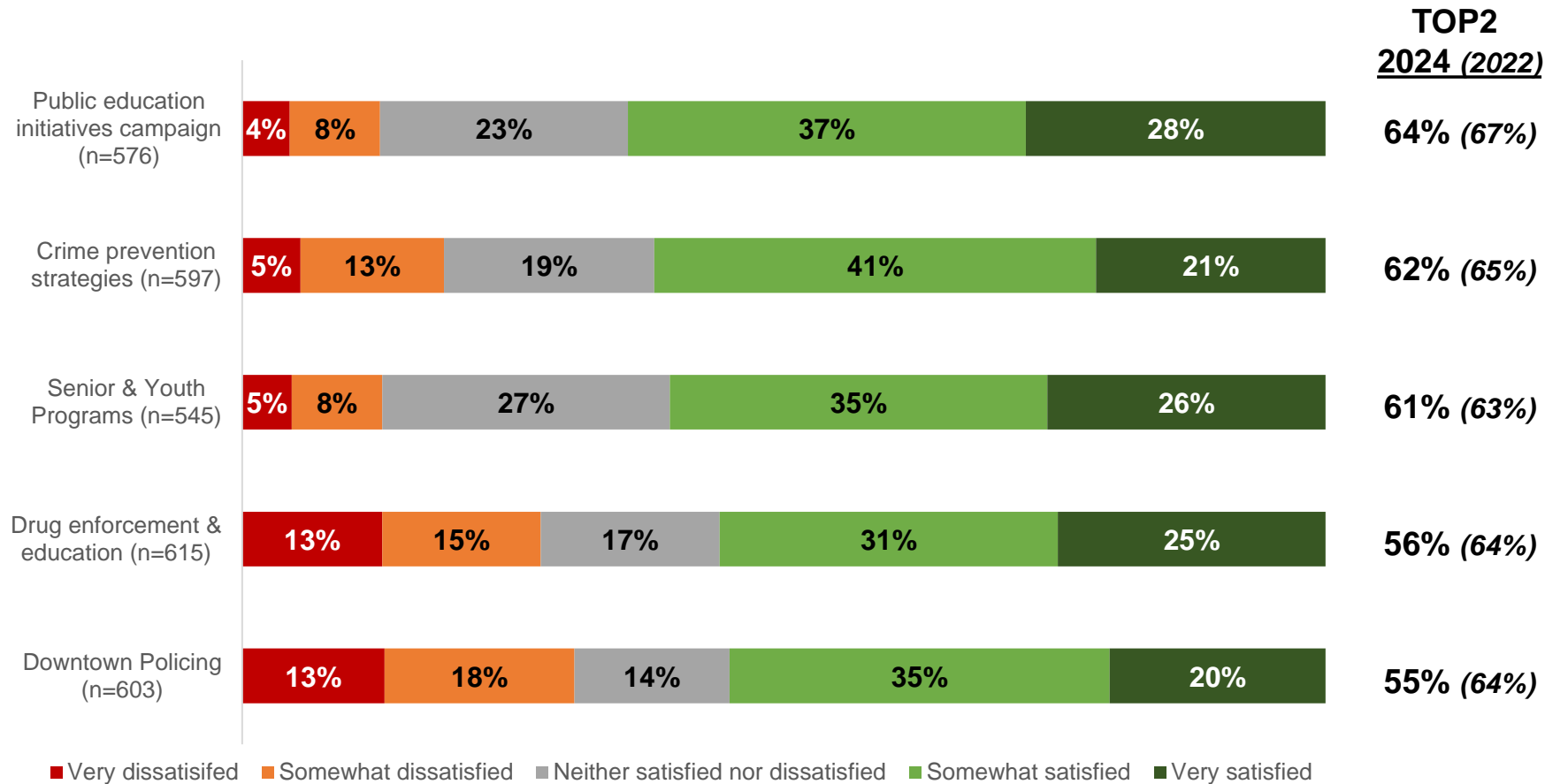
Sample Size: Shown in chart above

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Satisfaction with Police Services – Windsor (cont'd)

Windsor residents are least satisfied with drug enforcement and education (TOP2: 56%) and downtown policing (TOP2: 55%), with satisfaction in these areas dropping by 8%-9% compared to 2022.



- Residents aged 75+ (TOP2: 77%) are more satisfied with crime prevention strategies than those aged 16-54 (TOP2: 52%-63%), and they are also more satisfied with drug enforcement and education than those under 75 (TOP2: 74% vs 47%-59%).
- Residents aged 16-34 (TOP2: 65%) and 55+ (TOP2: 63-86%), men (TOP2: 66%), are more satisfied with senior and youth programs than their counterparts, including those aged 35-54 (TOP2: 48%) and women (TOP2: 56%).
- Regarding downtown policing, residents aged 16-34 and 55+ are more satisfied (TOP2: 58%, 57%-66% respectively) than those aged 35-54 (TOP2: 46%). Satisfaction is also higher among men (TOP2: 60%) than women (TOP2: 50%).
- Residents who think police treat people with respect (TOP2: 59%- 69%) are more satisfied with all areas than those who feel otherwise (TOP2: 24%-47% respectively).

Q20. How satisfied are you with Windsor police performance in each of the following areas? Are you very satisfied, somewhat satisfied, neither satisfied nor dissatisfied, somewhat dissatisfied, or very dissatisfied?

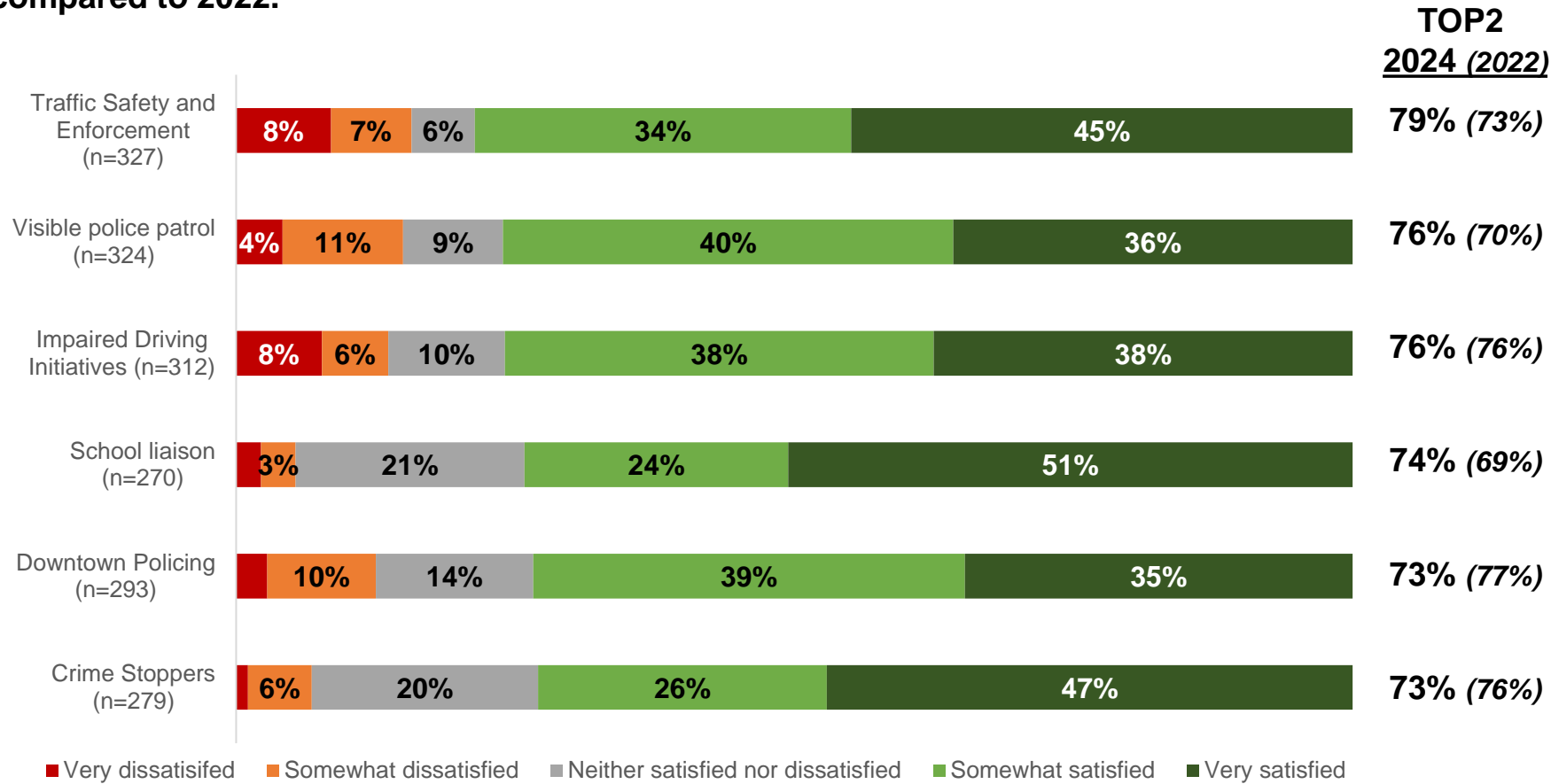
Sample Size: Shown in chart above

Framework: All respondents (Excluding 'Don't Know'/ 'Prefer not to Answer')



Satisfaction with Police Services – Amherstburg

Amherstburg residents are also satisfied with the performance of the WPS across all areas, particularly regarding their efforts in traffic safety and enforcement (TOP2: 79%) and visible police patrols (TOP2: 76%). Notably, satisfaction in these areas has increased by 6% compared to 2022.



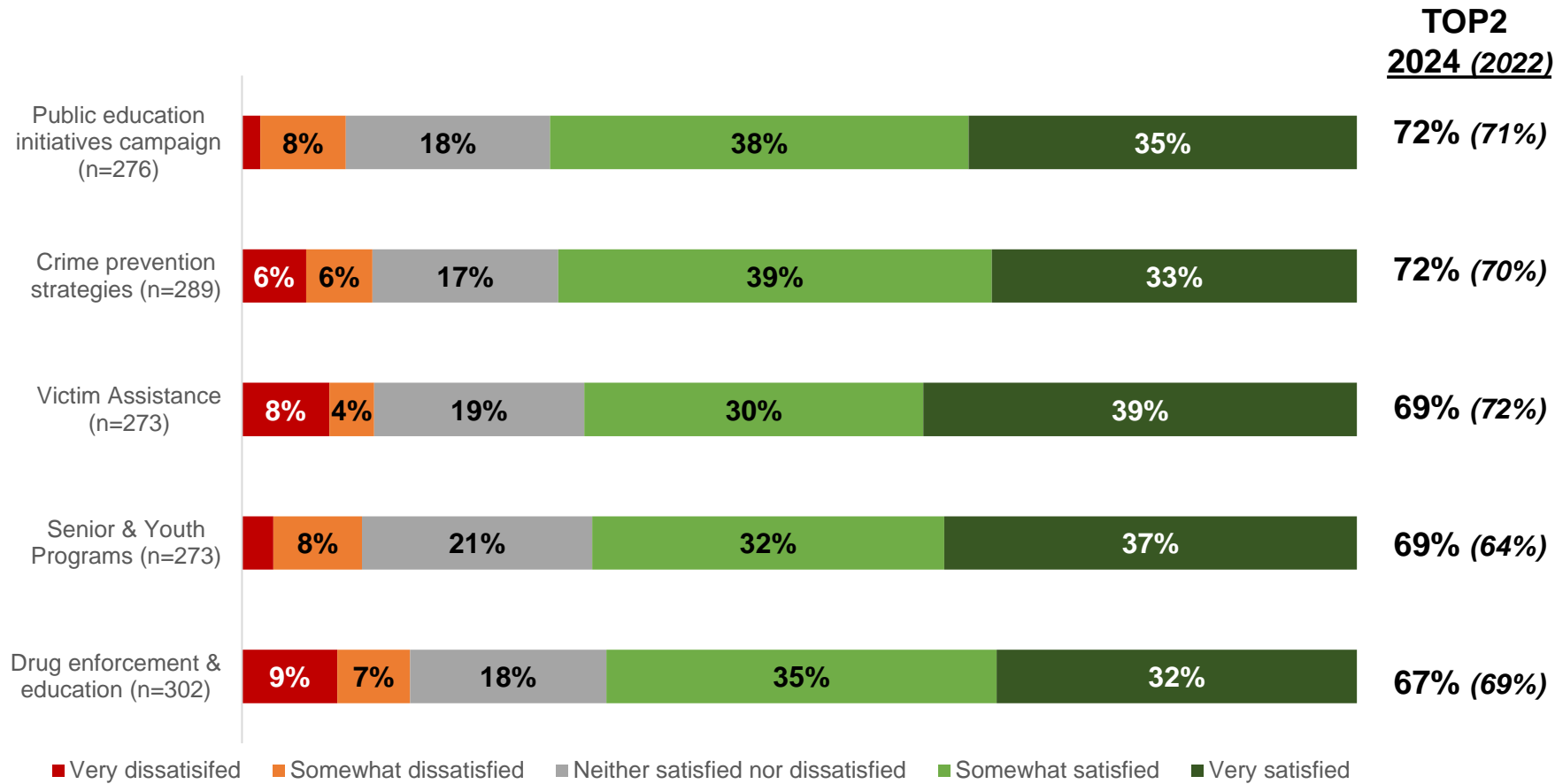
- Residents aged 16-34 (TOP2: 93%) report higher satisfaction with traffic safety and enforcement compared to those aged 35-74 (TOP2: 71%-74%).
- Similarly, those aged 16-34 (TOP2: 93%) are more satisfied with visible police patrols than residents aged 35-74 (TOP2: 61%-75%). Women (TOP2: 83%) are also more satisfied than men (TOP2: 69%).
- Furthermore, residents aged 55-74 are more satisfied with crime stoppers (TOP2: 77%) and impaired driving initiatives (TOP2: 83%) than those aged 35-54 (TOP2: 57%, 66% respectively).
- In contrast, White residents are less satisfied with downtown policing than BIPOC (BTM2: 1%).

Q20. How satisfied are you with Windsor police performance in each of the following areas? Are you very satisfied, somewhat satisfied, neither satisfied nor dissatisfied, somewhat dissatisfied, or very dissatisfied? (Categories <3% not labelled)
 Sample size: Shown in chart above
 Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Satisfaction with Police Services – Amherstburg (cont'd)

Residents' satisfaction with Senior & Youth programs has improved, rising from 64% in 2022 to 69% in 2024.



- Residents aged 55-74 are more satisfied with public education initiatives (TOP2: 76%) and crime prevention (TOP2: 74%) than those aged 35-54 (TOP2: 58%, 55% respectively).

Q20. How satisfied are you with Windsor police performance in each of the following areas? Are you very satisfied, somewhat satisfied, neither satisfied nor dissatisfied, somewhat dissatisfied, or very dissatisfied? (Categories <3% not labelled)

Sample size: Shown in chart above

Framework: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer')



Detailed Findings

Gap Analysis



Interpreting the Gap Analysis

The Gap analysis shows the difference between how satisfied residents are with each police service and the impact of the services to residents' overall service satisfaction.

- **Satisfaction scores** are plotted vertically (along the Y-axis). They represent overall stated satisfaction (TOP2%) with each of the individual police services.
- **Impact on overall satisfaction scores** are plotted horizontally across the bottom of the chart (along the X-axis). They are based on a statistical method called regression analysis that determines how a specific service ("independent variable") contributes to residents' overall satisfaction with the services ("dependent variable"). Impact on overall satisfaction can also be referred to as perceived importance.

As a result of the analysis, police services have distributed among four areas:

1. Primary Areas for Improvement:

Services that have the highest impact on overall satisfaction, but with lower individual satisfaction scores. The regression analysis identifies that these services are the strongest drivers of satisfaction. If the police can increase satisfaction in these areas, this will have the largest impact on overall satisfaction with police services.

2. Secondary Areas for Improvement:

Services that have lower impact on overall satisfaction and have lower individual satisfaction scores. This should be the secondary area of focus to improve the satisfaction scores.

3. Primary Areas for Maintenance:

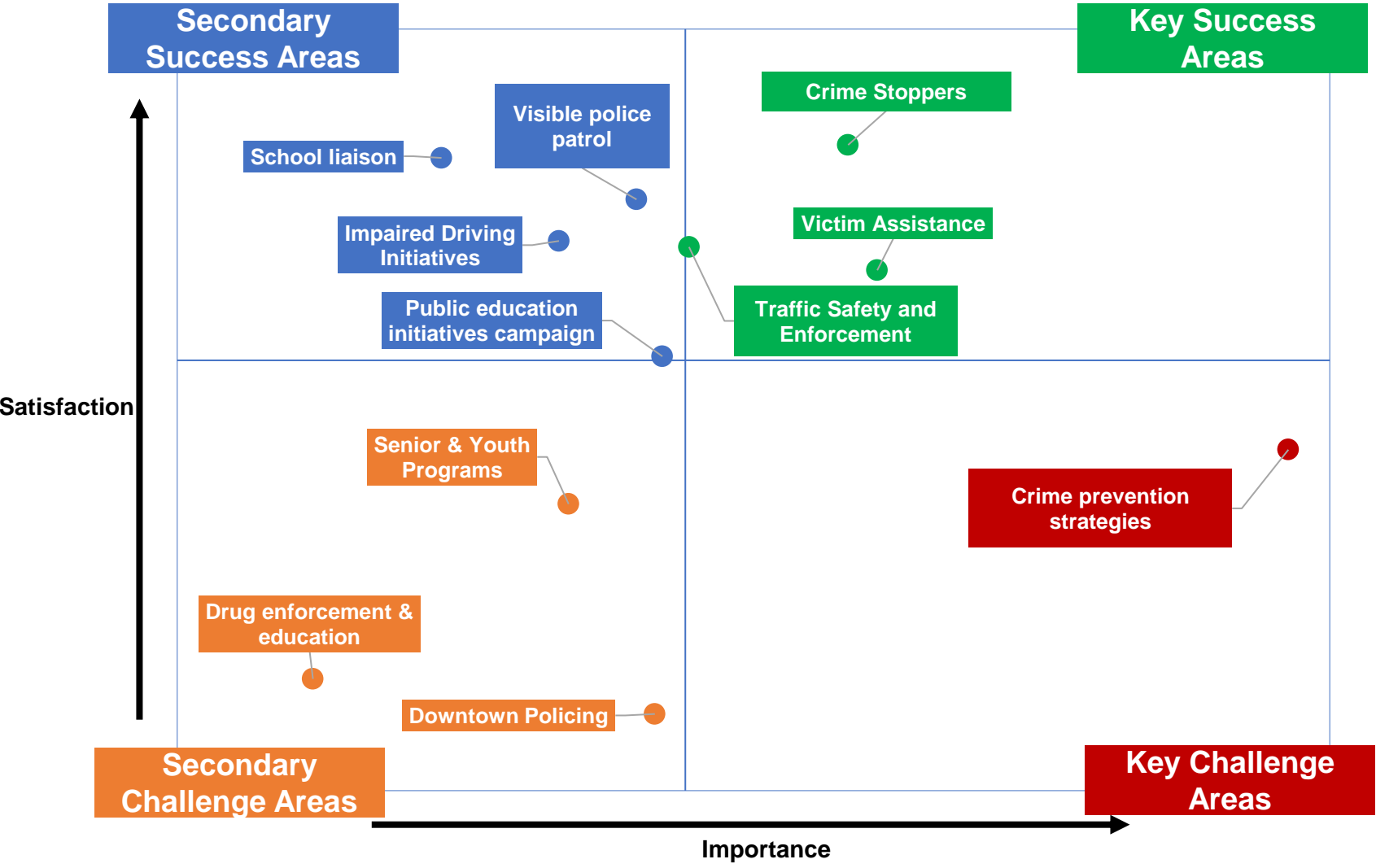
Services that have a relatively high impact on overall satisfaction and high individual satisfaction scores. The focus here is on maintaining the current level of service and satisfaction.

4. Secondary Areas for Maintenance:

Services that have a lower impact on overall satisfaction but high individual satisfaction scores. The focus here should also be to maintain current satisfaction levels.



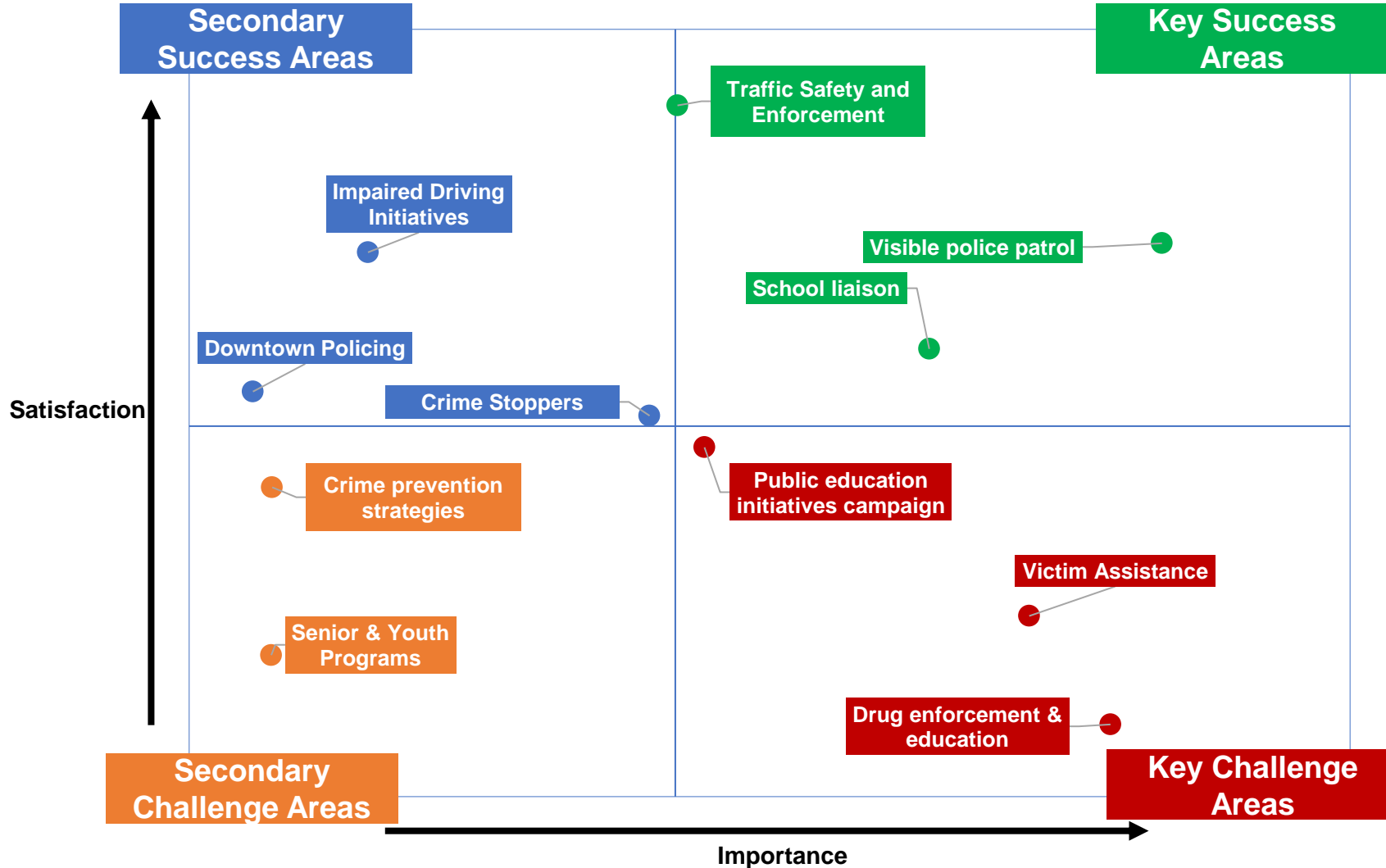
Gap analysis – Windsor



The Windsor police should consider crime prevention strategies as **primary area for improvement**.



Gap analysis – Amherstburg



The services that the Amherstburg police should consider as **primary areas for improvement** include:

- Public education initiatives campaign
- Victim Assistance
- Drug enforcement & education



Detailed Findings

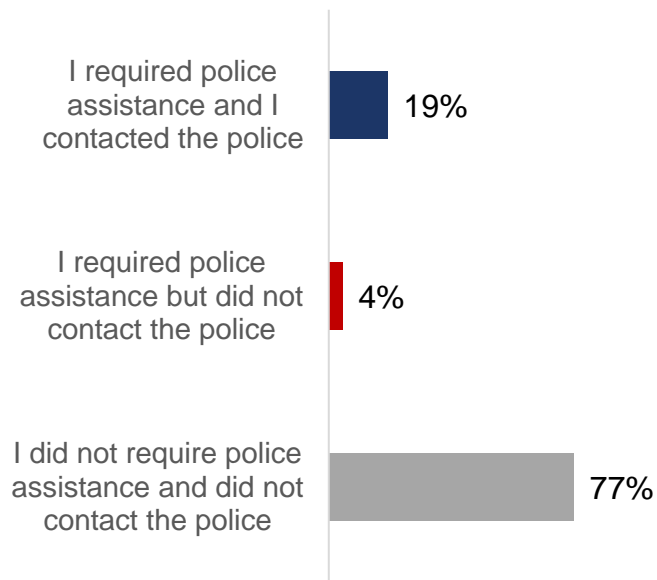
Experiences with the Police



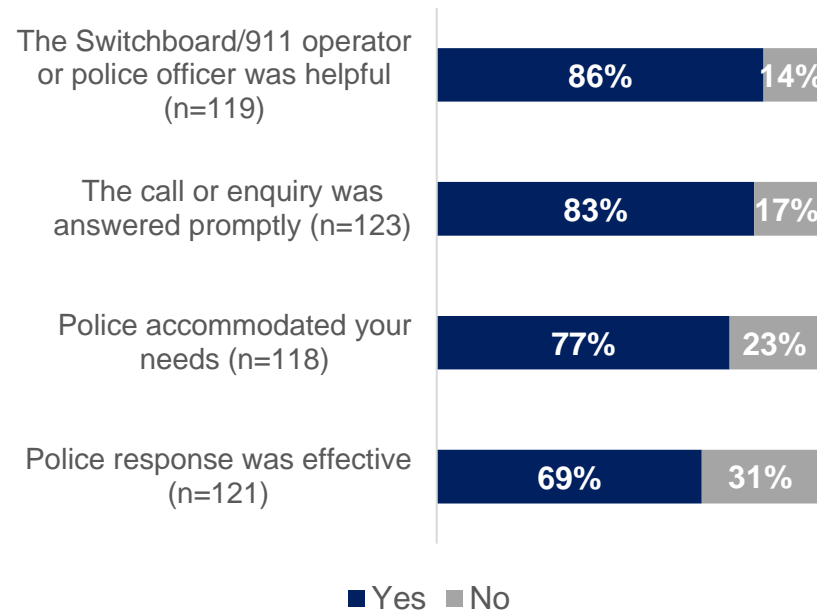
Contacted the Police for assistance - Windsor

1 in 5 (19%) residents sought help from the police. They generally had positive feedback about the experience, with more than 4 in 5 stating that the 911 operator or police officer was helpful (86%) and that the call or inquiry was answered promptly (83%).

Contacted the Police for Assistance



Perceptions of Police Response



- Residents aged under 75 (19-21%) are more likely to seek help than those aged 75+ (10%)

Q23. Has anything happened to you or a member of your household within the last year that required police assistance, but you did not contact the police? / Q26: Did you or they feel that ...

Sample Size: Q23: n=671 / Q26: Shown in chart above

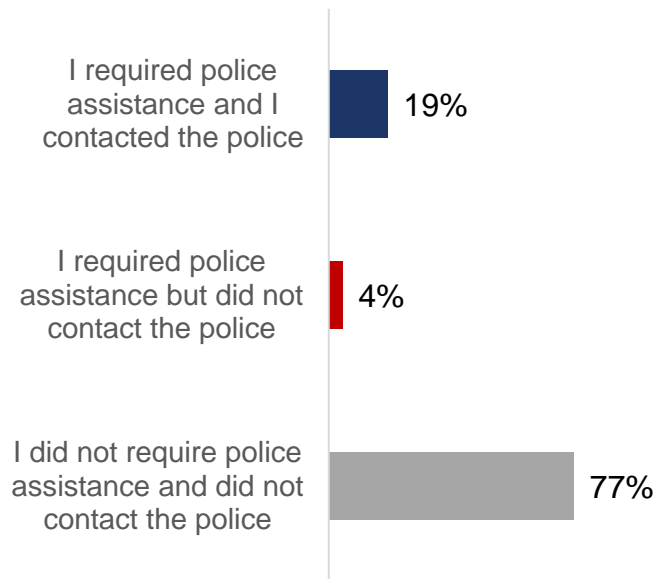
Framework: Q23: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer') / Q26: Those who had something happened to themselves or a member of their household within the last year that required police assistance and contact the police (Excluding 'Don't Know' / 'Prefer not to Answer')



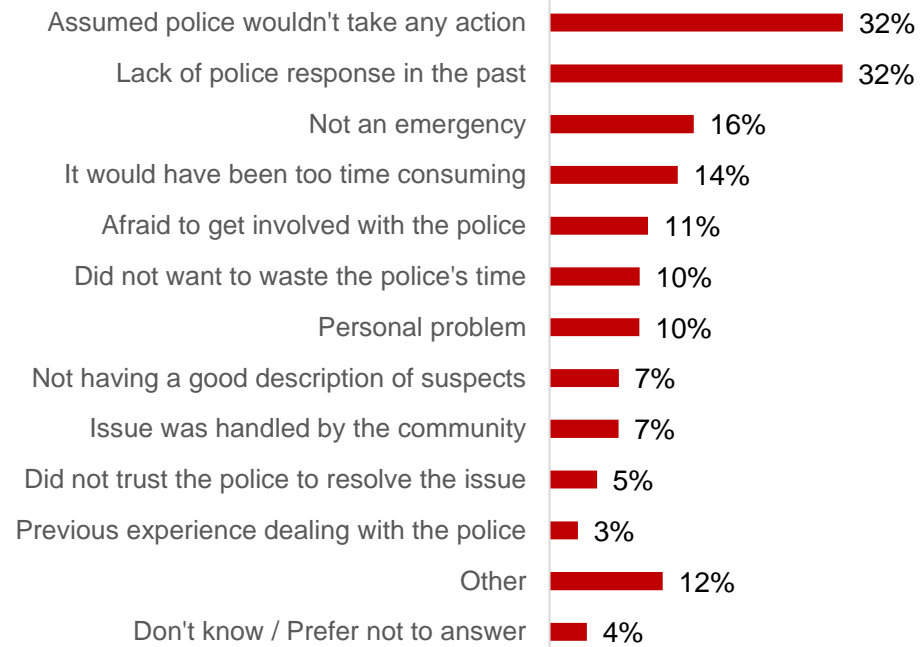
Contacted the Police for assistance - Windsor

4% of residents chose not to contact the police for assistance. About a third of them (32%) cited their assumption that the police would not take any action, along with a lack of response from the police in the past, as reasons for not reaching out.

Contacted the Police for Assistance



Reasons for Not Contacting the Police



- Residents aged 35-74 (5%-7%) tend not to call the police for assistance.
- Also, those who believe police do not treat people with respect (20%) and do not feel safe in the City (12%) are less likely to call police for assistance than their counterparts (3%, 2% respectively)

Q23. Has anything happened to you or a member of your household within the last year that required police assistance, but you did not contact the police? / Q25. Why did you or someone in your household not report the incident to the police? (Mentions <3% not shown)

Sample Size: Q23: n=671 / Q25: n=29

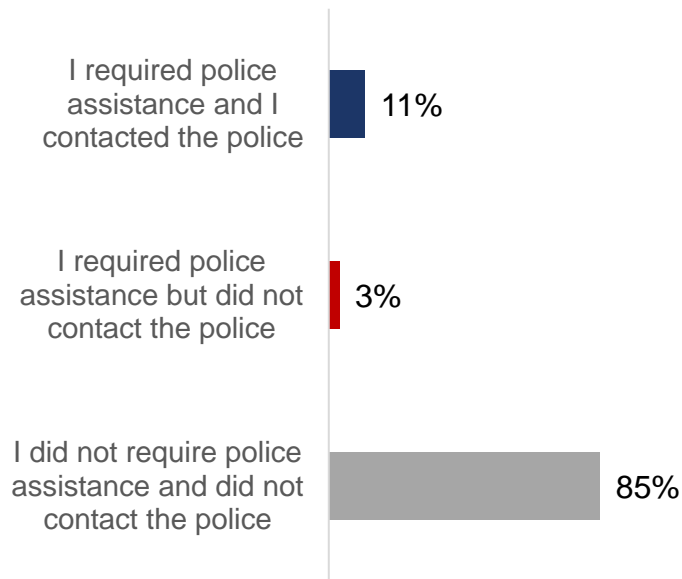
Framework: Q23: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer') / Q25: Those who had something happened to themselves or a member of their household within the last year that required police assistance, but did not contact the police



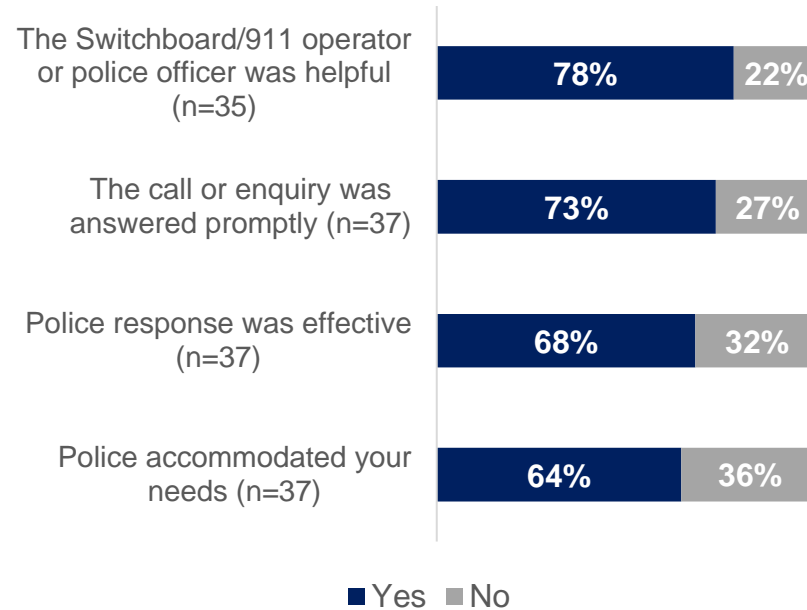
Contacted the Police for assistance - Amherstburg

1 in 10 (11%) Amherstburg residents sought assistance from the police and generally had a positive experience. About three-quarters of those who reached out reported that the 911 operator or police officer was helpful (78%) and that their call or inquiry was answered promptly (73%).

Contacted the Police for Assistance



Perceptions of Police Response



- Among those who contacted the police for assistance, two-thirds found the police response to be effective (68%) and accommodating (64%).

Q23. Has anything happened to you or a member of your household within the last year that required police assistance, but you did not contact the police? / Q26: Did you or they feel that ...

Sample Size: Q23: n=328 / Q26: Shown in chart above

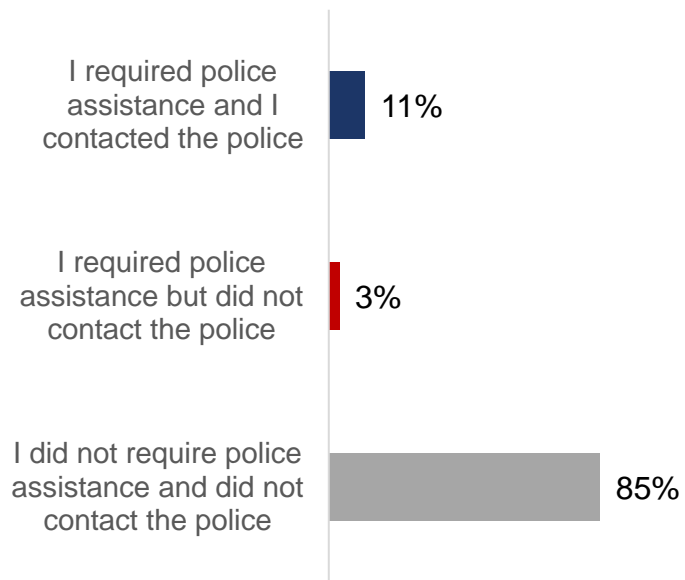
Framework: Q23: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer') / Q26: Those who had something happened to themselves or a member of their household within the last year that required police assistance and contact the police (Excluding 'Don't Know' / 'Prefer not to Answer')



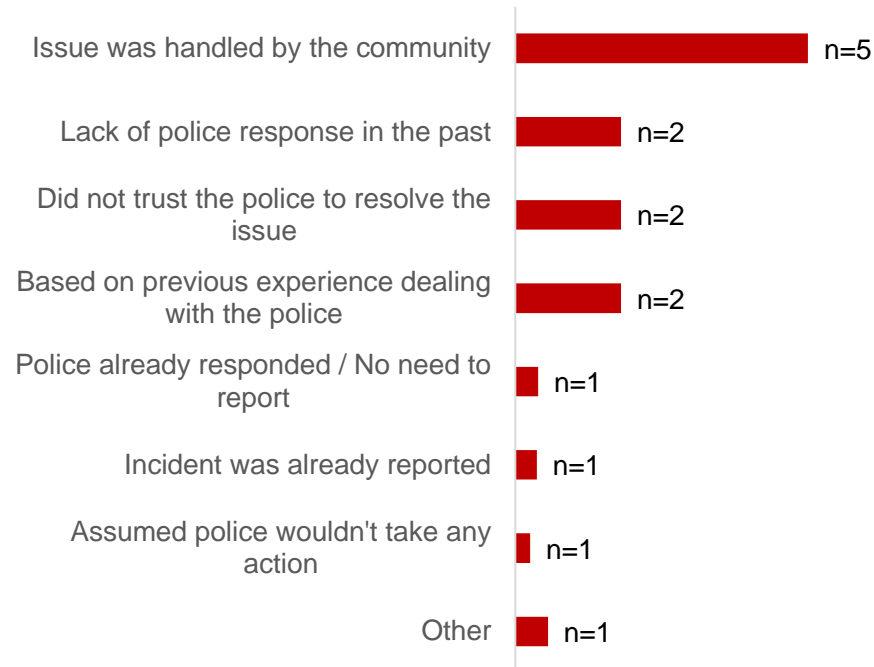
Contacted the Police for assistance - Amherstburg

3% of residents chose not to contact the police for assistance, citing various reasons.

Contacted the Police for Assistance



Reasons for Not Contacting the Police



- White residents (4%) tend not to call the police for assistance.

Q23. Has anything happened to you or a member of your household within the last year that required police assistance, but you did not contact the police? / Q25. Why did you or someone in your household not report the incident to the police?

Sample Size: Q23: n=328 / Q25: n= 11

Framework: Q23: All respondents (Excluding 'Don't Know' / 'Prefer not to Answer') / Q25: Those who had something happened to themselves or a member of their household within the last year that required police assistance, but did not contact the police

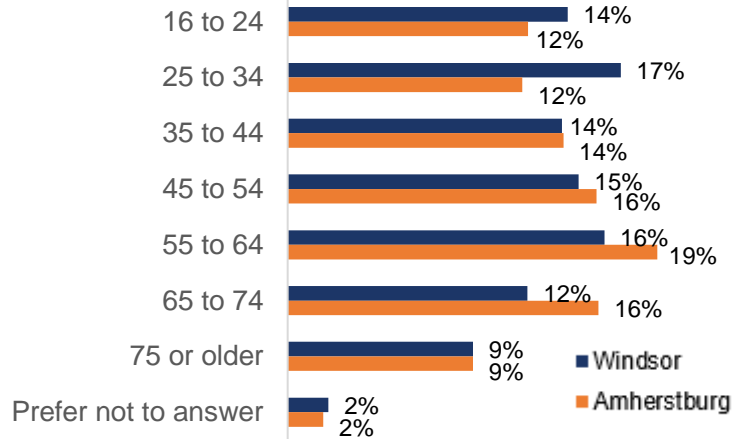


Respondent Profile

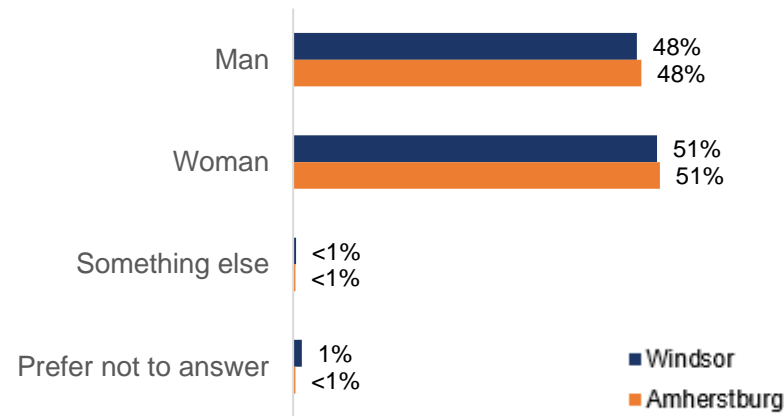


Respondent Profile

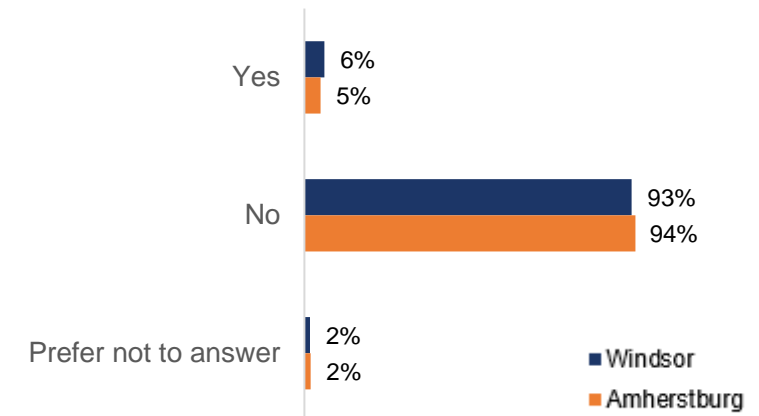
Age



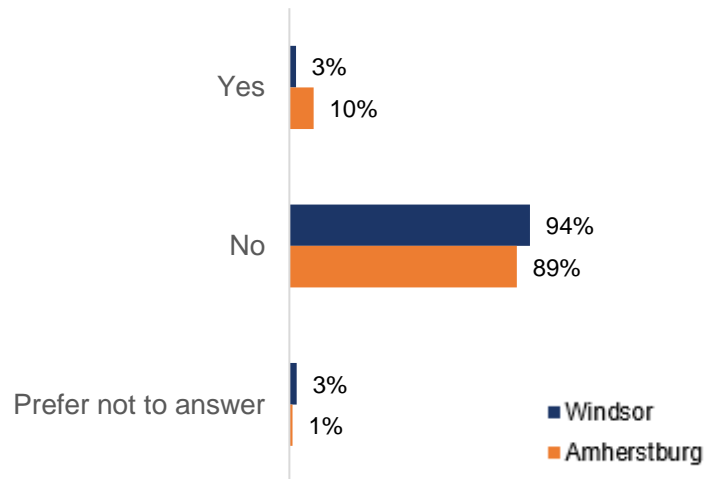
Gender



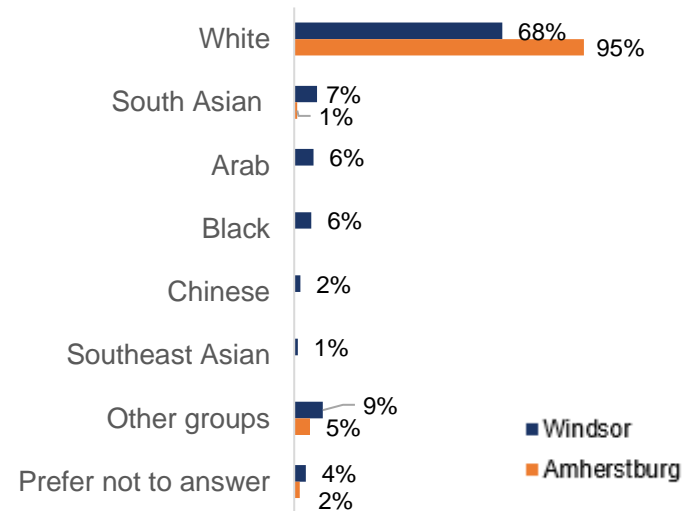
LGBTQ2IA+ Affiliation



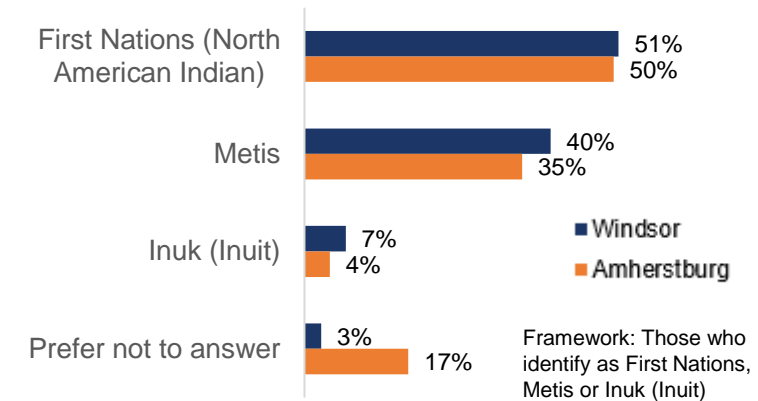
Identification to an Indigenous Group



Ethnicity



Indigenous Group Affiliation



Framework: Those who do not identify as First Nations, Metis or Inuk (Inuit)



ITEM: 10.3

Ontario Association of Police Services Boards
PO Box 43058
London RPO Highland, ON N6J 0A7
Tel 1-800-831-7727
E-Mail oapsb@oapsb.ca



Ontario
Association of
Police Services
Boards

INVOICE 84	PO NUMBER	2024-10-21
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BILL TO

MESSAGE

Windsor Police Service Board
Drew Dilkens
150 Goyeau Street
Windsor, ON N9A 6J5

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Force Size Over 300 Annual	10,500.00	10,500.00

SUBTOTAL	10,500.00
SALES TAX	1,365.00
SHIPPING & HANDLING	0.00
TOTAL	11,865.00

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED	(0.00)
TOTAL DUE BY 2024-10-21	11,865.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
11,865.00	0.00	0.00	0.00	11,865.00

[Submit payment online here](#)



ITEM: 10.4

THE CORPORATION OF THE CITY OF WINDSOR

WINDSOR POLICE SERVICE BOARD

Mayor Drew Dilkens Councillor Jo-Anne Gignac Councillor Jim Morrison Sophia Chisholm Robert de Verteuil John Elliott
Chair Vice-Chair Member Member Member Member

December 12, 2024

TO: Windsor Police Service Board

FROM: Administrative Director

RE: Confirmation of E -Poll – Request for Temporary Assistance from the OPP

Motion to confirm the E-POLL of November 28, 2024 below:

BE IT RESOLVED THAT	The Windsor Police Service Board confirms the E-POLL resolution of November 28, 2024 that, pursuant to Section 19(1) of the Community Safety and Policing Act – Temporary Assistance and Emergencies – that the Chair of the Windsor Police Service Board, by letter to the Commissioner of the OPP, be authorized to formally request the assistance of an OPP Cybersecurity Investigation Team.
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Date: December 2, 2024

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: **Human Resources Report – Public**

Dear Chair and Members of the Board,

Please see the attached Human Resources Report for the Public Agenda.

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

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: Human Resources Report – Public

WINDSOR POLICE SERVICE

Human Resources



Police Services
Board Report

Retirements



Date: December 1, 2024
To: Windsor Police Services Board
Chair and Members
From: Jason Bellaire, Chief of Police
Re: **Human Resources Monthly Report (Public)**

Retirements:

Sergeant Kevin Bleyendaal (#7815)

Date Hired: January 17, 1994

Date Retired: October 31, 2024

Years of Service: 30 yrs & 9 months

Respectfully submitted for the information of the Board.

WINDSOR POLICE SERVICE

Human Resources



Police Services
Board Report

Promotions



Date: December 1, 2024
To: Windsor Police Service Board
Chair and Members
From: Jason Bellaire, Chief of Police
Re: **Human Resources Monthly Report (Public)**

Promotions:

Effective November 3, 2024

Constable Daniel Ilievski (#14697)

- Promoted to the rank of **Sergeant**

Respectfully submitted for the information of the Board.