

Windsor Police Service Board

Public Meeting



Windsor Police Headquarters, 150 Goyeau Street, 4th Floor Boardroom



Start: Thursday, January 16, 2025 - 12:00pm

End: Thursday, January 16, 2025 - 1:30pm

1. Agenda

1.1 January 16, 2025 Public Agenda.pdf

2. Call to Order - Administrative Director

3. Election of Chair and Vice Chair

4. Appointment of Committee Members

4.1. Finance Committee

4.2. Human Resources Committee

4.3. Cybersecurity Committee

4.4. Zone 6 Representative

5. Approval of Agenda

6. Approval of Minutes

6.1 Public Minutes of December 12, 2024.pdf

7. Business Arriving from the Minutes

8. Monthly Reports

8.1 Police Service Board Crime Stoppers Statistics November & December 2024.pdf

8.2 PSB Monthly Reports Nov & Dec Public (1).pdf

8.4 January 2025 - HR PUBLIC MEETING REPORT.cleaned (1).pdf


 8.5 FOI Report.pdf

 8.6 Monthly Calls for Service (November).pdf

9. Quarterly Reports

 9.1 Use of Force Report - Q4.cleaned.pdf

 9.2 2024 Q4 CCP-POP STATS & Calls for Service.cleaned.pdf


 9.3 Q4 YD Report 2024.cleaned.pdf

 9.4 Q4 Amherstburg Policing Activites Report (002).pdf

10. New Business

 24-0079 - Attachment 2 - Use of Force Report Version 2.1 (French).pdf

 10.1 Memo to Board re New and Updated Policies.pdf


 10.1.1 WPSB Citizen Rewards by the Windsor Police Service.pdf

 10.1.2 WPSB Witness Protection and Security Policy.pdf

 APPENDIX Witness Protection.pdf

 10.1.3 WPSB Vehicle Pursuits Policy.pdf

 APPENDIX Vehicle Suspect Pursuits.pdf


 10.1.4 WPSB Underwater Search and Recovery Units Policy.pdf

 APPENDIX Underwater Search and Recovery.pdf

 10.1.5 WPSB Tactical Units.pdf

 APPENDIX Tactical Units.pdf

 10.1.6 WPSB Police Response to High Risk Individuals.pdf

 APPENDIX Police Response to High Risk Individuals.pdf


 10.1.7 WPSB Internal Task Forces.pdf

 APPENDIX Internal Task Forces.pdf

 10.1.8 WPSB Joint Forces Operations.pdf


 APPENDIX Joint Forces Operations.pdf


 10.1.9 WPSB Criminal Intelligence.pdf


 APPENDIX Criminal Intelligence.pdf

 10.1.10 Communications and Dispatch.pdf


 APPENDIX Communications and Dispatch.pdf

 10.1.11 WPSB Policy Bail and Violent Crime.pdf

 APPENDIX Bail and Violent Crime.pdf


 10.1.12 WPSB Marine Unit Waterways Policing.pdf

 APPENDIX Waterways Policing.pdf


 10.1.13 WPSB Traffic Management Enforcement and Road Safety.pdf


 APPENDIX Traffic Management Enforcement and Road Safety.pdf

 10.1.14 WPSB Informants and Agents.pdf

 APPENDIX Informants and Agents.pdf

 10.1.15 WPSB Police Action at Labour Disputes.pdf

 APPENDIX Police Action at Labour Disputes.pdf

 10.1.16 WPSB Policing First Nations Occupations and Protests.pdf


 APPENDIX Policing First Nations Occupations and Protests.pdf

 10.1.17 WPSB Criminal Investigative Management and Procedure.pdf

 APPENDIX Criminal Investigative Management and Procedures.pdf



















 10.1.18 WPSB Investigations into Homicides.pdf


 APPENDIX Homicide.pdf

 10.1.19 Criminal Harassment.pdf

 APPENDIX Criminal Harassment.pdf

 10.1.20 WPSB Policy Arrest.pdf

-  24-0073 - All Chiefs Memo - Commissions under the Great Seal (Kings Commissions) under the Community Safety and Policing Act 2019.pdf
-  24-0073 - Attachment - SPD Memo - Commissions under the Great Seal (King's Commissions) under the Community Safety and Policing Act, 2019.pdf
-  24-0074 - All Chiefs Memo - Authorization for Use of the TASER 10 Conducted Energy Weapon.pdf
-  24-0075 - All Chiefs Memo - Recreational Vehicle Driver Licensing Regulatory Updates.pdf
-  24-0075 - Attachment - MTO Memo - Recreational Vehicle Driver Licensing Regulatory Updates.pdf
-  24-0076 - All Chiefs Memo - Amendments to the Community Safety and Policing Act 2019 through the Safer Streets Stronger Communities Act 2024.pdf
-  24-0077 - All Chiefs Memo - Amendments to Christophers Law (Sex Offender Registry) 2000 through the Safer Streets Stronger Communities Act 2024.pdf
-  24-0077 - Attachment - SPD Memo - Amendments to Christophers Law (Sex Offender Registry) 2000 through the Safer Streets Stronger Communities Act 2024.pdf
-  24-0078 - All Chiefs Memo - Nishnawbe Aski Police Service Board Opt-in to the Community Safety and Policing Act 2019.pdf
-  24-0079 - All Chiefs Memo - Release of Use of Force Report Version 2.1.pdf
-  24-0079 - Attachment 1 - Use of Force Report Version 2.1 (English).pdf
-  24-0080 - All Chiefs Memo - 2025-26 to 2026-27 Mobile Crisis Response Team Enhancement Grant - Call for Applications.cleaned.pdf
-  24-0080 - Attachment - Application Instructions and Guidelines - MCRT Enhancement Grant 2025-26 - 2026-27.cleaned.pdf
-  24-0081 - All Chiefs Memo - Prohibition of Cannabis Cultivation for Non-Medical Purposes in Home Child Care Settings in Force January 1 2025.cleaned.pdf
-  24-0081 - MAG Memo - Attachment - Prohibition of Cannabis Cultivation for Non-Medical Purposes in Home Child Care Settings in Force January 1, 2025.cleaned.pdf
-  10.3 2024 Board Travel Summary.pdf
-  10.4 Inspectorate of Policing Notice to Chief Belaire.pdf
-  10.5 OAPSB 2025 Annual Conference Information.pdf

 10.6 2024 Report Waiver of Record Check Fees.pdf

11. Adjournment



ITEM: 1.1

PUBLIC Agenda

Date: Thursday, January 16, 2025
Time: 12:00 – 1:30 p.m.
Location: 150 Goyeau, 4th Floor, WPS Headquarters

1. Agenda
 - 1.1 Agenda
2. Call to Order – Administrative Director
3. Election of Chair and Vice Chair
4. Appointment of members:
 - a. Finance Committee (2)
 - b. Human Resources Committee (2)
 - c. Cybersecurity Committee (2)
 - d. Zone 6 Representative (1)
5. Approval of Agenda
6. Approval of Minutes
 - 6.1 Public Minutes December 12, 2024
7. Business Arriving from the Minutes
8. Monthly Reports
 - 8.1 Crime Stoppers
 - 8.2 CSPA Complaints System
 - 8.3 Crime Statistics Report (Verbal)
 - 8.4 Human Resources Report
 - 8.5 Freedom of Information
 - 8.6 Calls for Service - November
9. Quarterly Reports:
 - 9.1 Use of Force
 - 9.2 Calls for Service CCP/POP
 - 9.3 Youth Crime Stats
 - 9.4 Amherstburg Policing Stats

10. New Business

- 10.1 Memo – Administrative Director – New and Updated Policies
 - 10.1.1 Citizen Rewards
 - 10.1.2 Witness Protection and Security
 - 10.1.3 Vehicle Pursuits
 - 10.1.4 Underwater Search and Recovery Units
 - 10.1.5 Tactical Units
 - 10.1.6 Police Response to High-Risk Individuals
 - 10.1.7 Internal Task Forces
 - 10.1.8 Joint Forces Operations
 - 10.1.9 Criminal Intelligence
 - 10.1.10 Communications and Dispatch
 - 10.1.11 Bail and Violent Crime
 - 10.1.12 Marine Unit/Waterways Policing
 - 10.1.13 Traffic Management Enforcement and Road Safety
 - 10.1.14 Informants and Agents
 - 10.1.15 Police Action at Labour Disputes
 - 10.1.16 Policing First Nations Occupations and Protests
 - 10.1.17 Criminal Investigative Management and Procedures
 - 10.1.18 Investigations Into Homicides
 - 10.1.19 Criminal Harassment
 - 10.1.20 Arrest
- 10.2 All Chiefs Memos
- 10.3 Board 2024 Travel Summary
- 10.4 Inspectorate of Policing Letter
- 10.5 OAPSB 2025 Annual Conference
- 10.6 Waiver of Record Check Fees Report
- 10.7 Closed Session

The Board will meet in closed session on January 16, 2025, pursuant to Section 44 of the Community Safety and Policing Act, for consideration of confidential subject matter related to personal matters, security of property, financial information, and legal matters.

11. Adjournment

Date of Next Meeting – **Thursday, March 20, 2025**



ITEM: 6.1

Public Minutes

DATE OF MEETING:	Thursday, December 12, 2024
LOCATION:	4 th Floor Boardroom, WPS Headquarters
LIVESTREAMED AT:	https://www.facebook.com/windsorpoliceservicesboard/
MEMBERS PRESENT:	Sophia Chisholm, Acting Chair John Elliott Robert de Verteuil Councillor Jim Morrison
BY TEAMS:	David Tilley, Advisor, Inspectorate of Policing
REGRETS:	Mayor Drew Dilkens, Chair Councillor Jo-Anne Gignac
STAFF PRESENT:	Chief Jason Bellaire Deputy Chief Jason Crowley Deputy Chief Karel DeGraaf Inspector Chris Werstein Constable Bianca Jackson, WPS Corporate Communications
ALSO PRESENT:	Kent Rice, Windsor Police Association
RECORDER:	Administrative Director

1. Agenda

1.1 Agenda

2. Call to Order

S. Chisholm 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, December 12, 2024, Moved by R. de Verteuil Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board approves the Public agenda of December 12, 2024, as circulated.

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. Morrison Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board approves the Public Minutes of October 31, 2024, as circulated.

The motion carried

5.2 Minutes of the Special Public Minutes – Budget

Motion to approve the Minutes of the Special Public Minutes of November 20, 2024 Moved by J. Morrison Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board approves the Public Minutes of the Special Meeting held November 20, 2024 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 J. Elliott, Seconded by R. de Verteuil

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

The motion carried

8.2 PSB Report

Motion to receive the PSB Report Moved by J. Elliott Seconded by J. Morrison

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

The motion carried

8.3 Freedom of Information and Privacy Report

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

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

The motion carried

8.4 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: 2:02

Motion to receive the Crime Statistics Verbal Report Moved by R. de Verteuil 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. Communications

9.1 All Chiefs Memos

For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 6:45

Motion to receive the All Chiefs Memos Moved by R. de Verteuil Seconded by J. Elliott

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

The motion carried

9.2 Crime Stoppers – Invoice for Bike Sales

For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 7:03

Motion to approve Crime Stoppers invoice Moved by J. Elliott Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board approves payment in the amount of \$272.00 to Crime Stoppers for Bicycles sold through GOVDEALS Auctions between July 6 and July 22, 2024.

The motion carried

9.3 Crime Stoppers – Request for donation

For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 9:15

Motion to approve Crime Stoppers request for donation Moved by J. Morrison Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board approves the request from Crime Stoppers for a donation in the amount of \$1,400.00.

The motion carried

9.4 Inspectorate of Policing – IOP Complaint

Motion to receive the Inspectorate of Policing letter Moved by J. Elliott Seconded by R. de Verteuil

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the letter from the Inspectorate of Policing re: IOP Complaint

The motion carried

9.5 News Release – Ontario Offsetting OPP Cost Increases

For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 9:54

Motion to receive the Ontario Government News Release re: Offsetting OPP Cost Increases Moved by J. Morrison Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the news release regarding Ontario Offsetting OPP Cost Increases.

The motion carried

9.6 Ministry of Finance – Ontario Budget Consultations

Motion to receive the Ministry of Finance – Ontario Budget Consultations information Moved by R. de Verteuil Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the information from the Ministry of Finance regarding Ontario Budget Consultations.

The motion carried

10. New Business

10.1 Memo – Administrative Director – New and Updated Policies

Motion to receive the memo from the Administrative Director re: New and Updated Policies

Moved by J. Morrison Seconded by R. de Verteuil

BE IT RESOLVED THAT the Windsor Police Service Board receives the memo from the Administrative Director regarding new and updated policies.

The motion carried

10.1.1-10.1.11 New and Updated Policies

Motion to approve new and updated policies Moved by J. Morrison Seconded by R. de Verteuil

BE IT RESOLVED THAT the Windsor Police Service Board approves the following policies – 10.1.1 through to 10.1.11 as circulated:

- **Freedom of Information and Protection of Privacy Act**
- **Framework for Annual Reporting**
- **Problem Oriented Policing**
- **Public Order Units**
- **Officer Note Taking**
- **Board Travel and Expense Reimbursement**
- **Solicitation and Acceptance of Public Donations, Sponsorships or Private Sector Arrangements**

- **Court Security**
- **Hate/Bias Motivated Crime and Hate Propaganda Offences**
- **Police Uniforms**
- **Skills Development and Learning Plan**

The motion carried

10.2 Community Survey Results

For further details, refer to the WPSB Facebook livestream record:

<https://www.facebook.com/windsorpoliceservicesboard/> starting at Minute: 14:10

Motion to receive the Community Survey Results Moved by R. de Verteuil Seconded by J. Morrison

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the Community Survey Results.

The motion carried

10.3 OAPS Invoice – Annual Membership Fee

Motion to approve payment of the 2025 OAPSB Invoice

BE IT RESOLVED THAT the Windsor Police Service Board approves payment of the invoice in the amount of \$11,854.00 from the Ontario Association of Police Service Boards (OAPSB) for the 2025 membership.

The motion carried

10.4 E-POLL Confirmation – Temporary Assistance from the OPP – Cybersecurity Team

Motion to confirm the E-POLL re: Temporary Assistance from the OPP Moved by R. de Verteuil
Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board confirms the E-POLL Resolution of November 28, 2024 requesting the temporary assistance of the OPP for the assistance of the Cybersecurity Investigation Team.

The motion carried

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.

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 Retirements and Promotions

Motion to receive for information the retirement report Moved by R. de Verteuil Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the retirement of Sergeant Kevin Bleyendaal, effective October 31, 2024.

The motion carried

Motion to receive for information the promotion of Constable Daniel Illievski Moved by R. de Verteuil Seconded by J. Elliott

BE IT RESOLVED THAT the Windsor Police Service Board receives for information the promotion of Constable Daniel Illievski to the rank of Sergeant.

The motion carried

12. Adjournment

Motion to adjourn Moved by J. Morrison Seconded by R. de Verteuil

BE IT RESOLVED THAT the Windsor Police Service Board adjourns the meeting of December 12, 2024 at 2:05 p.m.

The motion carried

Date of next meeting: January 16, 2025

ITEM: 8.1

HONOUR IN SERVICE



Date: January 2, 2025

To: Chair and Members of the Police Services Board

From: Deputy Chief Karel DeGraaf

Re: Crime Stoppers Report – Public Agenda

Dear Chair and Members of the Board,

Please see the attached Crime Stoppers Report for the month of November & December.

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

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

Attachment: Crime Stoppers Report November & December



Windsor & Essex County Crime Stoppers
Police Coordinator Report
November 1st – 30th, 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

- Crime Prevention Week, Devonshire Mall – November 4th
- Amherstburg Parade – November 23rd
- Tabacco and Vaping Enforcement Joint Group – November 27th
- Catholic Central Highschool Presentation– November 27th

AM800

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

- November 5th– Crime Stoppers Statistical Report
- November 11th– Break & Enter at various Bunk Houses - O.P.P.
- November 12th– Leamington Arson Investigation- O.P.P.
- November 19th– Theft in the 3100 Block of Howard - W.P.S.
- November 26th– Assault in the 700 Block of Crawford- 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

- Break & Enter at Interior Renovations – O.P.P. to be featured the second week of November

Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

Crime Stoppers Upcoming Calendar

- January 8th Wednesday Night Pasta Event at Caboto Club
- March 21st Wild Game Dinner at Colasanti's Tropical Garden

This statistical report is reflective of November 1st – 30th, 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: 2024/12/02

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	113	0
Tip Follow-ups	84	96	132	131	145	117	96	72	103	84	54	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	7	0	0
Rewards Approved	\$450	\$1,650	\$950	\$1,200	\$850	\$800	\$1,900	\$0	\$600	\$1,400	\$0	\$0
# of Rewards Paid	1	0	0	1	2	1	1	0	2	2	0	0
Rewards Paid	\$100	\$0	\$0	\$450	\$850	\$200	\$650	\$0	\$200	\$400	\$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	223	1,402	63,109
Tip Follow-ups	312	393	271	138	1,114	22,531
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	7	41	1,935
Rewards Approved	\$3,050	\$2,850	\$2,500	\$1,400	\$9,800	\$1,280,760
# of Rewards Paid	1	4	3	2	10	982
Rewards Paid	\$100	\$1,500	\$850	\$400	\$2,850	\$837,102
# 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: 2024/11/01 to 2024/11/30

Offense Type	Count
Animal Cruelty	3
Arson	0
Assault	2
Attempt Murder	2
Breach of Condition	2
Break and Enter	7
By Law	2
Child Abuse	1
COVID-19	0
Cybercrime	0
Disqualified Driving	1
Drugs	32
Elder Abuse	0
Fraud	6
Highway Traffic Act	5
Hit and Run / Fail to Remain	0
Homicide	3
Human Smuggling	0
Human Trafficking	1
Illegal Cigarettes	1

Immigration	0
Impaired Driver	0
Indecent Act	1
Liquor (sales to minors, sales without licence)	0
Mischief	1
Missing Person	1
Motor Vehicle Collision	0
Possession of Stolen Property	1
Prostitution/Morality	0
Repeat Impaired Driver	0
Robbery	2
Sexual Assault	3
Stolen Vehicle	3
Suspended Driver	0
Suspicious Activity	1
Terrorism	0
Test Tip	0
Theft	11
Threats	1
Warrant	6
Weapons	5
<i>Other</i>	9
<i>Unknown</i>	1
Total	114



Windsor & Essex County Crime Stoppers
Police Coordinator Report
December 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

- Cardinal Carter High School Presentation – December 4th
- St. Joseph High School Presentation – December 5th
- North Star High School Presentation– December 12th
- Chuck-A-Puck at Windsor Spitfire Game– December 14th

AM800

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

- December 2nd– Leamington Home Invasion- O.P.P.
- December 9th– Wanted Philip Grant – Bolo Program
- December 16th– Porch Pirates- Be on the lookout
- December 23rd– Crime Stoppers Open for the Holidays
- December 30th– Wanted Philip Grant – Bolo Program

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

Recorded weekly – Crime of the Week

CTV News

Four suspects sought in Forest Glade vehicle break-ins and shots fired – W.P.S. featured December 19th

Social Media

- Daily/Weekly Facebook, Twitter and Instagram posts

Crime Stoppers Upcoming Calendar

- January 8th – Wednesday Night Pasta Event at Caboto Club
- February 17th – Windsor Spitfire Game Chuck-A-Puck
- March 21st – Wild Game Dinner at Colasanti's Tropical Garden

This statistical report is reflective of December 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: December 2024 Run Date: 2025/01/02

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	113	124
Tip Follow-ups	84	96	132	131	145	117	96	72	103	84	54	97
Arrests	11	2	1	14	6	0	21	0	5	7	0	4
Cases Cleared	11	8	1	7	5	0	0	0	6	6	0	4
Charges Laid	23	38	16	34	12	0	0	0	21	49	0	27
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	7	0	0
Rewards Approved	\$450	\$1,650	\$950	\$1,200	\$850	\$800	\$1,900	\$0	\$600	\$1,400	\$0	\$0
# of Rewards Paid	1	0	0	1	2	1	1	0	2	2	0	0
Rewards Paid	\$100	\$0	\$0	\$450	\$850	\$200	\$650	\$0	\$200	\$400	\$0	\$0
# of Weapons Recovered	0	1	3	0	0	0	0	0	0	2	0	1
# 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	\$5,000
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	\$8,000
Total Recovered	\$145,520	\$155,106	\$5,595	\$141,031	\$0	\$0	\$367,652	\$0	\$0	\$84,002	\$0	\$13,000

Statistic	Q1	Q2	Q3	Q4	YTD	SI
Tips Received	393	410	376	347	1,526	63,233
Tip Follow-ups	312	393	271	235	1,211	22,628
Calls Received	0	0	0	0	0	3,138
Arrests	14	20	26	11	71	7,184
Cases Cleared	20	12	6	10	48	10,496
Charges Laid	77	46	21	76	220	10,617
Fugitives	0	0	0	0	0	625
Administrative Discipline	0	0	0	0	0	3
# of Rewards Approved	14	11	9	7	41	1,935
Rewards Approved	\$3,050	\$2,850	\$2,500	\$1,400	\$9,800	\$1,280,760
# of Rewards Paid	1	4	3	2	10	982
Rewards Paid	\$100	\$1,500	\$850	\$400	\$2,850	\$837,102
# of Weapons Recovered	4	0	0	3	7	561
# of Vehicles Recovered	3	1	0	0	4	38
Property Recovered	\$155,000	\$8,300	\$2,000	\$5,002	\$170,302	\$13,736,475
Cash Recovered	\$976	\$7,486	\$500	\$24,700	\$33,662	\$641,771
Drugs Seized	\$150,245	\$125,245	\$365,152	\$67,300	\$707,942	\$120,462,034
Total Recovered	\$306,221	\$141,031	\$367,652	\$97,002	\$911,906	\$134,840,280

Windsor - Essex County Crime Stoppers Tip Summary Report

Created Date: 2024/12/01 to 2024/12/31

Offense Type	Count
Animal Cruelty	0
Arson	0
Assault	1
Attempt Murder	2
Breach of Condition	4
Break and Enter	5
By Law	1
Child Abuse	0
COVID-19	0
Cybercrime	0
Disqualified Driving	1
Drugs	32
Elder Abuse	0
Fraud	4
Highway Traffic Act	2
Hit and Run / Fail to Remain	2
Homicide	1
Human Smuggling	0
Human Trafficking	0
Illegal Cigarettes	0

Immigration	2
Impaired Driver	2
Indecent Act	0
Liquor (sales to minors, sales without licence)	0
Mischief	1
Missing Person	1
Motor Vehicle Collision	0
Possession of Stolen Property	0
Prostitution/Morality	0
Repeat Impaired Driver	0
Robbery	3
Sexual Assault	1
Stolen Vehicle	9
Suspended Driver	0
Suspicious Activity	5
Terrorism	0
Test Tip	0
Theft	24
Threats	0
Warrant	5
Weapons	5
<i>Other</i>	11
<i>Unknown</i>	1
Total	125



Date: January 2, 2025

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: PSB Reports November & December – 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 November & December.

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 – November & December

November 2024

The Professional Standards Office addressed the following number of complaints:

12	New Complaints received in	November	2024
		10	Public
		0	Service
		1	Chief
		0	Tariff
		0	Civilian Misconduct
		0	WorkplaceHarassment
		1	SIU

27	Complaints Pending as of	Nov 1st	2024
Public	Opened In	2020	1
		2021	1
		2022	0
		2023	0
		2024	9
Service		2023	0
		2024	1
Chief		2022	1
		2023	3
		2024	3
Tariff		2023	0
		2024	1
Civilian		2024	2
Workplace		2024	4
SIU		2024	1

Of the **39** complaints handled in the PSB office in November:

13 Complaint Files Closed **26** Pending Complaints Carried into **Dec.** 2024

Total	Public	Service	Chief	Tariff	Civilian	Workplace	SIU
	10	1	0	1	0	0	1
2020	0						
2021	0						
2022			0				
2023			0				
2024	10	1	0	1	0	0	1
Files opened Jan-Oct 2024	4	1	0	1	0	0	0
Files opened Nov 2024	6	0	0	0	0	0	1

Public	Opened In	2020	1
		2021	1
		2022	0
		2023	0
		2024	9
Service		2023	0
		2024	0
Chief		2022	1
		2023	3
		2024	4
Tariff		2023	0
		2024	0
Civilian		2024	2
Workplace		2024	4
SIU		2024	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	1
October	6	6	9	1	1	0
November	16	16	10	1	1	0
December	8	6		1	0	
TOTAL	85	114	80	9	12	6

	Internal Complaints					
	Chief's Complaints			Informal Discipline		
	2022	2023	2024	2022	2023	2024
	0	0	1	5	5	0
	2	2	0	17	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	1	3	1	0
	0	0		8	0	
TOTAL	20	13	8	39	41	6

December 2024

The Professional Standards Office addressed the following number of complaints:

18	New Complaints received in	December	2024
		10	Public
		2	Service
		1	Chief
		0	Tariff
		0	Civilian Misconduct
		2	WorkplaceHarassment
		3	SIU

26	Complaints Pending as of	Dec 1st	2024
Public	Opened In	2020	1
		2021	1
		2022	0
		2023	0
		2024	9
Service		2023	0
		2024	0
Chief		2022	1
		2023	3
		2024	4
Tariff		2023	0
		2024	0
Civilian		2024	2
Workplace		2024	4
SIU		2024	1

Of the **44** complaints handled in the PSB office in December:

9 Complaint Files Closed **35** Pending Complaints Carried into **Jan.** 2025

Total	Public	Service	Chief	Tariff	Civilian	Workplace	SIU
	7	0	0	0	0	1	1
2020	0						
2021	0						
2022			0				
2023			0				
2024	7	0	0	0	0	1	1
Files opened Jan-Nov 2024	2	0	0	0	0	0	0
Files opened Dec 2024	5	0	0	0	0	1	1

Public	Opened In	2020	1
		2021	1
		2022	0
		2023	0
		2024	12
Service		2023	0
		2024	2
Chief		2022	1
		2023	3
		2024	5
Tariff		2023	0
		2024	0
Civilian		2024	2
Workplace		2024	5
SIU		2024	3

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	1
October	6	6	9	1	1	0
November	16	16	10	1	1	0
December	8	6	10	1	0	2
TOTAL	85	114	90	9	12	8

	Internal Complaints					
	Chief's Complaints			Informal Discipline		
	2022	2023	2024	2022	2023	2024
	0	0	1	0	5	0
	2	2	0	4	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	1	3	1	0
	0	0	1	8	0	0
TOTAL	20	13	9	39	41	6



Date: January 7, 2025

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.

Thank you,

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 Service
Board Report

Retirements



Date: January 3, 2025

To: Windsor Police Service Board Chair and Members

From: Jason Bellaire, Chief of Police

Re: **Human Resources Monthly Report (Public)**

Retirements:

Sergeant Frank Bauer

Date Hired: January 4, 1993

Date Retired: December 27, 2024

Years of Service: 32 years

Constable Peter Mombourquette

Date Hired: August 2, 1994

Date Retired: December 31, 2024

Years of Service: 30 years & 5 months

Respectfully submitted for the information of the Board.

WINDSOR POLICE SERVICE

Human Resources



Police Service
Board Report

Promotions



Date: January 3, 2025
To: Windsor Police Service Board
Chair and Members
From: Jason Bellaire, Chief of Police
Re: **Human Resources Monthly Report (Public)**

Promotions:

Effective December 29, 2024

Constable Aaron Naklie (#13666) - Promoted to the rank of **Sergeant**

Effective December 31, 2024

Staff Sergeant Scott Jeffery (#2755) - Promoted to the rank of **Inspector**

Sergeant Michael Paterson (#0537) - Promoted to the rank of **Staff Sergeant**

Respectfully submitted for the information of the Board.



Date: January 2, 2025

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 November 1-30, 2024

Dear Chair and Members of the Board,

Please see the attached Municipal Freedom of Information and Protection of Privacy Act for November 1-30, 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 - November



Date: December 9, 2024

To: Windsor Police Services Board

From: Marilyn Robinet, Coordinator - Information & Privacy Unit

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

Windsor & Amherstburg

MONTHLY REPORT	
Number of requests received	81
Number of Appeals received	0
Number of Privacy Complaints received	0
Total fees received	\$429.80
COMPLIANCE RATES	
Basic Compliance Rate	77%
Extended Compliance Rate	86%

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 November 1 – November 30, 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

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

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

Stage: MEDIATION

Respectfully submitted,

Marilyn Robinet

Marilyn Robinet, Co-ordinator,
Information and Privacy Unit

Calls For Service 2023 - 2024

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

	2024 CFS (WPS Standard)	2024 Vehicle Stops	% of Calls that are Vehicle Stops	CFS minus Vehicle Stops
	9516	1281	13.46	8235
	9253	1445	15.62	7808
	9729	1482	15.23	8247
	9919	1405	14.16	8514
	10577	1137	10.75	9440
	10963	1291	11.78	9672
	11431	1092	9.55	10339
	10836	984	9.08	9852
	10581	917	8.67	9664
	10877	1146	10.54	9731
	10246	1008	9.84	9238
				0
Total	113928	13188	11.58	100740

Year to Date Changes

	2023 CFS minus Vehicle Stops	2024 CFS minus Vehicle Stops	% Change
January	7720	8235	6.67
February	7150	7808	9.20
March	7988	8247	3.24
April	8168	8514	4.24
May	9267	9440	1.87
June	9033	9672	7.07
July	9606	10339	7.63
August	9007	9851	9.37
September	8966	9664	7.78
October	8471	9731	14.87
November	7743	9238	19.31
December			
Total	93119	100739	8.18

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

* Call type does not equal test, train or 092 Follow up

* Cleared by does not equal internal, duplicate or stale

- YTD in 2024, 9.84% of all calls for service are vehicle stops
- The Windsor Police Service has responded to an additional 6,125 calls for service (excluding vehicle stops) compared to 2023. This is a 8.18% increase
- In October calls for service are up 14.87% compared to October 2023
- In November calls for service are up 19.31% compared to November 2023

Source for WPS Standard Calls for Service:

<https://wpsapp-072.wps.local/Reports/powerbi/CompStat%20and%20Crime%20Trend%20Reports/WPS%20Executive%20CompStat%20Dashboard>



Date: January 6, 2025

To: Chair and Members of the Police Service Board

From: Deputy Chief Karel DeGraaf

Re: **Q4 Use of Force Report**

Dear Chair and Members of the Board,

Please see the attached Q4 Use of Force Report.

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

Karel DeGraaf
Deputy Chief Operational Support
Windsor Police Service

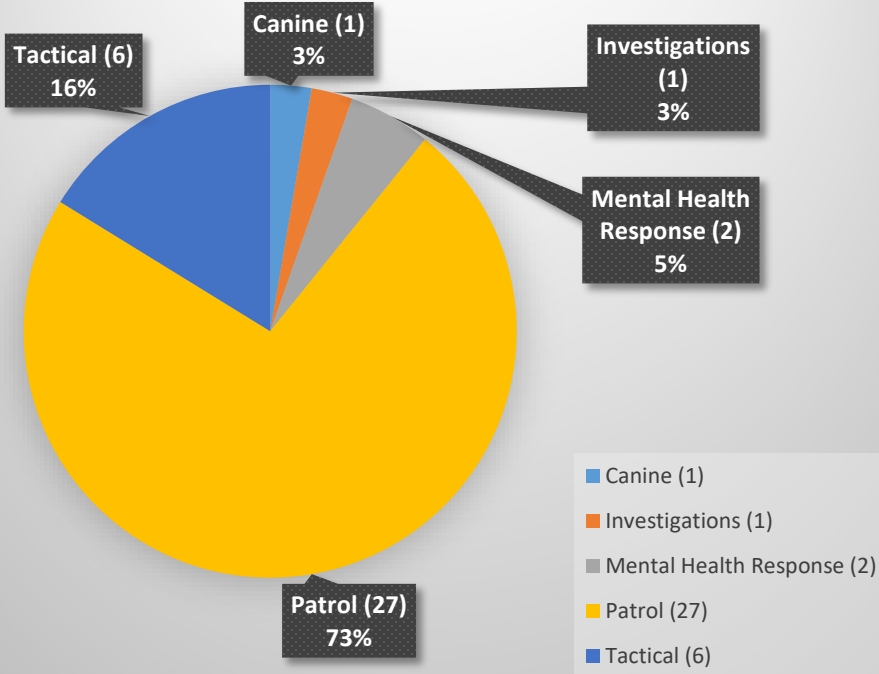
Attachment: Q4 Use of Force Report



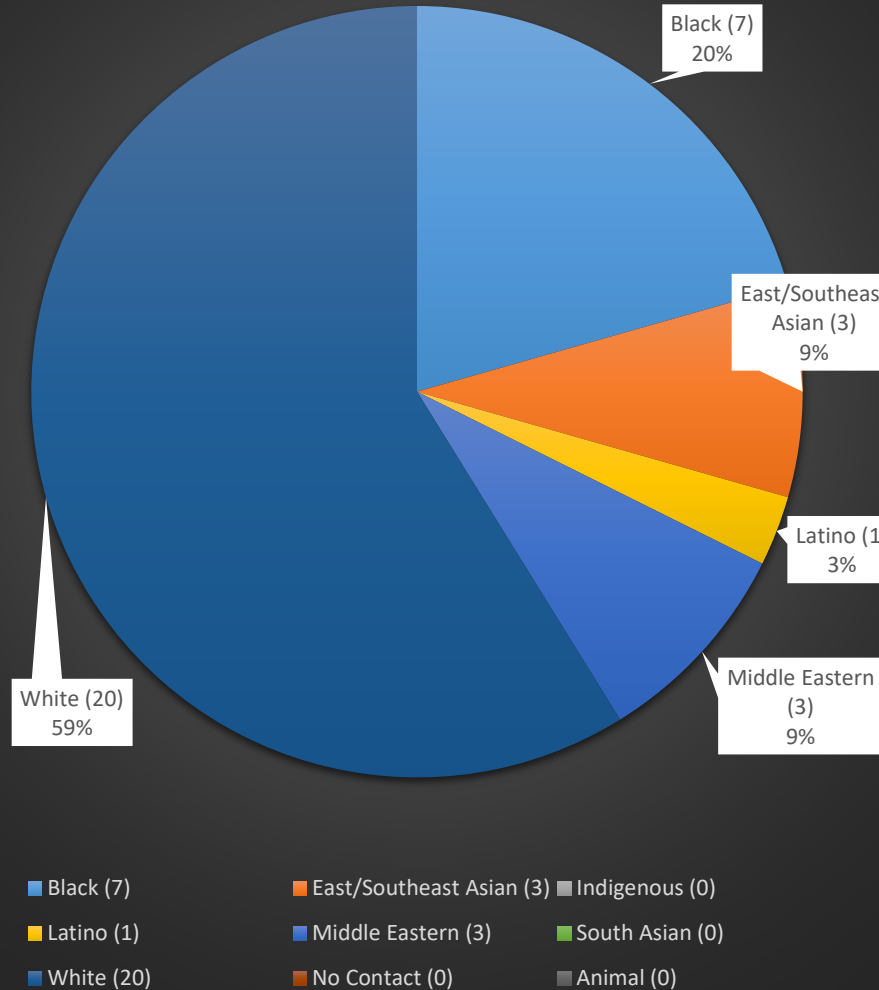
2024 Q4 Use of Force Dashboard

38165 Calls for Service – 37 Reports (0.1%)

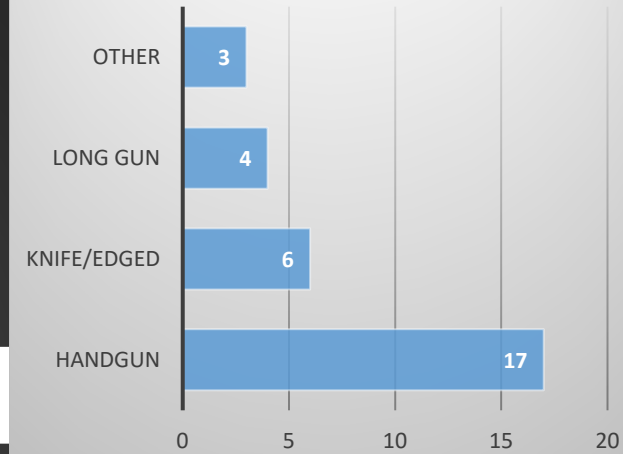
Type of Assignment



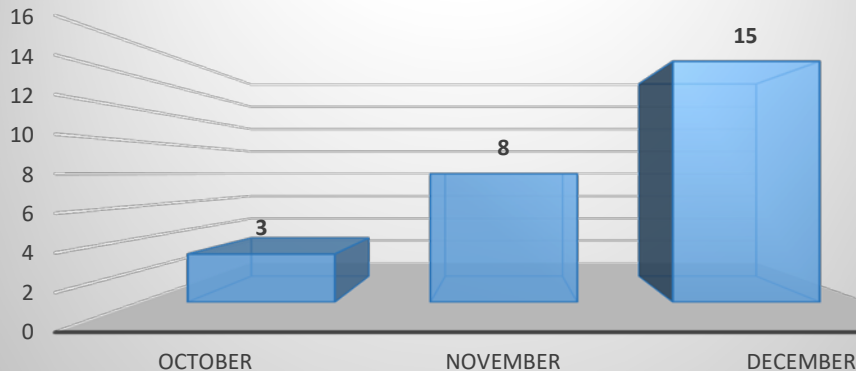
Perceived Race of Subject (per reported event)



Weapon Carried by Subject



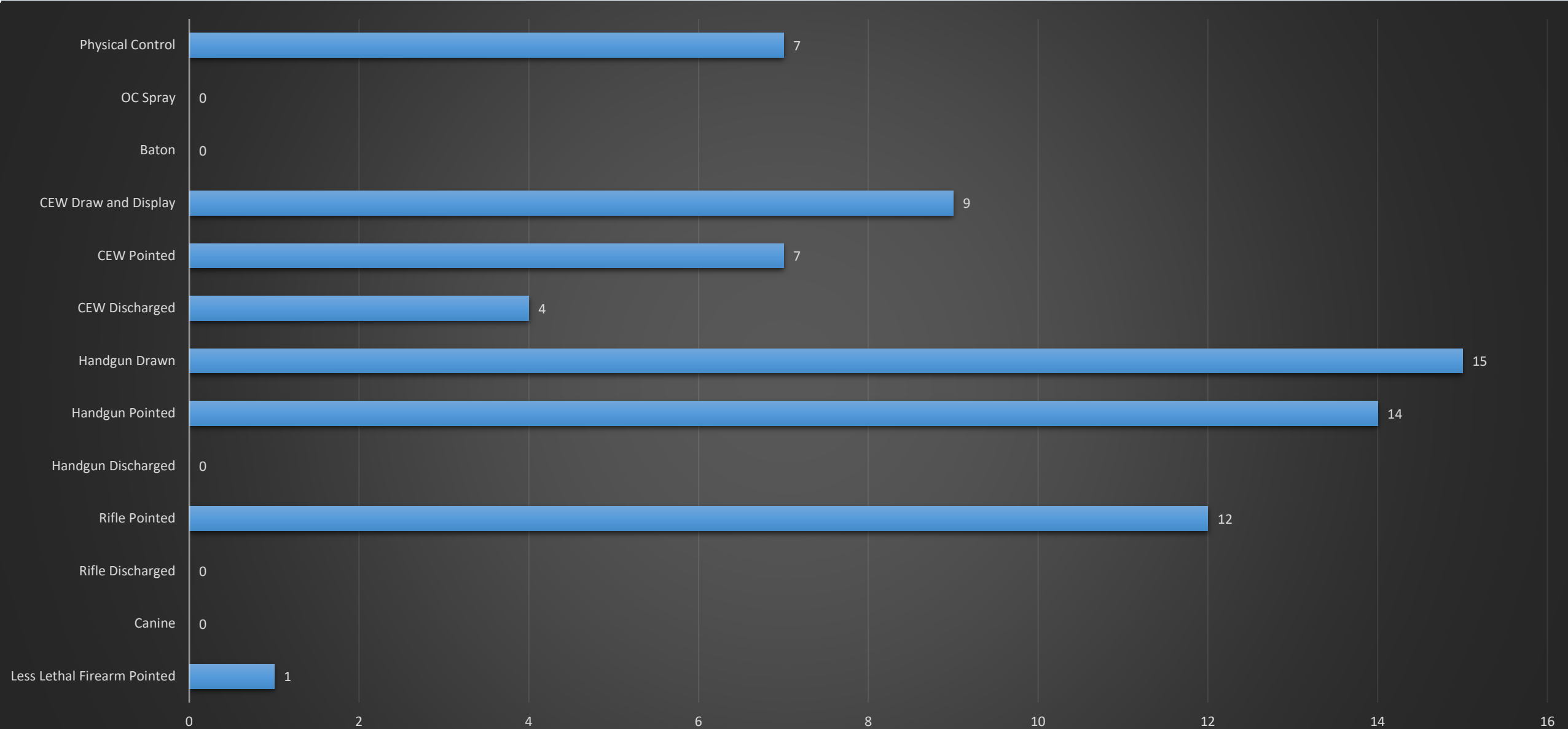
Events per Month



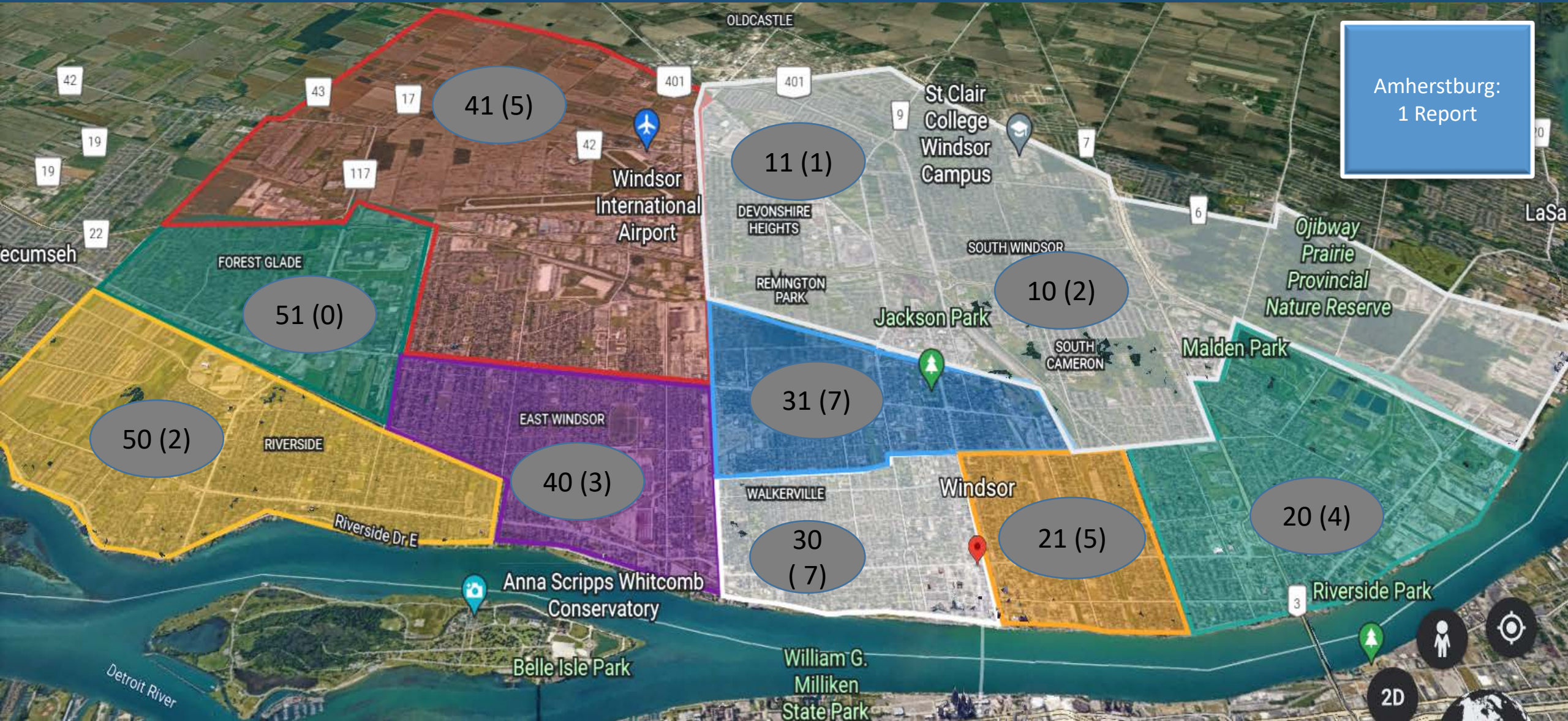
Type of Incident



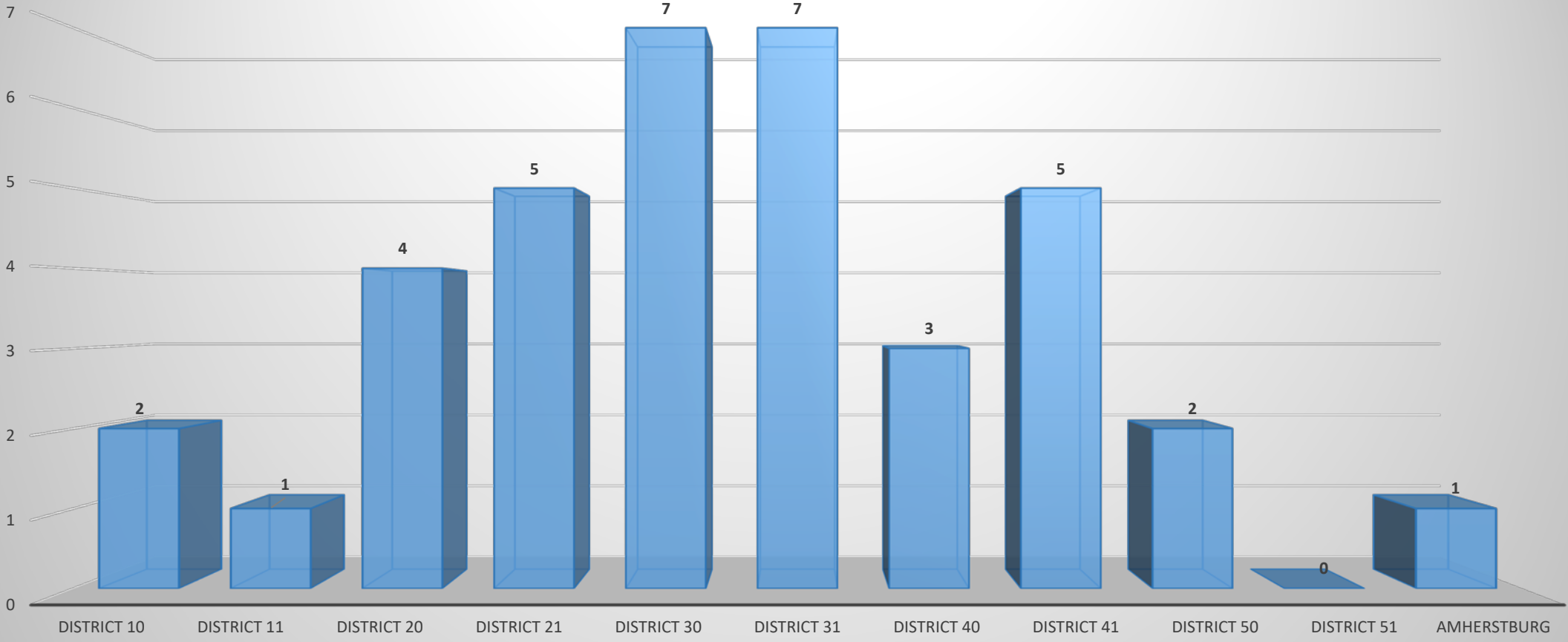
Type of Force Used by Officer



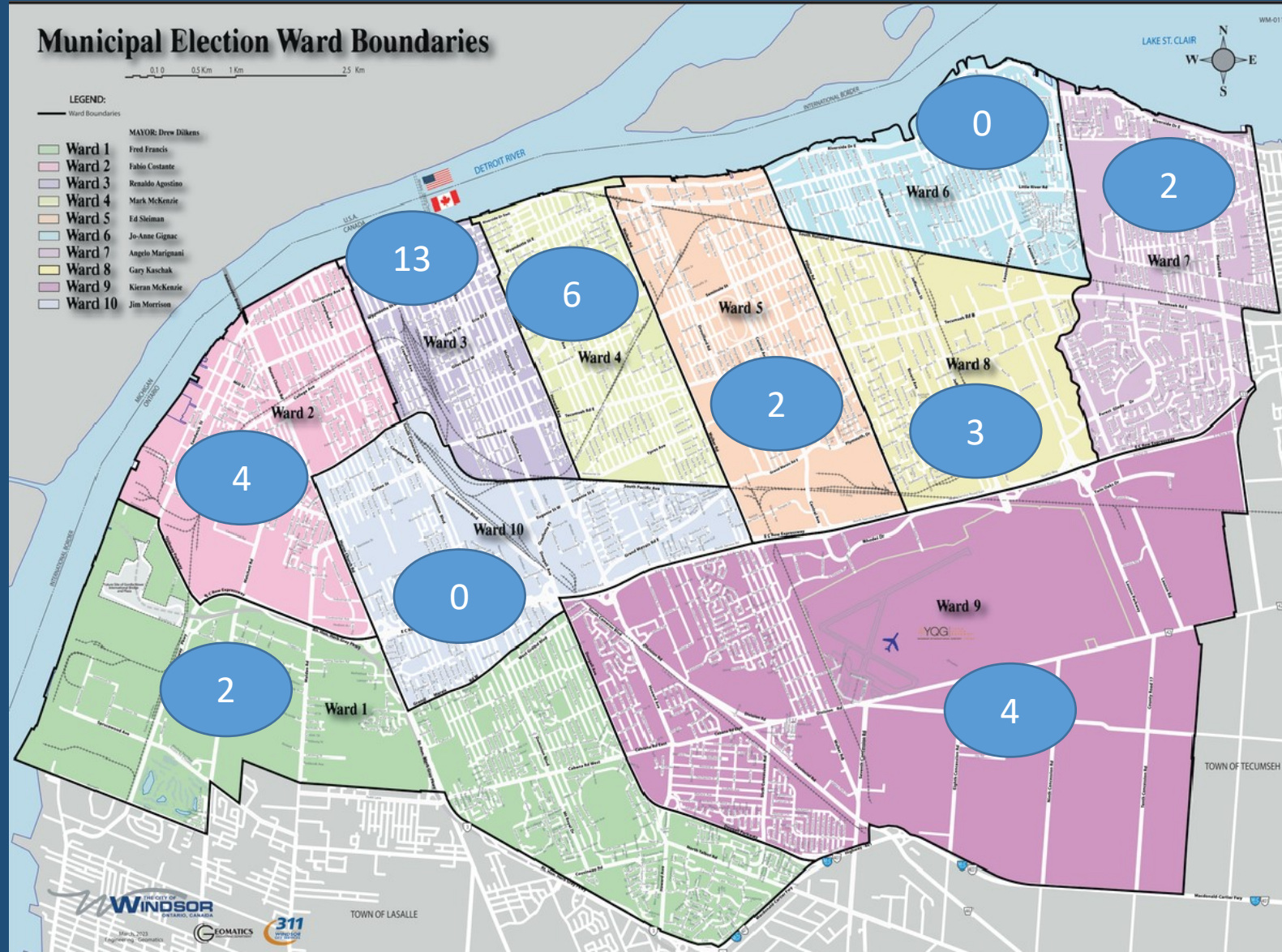
2024 Q4 Use of Force Map by Zone (# of Use of Force Reports)



2024 Q4 Use of Force Reports by Zone

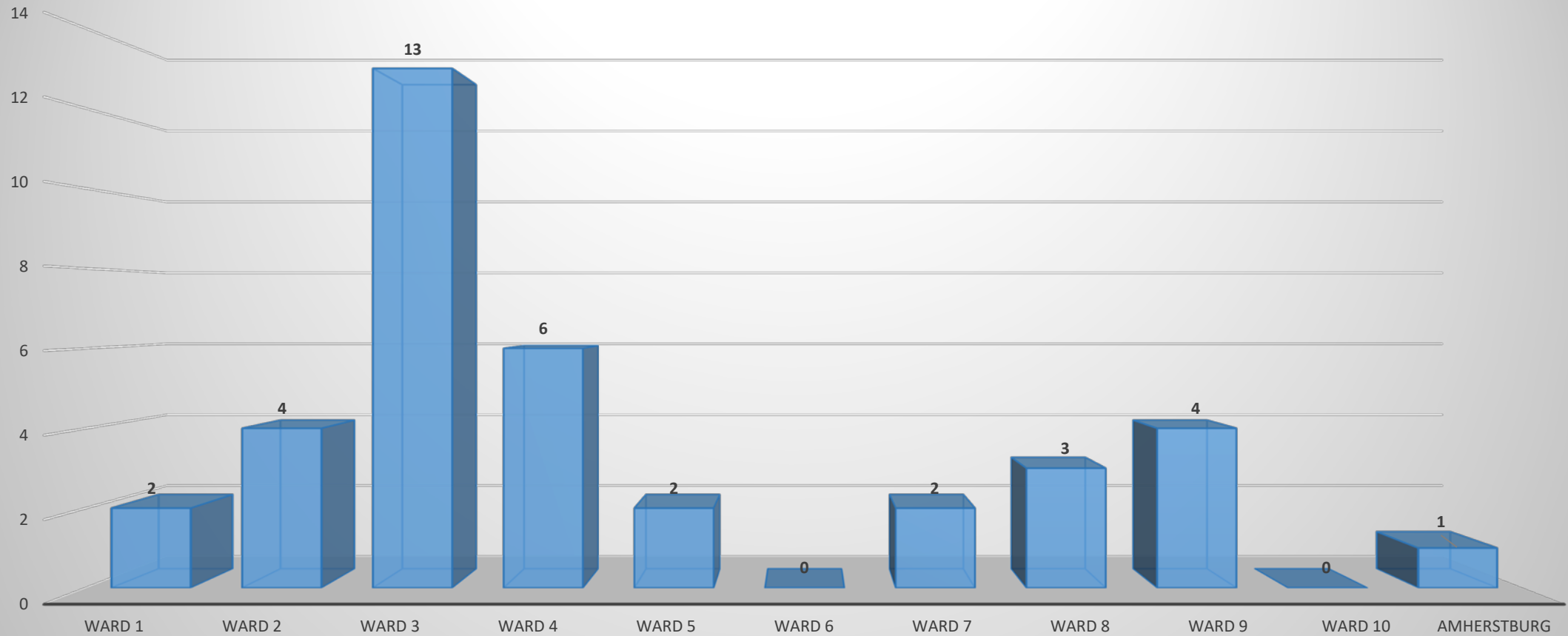


2024 Q4 Use of Force Map by Ward (# of Use of Force Reports)



Amherstburg:
1 Report

2024 Q4 Use of Force Reports by Ward





Date: January 2, 2025

To: Windsor Police Services Board

From: Inspector Scott Jeffery

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

Deputy Chief Jason Crowley,

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Scott Jeffery".

Inspector Scott Jeffery
Windsor Police Service

CITY CENTRE PATROL (CCP) STATISTICS FOR 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
TOTAL ARRESTS	70	63	85	60	66	63	71	54	53	73	60	73	791
PIC APPREHENSIONS	16	16	28	12	12	14	10	9	9	17	22	24	189
ARREST WARRANTS	30	34	49	37	39	41	41	9	7	26	16	25	354
RETURN-OTHER JURISDICTIONS	1	0	2	0	0	0	0	3	1	0	0	0	7
CC/CDSA CHARGES	56	46	64	38	44	56	64	76	24	81	72	105	726
PON/PART 111'S	18	41	19	21	18	19	21	27	10	182	169	73	618
CALLS FOR SERVICE	726	709	822	653	383	743	618	472	413	466	428	337	6770

PROBLEM-ORIENTED POLICING (POP) STATISTICS FOR 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
TOTAL ARRESTS	133	123	93	106	73	85	104	133	101	110	87	101	1249
PIC APPREHENSIONS	1	0	0	1	2	2	3	1	1	1	2	4	18
ARREST WARRANTS	100	104	79	79	81	53	65	89	48	88	38	58	882
RETURN-OTHER JURISDICTIONS	6	0	1	0	3	2	2	7	1	3	2	3	30
CC/CDSA CHARGES	309	311	246	303	252	184	244	322	164	272	181	219	3007
PON/PART 111'S	8	2	1	0	4	14	3	7	3	5	5	12	64
CALLS FOR SERVICE	247	176	148	138	251	194	178	166	190	186	169	212	2255

2024 Q4 HIGHLIGHTS FOR POP UNIT

Case: 24-122915 On Wednesday, October 9th, 2024, POP officers received an ALPR hit on a stolen 2018 silver Chevrolet Spark. The vehicle was last seen northbound on Ouellette Ave from Tecumseh Rd. Officers conducted a query of the vehicle and confirmed it was stolen from 819 Ottawa St on September 15th, 2024.

Officers located the vehicle on Benjamin Ave just south of Shepherd along the west curb. The brake lights were illuminated. Officers were able to observe a white male, 50 years old, with long reddish-purple hair, black jogging pants and blue Nike running shoes exited the driver's seat and began walking northbound on Benjamin then west on Shepherd St E.

At 7:12 pm., officers stopped the male and informed him he was under arrest for Possession of Property Obtained by Crime Exceeding \$5000. A search of the subject incident to arrest was conducted and officers located 197.7 grams of suspected Fentanyl, \$1255.00 CAD and a black key fob. Officers pressed the lock button on the key fob and the lights flashed on the stolen Chevrolet Spark. Based on the quantity of fentanyl and Canadian currency located officers advised the suspect that he would also be charged with Possession of a Schedule I Substance for the Purpose of Trafficking. **Charges: Possess Property Obtained by Crime Over \$5000, Possession for the Purpose of Trafficking and Drive while suspended.**

Case: 24-128996 On Wednesday October 23, 2024, at the commencement of shift POP officers had the opportunity to review the Windsor Police Warrant List. Officers learned that a male offender had multiple outstanding arrest warrants (6) with the Windsor Police Service. Furthermore, they also learned that this offender was wanted on reasonable grounds for one count of failure to comply with release order and one count of criminal harassment.

At 4:37 pm, officers were conducting routine patrol in the 600 block of Tecumseh Rd W when their attention was drawn to a male biking west bound along the north sidewalk. They immediately recognized this male to be the offender and placed him under arrest. **Charges: Fail to Comply with Release Order, x 4 - Utter Death Threat, x 3, Theft Under, Crim Harassment, Mischief Under, Take Auto without Consent and Reasonable grounds - Utter Death Threat and - Fail to Comply with Release Order**

Case: 24-133052 On Friday November 1, 2024, POP officers had occasion to review the Windsor Police warrant list. A male party was listed who had multiple outstanding bench warrants with the Windsor Police Service as well as the OPP. Through investigation it was learned that this male frequents a residence located in the 1200 block of Central Avenue in the City of Windsor.

At 1:30 pm, the Automated Licence Plate Reader (ALPR) detected a stolen 2014 white Chevrolet Cruze parked in the same parking lot that officers were conducting surveillance from. Officers noted the vehicle to be unoccupied, not running and was locked with no keys. Officers conducted a vehicle query and confirmed the vehicle was stolen.

Officers conducted a door knock at a residence on Central Avenue. Officers were advised the offender was sleeping upstairs. Officers initiated containment on the residence and requested the Windsor Police Emergency Services Unit assist with the arrest.

At 3:57pm, the offender exited the residence through the west entrance and was subsequently taken into custody without any further incident. **Charges: Assault with Weapon – Victim Spouse x 2, Criminal Harassment, Impaired Driving – Drug, Breach of Probation, Possess CDSA, Possess CDSA TO Traffic and Drive Vehicle while prohibited X 2**

Case: 24-117480 - On Thursday, November 21st, 2024, at the commencement of shift, POP officers received information from the Major Crimes Unit that reasonable grounds existed to arrest a male for Sexual Assault and Fail to Comply with Undertaking. Further information was that the offender's behavior showed that he was likely to commit another sexual crime and required him to immediately be brought into custody.

At 3:45 pm, officers attended the offender's last known address in the 500 block of Moy Ave and conducted a door knock. The door was answered by a male that officers were satisfied was the offender. At this time, officers advised the offender he was being arrested for Sexual Assault. **Charges: Sexual Assault, Fail to Comply with Undertaking**

Case: 24-145248 On Friday, November 29, 2024, POP had occasion to review the current WPS Bulletins. Upon viewing the list, officers observed an officer safety bulletin regarding a known wanted offender. This offender was wanted by OPP on reasonable grounds for Dangerous Operation, Possess Property Obtained Over, Assault Peace Officer with Weapon, Flight from Peace Officer, and Fail to Stop After Accident. Also, being wanted by the Windsor Police Service for Fail to Comply with Release order and Dangerous Operations; by LaSalle Police Service for Possession property under and Theft under \$5000; and by Chatham Police Service for Theft under \$5000, Possession of Property under \$5000 and Theft Under.

At 8:50 pm, officers attended the rear of a business in the 2200 blk of Ambassador a known encampment to check on the well-being of parties who have set up in the area and due to the weather dropping below -4 degrees. Officers arrived in the area, where a couple of tents were set up. Officers observed a single tent to be well lit from the

inside and it appeared to be occupied by several people as multiple voices could be heard coming from within. The offender was located inside the tent and arrested after a brief struggle. **Charges: OPP on reasonable grounds for Dangerous Operation, Possess Property Obtained Over, Assault Peace Officer with Weapon, Flight from Peace Officer, and Fail to Stop After Accident. Windsor police service for Fail to comply with release order and Dangerous Operations; by LaSalle Police Service for Possession property under and Theft under \$5000; and by Chatham Police Service for Theft under \$5000, Possession of property under \$5000 and Theft under \$5000.**

Case: 24-143954 On Tuesday, November 26th, 2024, POP officers reviewed the WPS bulletin list of parties wanted on reasonable grounds. This included an unknown wanted bulletin containing still photos of a male and a female suspect wanted on reasonable grounds for Theft Under. POP officers immediately recognize the male and female.

At approximately 6:40 pm, officers were able to locate the male and female just north of the property standing near the Pelissier St exit of the parking lot at 819 Ouellette Ave. where they were placed under arrest. A search incident to arrest, officers located a large quantity of suspected purple, brown, and white fentanyl in various packaging. Later weighed to be 40.2 grams, crack cocaine, cash and other drug paraphernalia. **Charges: CDSA 5 (1) Traffic in Schedule I Substance, Theft under \$5000**

Case: 24-125680 POP officers were able to locate a wanted male party at a residence on Drouillard road. Once the suspect was aware that police were outside his residence, he made attempts to conceal himself inside his residence. POP officers established containment on the residence, waiting for an Entry Warrant (Feeney). Once members of the Major Crimes Unit attended with the Entry Warrant, POP officers entered the residence and located the accused hiding in the second-floor crawl space of his dwelling. While still uncooperative with officers, the accused was ultimately physically removed from the crawl space and placed in custody. **Charges: IPV Assault, IPV Assault with a Weapon, and IPV Mischief Not exceeding \$5000**

Case: 24-109048 POP officers reviewed a bulletin in relation to a male party who was wanted on reasonable grounds for several fraud related charges. Officers then attended the location of a commercial building where the accused is known to frequent. Upon arrival, officers located a vehicle in the parking lot with a lone occupant inside. The vehicle was queried through a Police Database, and found the registered owner was the accused in this case. POP officers conducted a vehicle stop and arrested the male party without incident. **Charges: Fraud over \$5,000, Obtain by False Pretenses over \$5,000, Forgery, Use Forged document and Possession of Property obtained by Crime over \$5,000**

Case: 24-138852 POP officers attempted to arrest a female party who was wanted by the Windsor Police. Officers attended her last known residence and observed the female inside. Once the accused observed police outside her residence, she waved officers off and shouted that she would not surrender herself to police.

POP officers applied for an entry warrant. Once the entry warrant was approved and issued, POP officers attended the accused's address and advised her to exit her residence. After showing the accused the issued entry warrant, the party was still uncooperative with police. At this time officers established containment, contacted the Emergency Services Unit (ESU) and remained in communication with the accused throughout. Once ESU arrived on scene, POP officers were able to instruct the accused to exit her residence, where she was placed into custody without incident.

Charges: Theft of Motor Vehicle

Case: 24-306931 POP officers viewed a bulletin in which a female party was wanted for committing numerous retail thefts from the LCBO. While conducting patrol, officers observed a male party looking through the window of the wanted parties last known residence. Officer queried a vehicle which returned to a male party related to the thefts from the LCBO.

POP officers conducted surveillance on the residence and ultimately observed a female party exit and approach the motor vehicle with another male. Officers conducted a vehicle stop and were able to place the female in custody. **Charges: Theft not exceeding \$5000 (7 Counts)**

Case: 24-307213 POP officers were provided information in relation to a party who was wanted for several sexual assault related offences. Officers attended a rooming house in the City's West End and were able to locate the accused, who was taken into custody without incident. **Charges: Sexual Assault (2 Counts) and Willfully Cause Unnecessary Pain to an Animal**

Case: 24-145704 POP officers, with direction from the Major Crimes Unit, attended an address in the Polonia Park housing projects. Officers were able to locate a wanted male party and placed him in custody for numerous offences. **Charges: Sexual Assault (2 Counts), Assault (2 Counts), Break and Enter, Publication of Intimate Image without Consent and Utter Threats to Cause Death**

2024 Fourth Quarter Report

Calls For Service 2023 - 2024

	2023 CFS (WPS Standard)	2023 Vehicle Stops	% of Calls that are Vehicle Stops	CFS minus Vehicle Stops		2024 CFS (WPS Standard)	2024 Vehicle Stops	% of Calls that are Vehicle Stops	CFS minus Vehicle Stops
January	7720	109	1.41	7611	Jan	9516	1281	13.46	8235
February	7150	121	1.69	7029	Feb	9253	1445	15.62	7808
March	7988	118	1.48	7870	May	9729	1482	15.23	8247
April	8168	96	1.18	8072	Apr	9919	1405	14.16	8514
May	9267	138	1.49	9129	May	10577	1137	10.75	9440
June *	9421	387	4.11	9034	Jun	10963	1291	11.78	9672
July	10899	1293	11.86	9606	Jul	11431	1092	9.55	10339
August	10314	1307	12.67	9007	Aug	10836	984	9.08	9852
September	9793	827	8.44	8966	Sep	10581	917	8.67	9664
October	9292	821	8.84	8471	Oct	10877	1146	10.54	9731
November	8572	829	9.67	7743	Nov	10248	1008	9.84	9240
December	8122	678	8.35	7444	Dec	8996	769	8.55	8227
Total	106706	6724	6.30	99982	Total	122926	13957	11.35	108969

Year to Date Changes

	2023 CFS minus Vehicle Stops	2024 CFS minus Vehicle Stops	% Change
January	7611	8235	8.20
February	7029	7808	11.08
March	7870	8247	4.79
April	8072	8514	5.48
May	9129	9440	3.41
June	9034	9672	7.06
July	9606	10339	7.63
August	9007	9852	9.38
September	8966	9664	7.78
October	8471	9731	14.87
November	7743	9240	19.33
December	7444	8227	10.52
Total	99982	108969	8.99

} % Change prev month
-11

- * As of June 22, 2023, the Windsor Police Service implemented a new procedure where vehicle stops now generate a call for service.
- * Call type does not equal test, train or 092 Follow up
- * Cleared by does not equal internal, duplicate or stale

- The Windsor Police Service responded to an additional 8,987 calls for service in 2024 compared to 2023 (excluding vehicle stops). This is a 9% increase
- In December, calls for service were up 10.5% compared to December 2023
- Calls for service decreased in December by 11% from November.
- In 2024, 11.35% of all calls for service are vehicle stops



Date: January 3rd, 2025

To: Windsor Police Services Board

From: Inspector Andrew Randall, Investigations

Re: **Youth Diversion 4th Quarter Report**

Attached is the *Essex County Youth Diversion Program* Report for the period of October-December 2024 (Q4).

Submitted for your information.

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

Andrew Randall

Inspector, Investigations



WPS – Youth Diversion Q4 Report 2024

Objective and Goal:

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

Highlights Q4:

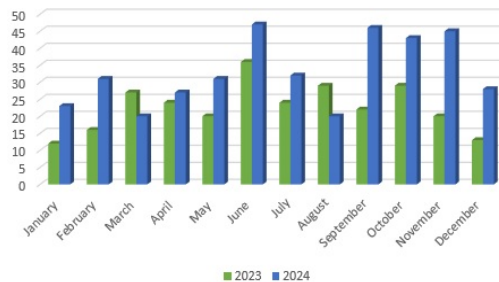
Two new initiatives are still being developed:

The first is a collaborative effort between WPS, Youth Diversion, and area school boards, which aims to address and resolve conflicts proactively, reduce recidivism among student transgressors, and foster a culture of dialogue and understanding within our schools. Updates are pending Q1 2025.

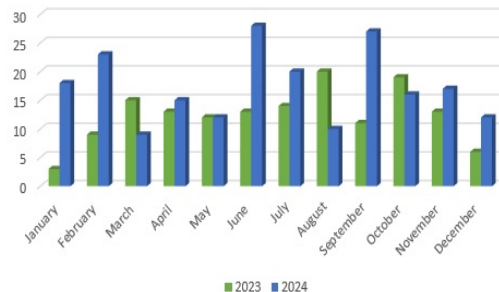
The second program concept which was brought forward by WPS aims to educate and rehabilitate young drivers and is designed to cultivate responsible and informed driving habits. The Windsor-Essex Community Foundation has provided a financial grant to Youth Diversion for this initiative. Planning is ongoing.

Statistics

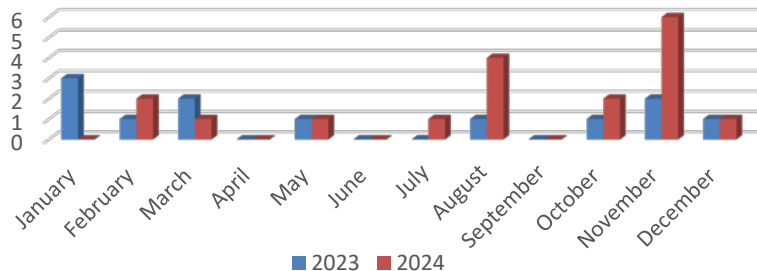
Number of Youth Incidents in All Offence Categories



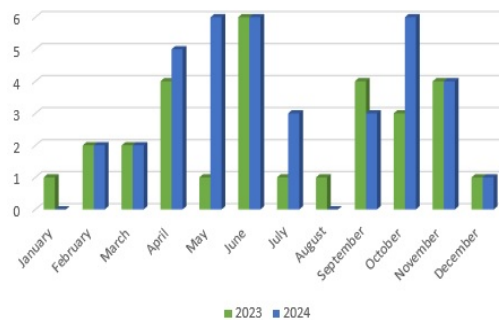
Youth Charged with a Criminal Offence



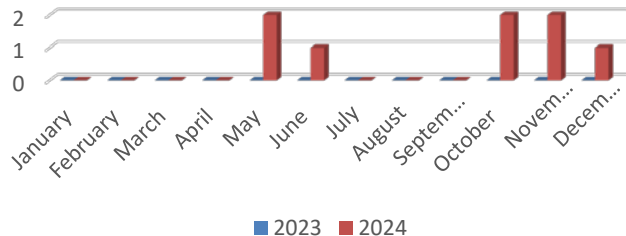
Number of Youth Incidents Under 12 Years



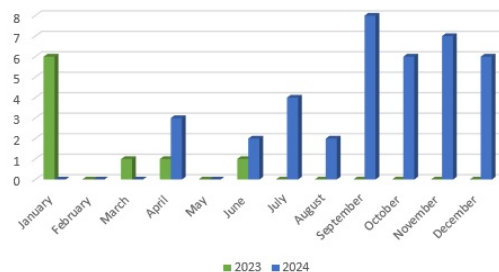
Number of Youth Diversion Referrals



Number of Youth Diversion Referrals 6-11yrs



Number of YCJA Warnings



Notes on Q4 Stats: As noted in the previous report, Q3 saw a rise in violent offences that did not qualify for extrajudicial measures, leading to formal charges against a group of young offenders. This loosely formed group became a major focus for Major Crimes, Property Crimes, and the DIGS unit, resulting in a decline in their criminal activity. In Q4, violent offences resurfaced, seemingly linked to Q3 incidents, but investigative efforts once again reduced these offences by December.

For year-end 2024, a more fulsome picture of the data emerges for Q1-Q3 as investigations are concluded and the results of these occurrences are properly registered within our records management system. These adjustments account for files that that were not completed at the time of the Q3 report.

An increase in YCJA Warnings issued by officers from 2023 to 2024 has been observed. This rise is attributed to the Youth Crime Audit Coordinator ensuring that youth offences not meeting the criteria for Extrajudicial Measures (e.g., Youth Diversion) or formal charges are appropriately addressed with formal YCJA Warnings and properly documented in the records management system.



Date: January 07, 2025

To: Chair and Members of the Police Service Board

From: Deputy Chief Jason Crowley

Re: **Q4 2024 Amherstburg Policing Activities Report**

Please see the attached fourth Quarterly 2024 report for Amherstburg Policing activities.

Sincerely,

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

Jason Crowley
Deputy Chief Operations
Windsor Police Service

Attachment: Q4 2024 Amherstburg Policing Activities Report

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

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
CALLS FOR SERVICE													
Dispatch Generated Incidents (CAD calls)	1067	1050	986	1058	1068	999	924	852	868	834	673	631	11010
Self-Generated Walk-In Incidents	0	11	6	14	10	23	28	17	10	18	15	12	164
TOTAL INCIDENTS	1067	1061	992	1072	1078	1022	952	869	878	852	688	643	11174
PROVINCIAL OFFENCES													
Traffic Offences	774	721	670	686	578	488	364	360	313	415	252	225	5846
Part III Summons	16	9	9	21	5	9	13	10	11	3	5	8	119
Liquor Offences	1	1	2	3	1	0	0	0	0	0	0	0	8
Other Provincial Offences	135	89	72	72	42	48	34	14	18	10	10	4	548
TOTAL	926	820	753	782	626	545	411	384	342	428	267	237	6521
CRIME STATISTICS													
Attempted Murder	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Break and Enter	2	7	3	0	2	4	5	5	7	2	4	1	42
Theft Over	5	2	3	1	0	0	0	0	1	1	1	0	14
Theft Under	8	7	3	9	10	14	9	9	3	3	4	5	84
Possession Stolen Goods	1	1	1	0	0	0	1	1	4	0	1	0	10
Fraud	12	4	10	5	12	9	15	9	10	8	10	4	108
Mischief	3	6	3	7	10	5	5	8	5	7	7	7	73
Assault (All)	9	6	11	8	8	15	9	13	12	8	3	9	111
Drugs	0	0	0	0	1	0	1	0	0	0	0	0	2
Firearms	0	0	0	0	0	0	0	0	0	0	2	1	3
Arson/Fire Calls	0	2	0	0	0	0	1	1	3	1	0	0	8
Impaired Driving	1	0	2	0	4	0	7	2	7	1	8	1	33
Federal Statutes	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Criminal Code	6	8	5	5	7	8	2	6	8	9	6	8	78
TOTAL	47	43	41	35	54	55	55	54	60	40	46	36	566
COMMUNITY OUTREACH ACTIVITIES													
Community Service Calls / Coast	9	19	23	19	26	21	20	16	13	15	14	12	207

*February 7th - commenced implementation of Aburg walk-in procedure with dispatch.

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January 16, 2025

TO: Windsor Police Service Board

FROM: Administrative Director

RE: BOARD POLICIES

Attached for the Board's review are new/updated policies that are required under the new *Community Safety and Policing Act, 2019 (CSPA) and Regulations*.

1. Citizen Rewards
2. Witness Protection and Security
3. Vehicle Pursuits
4. Underwater Search and Recovery Units
5. Tactical Units
6. Police Response to High-Risk Individuals
7. Internal Task Forces
8. Joint Forces Operations
9. Criminal Intelligence
10. Communications and Dispatch
11. Bail and Violent Crime
12. Marine Unit/Waterways Policing
13. Traffic Management Enforcement and Road Safety
14. Informants and Agents
15. Police Action at Labour Disputes
16. Policing First Nations Occupations and Protests
17. Criminal Investigative Management and Procedures
18. Investigations Into Homicides
19. Criminal Harassment
20. Arrest

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



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: CITIZEN REWARDS BY THE WINDSOR POLICE SERVICE		Policy Number: A-009
Responsible Manager: Administrative Director WPSB	Review Schedule: 5 Years	Effective Date: January 20, 2025
Repeals: FIN - 05	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2030

1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, (“CSPA”), as amended, 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 the Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;

1.3 AND AS it is the responsibility of the Chief of Police of the Windsor Police Service to administer the policing services of the City of Windsor in accordance with the policies, priorities and objectives established by the Windsor Police Service Board;

1.4 AND AS it is the responsibility of the Chief of Police to develop the necessary procedures to ensure compliance with Board policies and effective operations of the police service;

1.5 AND AS the payment of rewards to citizens to assist police in investigating crimes is sometimes considered necessary and advisable.

THE WINDSOR SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Law Enforcement” means policing, or any public sector organization whose employees or members can conduct investigations or inspections that lead or could lead to proceedings in a court or tribunal if a penalty or sanction of incarceration could be imposed in those proceedings;

2.5 “Member” means a Member of the Service, a Board employee, or a Member of the Board;

2.6 “Relative” means a person who is a wife, husband, common law spouse (as defined in the Family Law Act, R.S.O. 1990), same sex spouse (either married or living together in a conjugal relationship for at least three months), child, parent, sibling, father-in-law, mother-in-law, brother-in-law, grandparents of wife, husband, spouse or same sex spouse as defined above, grandchildren, grandparents, persons who stand in loco parentis, current step-parent, step-child or step-sibling of a member or employee;

2.7 “Service” means the Windsor Police Service.

3. POLICY

3.1 It is the policy of the Board to offer and pay rewards upon the recommendation of the Chief of Police in appropriate circumstances as described below.

3.2 The Board will consider situations where there is a serious or high-profile case and all reasonable investigative techniques and leads have been exhausted or the investigation will not be resolved using other means.

3.3 Upon the recommendation of the Chief, the Board may offer and pay rewards in such amounts as it approves to any person who supplies information that results in the apprehension and conviction of a person, or for information leading to the location or return of missing persons and property.

3.4 The offer of a reward shall remain open for one year from the publication date given on the reward notification, or such lesser time as the Chief may recommend and the Board shall determine.

3.5 The Board retains authority to decide, in its sole discretion, a person’s eligibility for the payment of any reward monies.

3.6 Members and employees, and relatives of a member or employee, of the Windsor Police Service, the Windsor Service Board or any other law enforcement agency shall not be entitled to claim any reward monies regulated pursuant to this Policy.

3.7 In addition to Board-funded rewards, the Board may offer rewards posted by third parties provided the conditions set out under paragraphs 4.3, 4.4 and 4.5 below are met, and provided that the Board determines it is in the public interest to offer such third-party reward.

3.8 The Chief of Police shall ensure that the appropriate accounting and audit systems are in place to protect the integrity of reward funds deposited and/or disbursed.

4 . DIRECTION TO THE CHIEF

4.1 The Chief shall establish written procedures and processes with respect to citizen rewards in accordance with Board Policy.

4.2 In making a recommendation to offer or pay a reward, the Chief shall disclose to the Board relevant background information, except for information which may compromise an investigation, or which may compromise the safety of a person to whom the reward is being paid, or of the third party posting the reward.

4.3 Prior to offering or authorizing the payment of a reward, the Board shall determine that sufficient sums of money are posted by a third party or are available in the Board's Special Fund.

4.4 Third Part Donor: A person wishing to post money to assist the Windsor Police Service in offering a reward to any individual who supplies information shall:

4.4.1 Deposit the full amount of such reward money with the Board; and

4.4.2 Sign a release in a form satisfactory to the Board's Solicitor indicating his or her consent to the release of all or any portion of the reward monies to a person that supplies information that in the opinion of the Chief, meets the terms and conditions of the reward offer. Such release of reward monies shall be at the sole discretion of the Chief of Police.

4.4.3 The donor of such monies may apply to the Board for the release of such monies after the expiration of one year from the date when the reward monies were deposited with the Board. The Board shall determine, in its total discretion, when it is appropriate to return any portion of the donated reward monies to the Third-party donor.

4.4.4 The Board is not required to reimburse or return any interest accruing on the donated amount.

4.4.5 The Board shall be notified of any advertisement, publication or notice respecting a third-party reward as soon as practicable.

4.5 Upon receiving the recommendation from the Chief of Police, the Board shall determine whether or not a person is entitled to all, or a portion of any reward offered for the supply of information.

4.6 Any claim against outstanding rewards will be made and addressed in writing and directed to the Chair of the Windsor Police Service Board for consideration. Claims shall be made by the actual claimant or an agent acting on nis/her behalf.

4.7 The Chief of Police shall not be required under any circumstances to disclose the name of the person or persons entitled to any reward money, except as required by the Board.

5. REPORT TO THE BOARD

5.1 The Chief of Police shall provide the Board with annual status reports on rewards posted.

6 IMPLEMENTATION

6.1 Policy Directive Number: FIN – 05, May 19, 2022, and any other directives, policies, sections of directives or policies of the Board inconsistent with the provisions of this Policy are hereby repealed, effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: WITNESS PROTECTION AND SECURITY		Policy Number: P-020
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: AR-LE018, March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 6 (1) 4 vii of O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes that a Chief of Police shall establish procedures and processes with respect to witness protection and security;

1.4 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;

1.5 AND AS the Ministry has published a Policing Standards Manual (2000) which provides direction to the police service in respect of witness protection and security;

1.6 AND AS Part LE-018 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 witness protection and 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;

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

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

2.6 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes that issues relating to the protection of witnesses form an important part of policing and of the prosecution of criminal offences, and it is therefore the policy of this Board that witness protection issues be dealt with in a professional and thorough manner in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 WITNESS PROTECTION LIAISON OFFICER

4.1.1 The Chief shall appoint a Member, who as part of his or her duties, will act as a Witness Protection Liaison Officer.

4.2 PROCEDURES FOR SECURITY OF WITNESSES

4.2.1 The Chief shall develop and implement written procedures and processes in respect of the protection and security of witnesses.

4.3 PROCEDURES FOR WITNESS ASSISTANCE

4.3.1 The Chief shall establish procedures and processes in respect of witness assistance.

4.4 TRAINING

4.4.1 The Chief shall ensure that Members are aware of the provisions of the Witness Protection Act and are kept informed of changes in the law relating to witness protection.

4.5 The Chief shall establish written procedures relative to witness protection issues in accordance with Appendix A and subsection 6 (1) 4 vii of O. Reg. 392/23: Adequate and Effective Policing (General).

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of witness protection and security and witness assistance. The report shall include:

- (a) a summary of the written procedures concerning witness protection and security and witness assistance;
- (b) the status of Service compliance with the said procedures; and
- (c) on an anonymous basis, the cost of witness protection and assistance.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, AR-LE018, March 23, 2000, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Assistant

Date

Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on witness protection and security. In addition, section 13(1)(f) requires the Chief of Police to establish procedures and processes in respect of witness protection and security.

Sample Board Policy

Board Policy # _____

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

- a) establish procedures and processes in respect of witness protection and security; and
- b) ensure that the police service has a Witness Protection Liaison Officer, or an arrangement with another police service to use their Witness Protection Liaison Officer.

Police Service Guidelines

- Procedures**
1. Every police service's procedures and process in respect of witness protection and security should:
 - a) require that all members of the police service who may become involved in the investigation of serious crimes are aware of the provisions of the *Witness Protection Program Act* and any provincial Witness Protection Program; and
 - b) require the designation of at least one Witness Protection Liaison Officer or set out the procedures for accessing a Witness Protection Liaison Officer from another police service.



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: VEHICLE PURSUITS		Policy Number: P-021
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: New	Reporting: Chief written report on or before August 30th of each year	Next Review Date: January 2028

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 3 of O. Reg. 397/23: Vehicle Pursuits requires a Police Services Board to have a policy on vehicle pursuits that is consistent with the Regulation;

1.4 AND AS Sections 4 and 5 of O. Reg. 397/23 requires the Chief of Police to establish procedures on the tactics, management and control of vehicle pursuits;

1.5 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures on and processes for the management and control of vehicle pursuits;

1.6 AND AS Part LE-045 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to vehicle pursuits.

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 Windsor Police Service;

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

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

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

2.7 “Service” means the Windsor Police Service;

2.8 “Vehicle Pursuit” means a pursuit that occurs when a police officer pursues, in a motor vehicle, another motor vehicle that the officer or Constable had attempted to stop but that failed to stop and remain in place;

2.9 “Vehicle Pursuit Procedures” means the procedures established by the Chief of Police pursuant to Sections 4 and 5 of Ontario Regulation 397/23.

3. BOARD POLICY

3.1 The Board recognizes that vehicle pursuits are serious in nature, and that ensuring the safety of the citizens of Windsor and the safety of the Service Members are paramount in all aspects of police decision-making, including with respect to vehicle pursuits. It is therefore the policy of the Board that such pursuits be conducted only in accordance with the procedure set out by the Chief of Police as established in accordance with Sections 4 and 5 of Ontario Regulation 397/23: Vehicle Pursuits and this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief of Police establish written procedures on vehicle pursuits that are consistent with Ontario Regulation 397/23: Vehicle Pursuits, as amended.

4.1.2 The procedures referred to above shall:

(a) address the management and control of Vehicle Pursuits; and

(b) set out tactics that may be used as an alternative to Vehicle Pursuits and tactics that may be used for following or stopping a fleeing motor vehicle;

(c) describe the responsibilities of police officers, dispatchers, communications supervisors, and road supervisors; and

(d) describe the equipment available to the Service for implementing alternative tactics.

4.2 PROTOCOL

4.2.1 The Chief shall ensure that a multi-jurisdictional protocol is developed with other police agencies dealing with issues relating to Vehicle Pursuits.

4.3 TRAINING

4.3.1 The Chief shall ensure that Members involved with Vehicle Pursuits have the requisite knowledge, skills, and abilities to perform this function, and in particular, are trained in accordance with the requirements of O. Reg. 397/23: Vehicle Pursuits.

4.3.2 The Chief shall ensure Members receive training about the intentional contact between vehicles consistent with the requirements of Section 11 of the said O. Reg. 397/23.

4.3.3 The Chief shall ensure Members have successfully completed the required Ministry accredited training.

4.4 EQUIPMENT

4.4.1 The Chief shall ensure that Members involved with Vehicle Pursuits have available and use appropriate tools and equipment in performing this function.

4.4.2 The Chief shall ensure that an appropriate number of police vehicles are equipped with tire deflation devices and that officers are trained on their use.

4.4.3 The procedures established above shall be in accordance with Appendix A.

4.5 RECORDS

4.5.1 The Chief shall ensure that the particulars of each Vehicle Pursuit are recorded on a form and in a manner approved by the Ministry.

4.5.2 Appointing officials or local commanders who have appointed an officer under the Interprovincial Policing Act, 2009, shall ensure that particulars of each Vehicle Pursuit engaged by an officer appointed under that Act are recorded on a form and in a manner approved by the Ministry.

5. REPORT TO THE BOARD

5.1 REPORTING REQUIREMENTS – EXCEPTION BASED REPORTING

5.1.1 The Chief shall make a written report to the Board within 30 days immediately following any Vehicle Pursuit in which:

- (a) there has been property damage;
- (b) there has been a personal injury or death;
- (c) the procedures with respect to Vehicle Pursuits were not followed;
- (d) in any other circumstance where, in the opinion of the Chief, there is a significant issue or potential liability to the Board or the Service.

5.1.2 The said report shall disclose whether the Vehicle Pursuit incident was reported to the Special Investigations Unit.

5.2 ANNUAL REPORTING REQUIREMENTS

5.2.1 The Chief shall make a written report to the Board on or before August 30th of each year. The report shall include:

- (a) a summary of the written procedures regarding Vehicle Pursuits;
- (b) confirmation of compliance with the procedures regarding Vehicle Pursuits; and
- (c) the total number of Vehicle Pursuits undertaken in the previous 12-month period ending July 31 of that year, and a summary of each.

6. IMPLEMENTATION

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

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

Drew Dilkens, Chair

Norma Coleman, Administrative Assistant

Date

Date

Legislative/Regulatory Requirements

Section 5 of the *Suspect Apprehension Pursuits Regulation* requires a police services board to have a policy on suspect apprehension pursuits that is consistent with the regulation.

Section 6 requires every police force to establish written procedures on suspect apprehension pursuits that are consistent with the regulation. In addition, the regulation requires every police force to establish procedures that:

- set out the tactics that may be used:
 - as an alternative to suspect apprehension pursuit; and
 - for following or stopping a fleeing motor vehicle;
- address the management and control of suspect apprehension pursuits;
- describe the responsibilities of police officers, dispatchers, communications supervisors and road supervisors; and
- describe the equipment that is available for implementing alternative tactics.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to suspect apprehension pursuits that the Chief of Police will:

- a) establish procedures consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
- b) ensure that police officers, dispatchers, communications supervisors and road supervisors receive training accredited by the Solicitor General on suspect apprehension pursuits;
- c) ensure that police officers receive training about the intentional contact between vehicles consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
- d) address the use of tire deflation devices and officer training;
- e) ensure that the particulars of each suspect apprehension pursuit are recorded on a form and in a manner approved by the Solicitor General; and
- f) enter into agreements with neighboring police services to determine under what circumstances decision-making responsibility for a pursuit will be, and will not be, transferred from one jurisdiction to another.

Police Service Guidelines

1. Every police service's procedures shall address the:
 - a) requirements set out in the *Suspect Apprehension Pursuits Regulation*;
 - b) tactics that may be used:
 - i) as an alternative to suspect apprehension pursuit; and
 - ii) for following or stopping a fleeing motor vehicle;
 - c) management and control of suspect apprehension pursuits;
 - d) responsibilities of police officers, dispatchers, communications supervisors and road supervisors; and
 - e) equipment that is available for implementing alternative tactics.

2. Every police service's procedures should address:
 - a) the number and type of police vehicles that may directly pursue a vehicle;
 - b) the use of emergency lighting and siren, whenever practical;
 - c) the pursuit of fleeing motorcycles and all terrain vehicles;
 - d) the responsibilities of police officers, including:
 - i) complying with any directions of a communications or road supervisor; and
 - ii) providing the dispatcher with information on the nature and seriousness of the offence, the area traveled, the presence of pedestrians or other traffic, road and weather conditions, and the manner in which the fleeing motor vehicle is being operated at the time of initiating the suspect apprehension pursuit;
 - e) the responsibilities of dispatchers, including:
 - i) advising other units of the suspect apprehension pursuit;
 - ii) notifying the appropriate supervisor when the pursuit is initiated and discontinued;
 - iii) providing the pursuing police officers, and appropriate supervisors, with any information on dangerous circumstances or conditions that are known to the dispatcher;
 - iv) controlling radio communications during the pursuit;
 - v) informing other police services in the vicinity that a pursuit is in progress in order to ensure maximum co-ordination and co-operation; and
 - vi) notifying the appropriate supervisor when the pursuit is terminated; and
 - f) the responsibilities of communications and road supervisors, including:
 - i) assuming control of the pursuit, if initiated;
 - ii) ordering additional units to assist, if necessary;
 - iii) ordering unnecessary units to resume patrol;
 - iv) monitoring the progress of the pursuit to ensure compliance with the regulation and local policy and procedures;
 - v) ordering and coordinating alternative tactics to a suspect apprehension pursuit, where the time and circumstances permit;
 - vi) determining and directing what tactics should be used to stop a fleeing motor vehicle, if any are available, and in doing so shall consider public and police officer safety;

- vii) considering the effect of the pursuit on public safety and ordering discontinuation of the pursuit when he or she believes that the risk to public safety that may result from the pursuit outweighs the risk to public safety that may result if an individual in the fleeing motor vehicle is not immediately apprehended; and
 - viii) conducting a follow-up review of the pursuit.
3. Every police service's procedures should also provide that a pursuit is discontinued:
- a) if the police vehicle exceeding the speed limit, slows down to within the speed limit;
 - b) the driving officer shuts off all emergency equipment;
 - c) brings the police vehicle to a safe stop, if practical; and
 - d) informs communications/dispatch that the above have taken place.
4. Nothing in section 3 precludes an officer, after the pursuit has been discontinued, from continuing along, in a safe manner and at the normal speed for general patrol, the route taken by the fleeing motor vehicle in order to determine whether any incident has occurred subsequent to the pursuit being discontinued.

Training

5. In addition to the requirements set out in the *Suspect Apprehension Pursuits Regulation*, every Chief of Police should also ensure that patrol officers, dispatchers and communications and road supervisors receive training that addresses:
- a) the circumstances in which a suspect apprehension pursuit can be initiated and continued;
 - b) the factors to be considered in assessing public safety during a suspect apprehension pursuit, including:
 - i) the nature and seriousness of the offence(s) involving a suspect in the vehicle;
 - ii) information on the suspects in the vehicle, if known, including whether they are armed, are suspects in a violent crime or there is reason to believe are about to commit a violent crime;
 - iii) the nature of the area traveled (highway, rural, residential);
 - iv) the presence of pedestrians or other traffic;
 - v) the time of day;
 - vi) the apparent age of the driver;
 - vii) road and weather conditions;
 - viii) the manner in which the fleeing vehicle is being operated;
 - ix) the presence in the fleeing vehicle of passengers who are not suspects;
 - x) the length of time or distance involved in the pursuit;
 - xi) the type (motorcycle, car, truck) of vehicle involved in the pursuit;
 - xii) the presence in the police vehicle of non-police passengers; and
 - xiii) the limits on the police officer's ability to operate his or her vehicle at the speeds reached during the pursuit;
 - c) alternatives to suspect apprehension pursuits; and

d) tactics for stopping a motor vehicle that is fleeing from the police.

- Equipment** 6. Every Chief of Police should ensure that an appropriate number of police vehicles are equipped with tire deflation devices and that officers are trained on their use.
- Records** 7. Where a suspect apprehension pursuit has covered more than one jurisdiction the police service in the jurisdiction where the suspect apprehension pursuit began shall ensure coordination of a joint report.
8. Ensure that the particulars of each suspect apprehension pursuit are recorded on a form and in a manner approved by the Minister. Appointing officials or local commanders who have appointed an officer under the *Interprovincial Policing Act, 2009*, shall ensure that particulars of each suspect apprehension pursuit engaged by an officer appointed under that Act are recorded on a form and in a manner approved by the Minister.
- Local Protocols** 9. Every Chief of Police should enter into agreements with neighboring police services to determine under what circumstances decision-making responsibility for a pursuit will be, and will not be, transferred from one jurisdiction to another.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: UNDERWATER SEARCH AND RECOVERY UNITS		Policy Number: P-022
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: AR-ER009, October 27, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 10 of the Adequacy Regulation provides that every Chief of Police shall establish written procedures in relation to the functions of the Underwater Search and Recovery Unit;

1.5 AND AS the Board has deemed it appropriate that it establish a policy with respect to the services of the Underwater Search and Recovery Unit;

1.6 AND WHEREAS Part ER-009 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Police Service relative to the services of an Underwater Search and Recovery Unit.

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.

2.8 “OPP” means Ontario Provincial Police

3. BOARD POLICY

3.1 The Board recognizes that an Underwater Search and Recovery Unit is an integral part of policing in Windsor, and it is therefore the policy of this Board to enter into a contract with the Ontario Provincial Police (OPP) to provide the services of an underwater search and recovery unit, available 24 hours a day, within a reasonable response time.

4. DIRECTION TO THE CHIEF

4.1 The Chief, in consultation with the service provider will;

- a) establish procedures that set out the circumstances in which the underwater search and recovery unit will be deployed, including the process for obtaining the services and the reporting relationships;
- b) establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies; and
- c) ensure that the police service’s major incident commanders receive training in their responsibilities and the capabilities of the underwater search and recovery unit.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of services of Underwater Search and Recovery. The report shall include:

- (a) a summary of the procedures as required by this Policy;
- (b) the status of Service compliance with the said procedures;
- (d) confirmation of training in accordance with section 4.1; and

(e) a summary of the circumstances in which Underwater Search and Recovery services have been deployed.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy Adequacy O.REG. 3/99, October 27, 2006 and any other policies, sections of policies inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

The *Occupational Health and Safety Act* (OHSA), sets out the responsibilities of employers and workers relating to workplace safety.

The OHSA *Diving Operations Regulation 629/94* provides further specific definitions, and responsibilities that relate to all occupational diving operations.

The Canadian Standards Association (CSA) provides a *Competency Standard for Diving Operations CAN/CSA-Z275.4-02* and an *Occupational Safety Code for Diving Operations CAN/CSA-Z275.2-92*.

Sample Board Policy

Board Policy # _____

Contracted Delivery

It is the policy of the _____ Police Services Board with respect to the services of an underwater search and recovery unit that:

- a) this Board will contract with _____ Police Services Board/OPP to provide the services of an underwater search and recovery unit decision also required on whether to contract for major incident commanders from the same police service, available 24 hours a day, within a reasonable response time;
- b) this Board will contract with (identify service provider) to provide the services of an underwater search and recovery unit, available 24 hours a day, within a reasonable response time; and
- c) the Chief of Police, in consultation with the service provider, will:
 - i) establish procedures that set out the circumstances in which the underwater search and recovery unit will be deployed, including the process for obtaining the services and the reporting relationships;
 - ii) establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies; and
 - iii) ensure that the police service's major incident commanders receive training (joint, if applicable) in their responsibilities and the capabilities of the underwater search and recovery unit.

Direct, or Combined, Regional or Cooperative Delivery

It is the policy of the _____ Police Services Board with respect to the services of an underwater search and recovery unit that:

- a) the police service will provide the services of an underwater search and recovery unit by (identifying service delivery method using its own members, or by entering into an agreement for a combined, regional or cooperative delivery);
- b) the services will be available 24 hours a day and within a reasonable response time;

- c) the Chief of Police will:
- i) establish procedures that set out the circumstances in which the service will be deployed, including the process for obtaining the service and reporting relationships;
 - ii) establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies;
 - iii) ensure that underwater search and recovery unit members comply with the *OHSA*, and *Diving Operations Regulation* or where amended;
 - iv) ensure that underwater search and recovery unit members are qualified to perform their specific tasks in accordance with *Competency Standard for Diving Operations* CAN/CSA-Z275.4-02 or where amended;
 - v) ensure that the underwater search and recovery unit members perform their tasks according to the *Occupational Safety Code for Diving Operations* CAN/CSA-Z275.2-92 or where amended;
 - vi) develop and maintain a reference file on all diving hazards that is available to each member providing this service;
 - vii) establish a selection process for the unit, including ensuring that members who provide this service meet the requirements of local policies and procedures;
 - viii) ensure the ongoing and joint if applicable training of members who provide this service;
 - ix) ensure that the police service's major incident commanders receive training in their responsibilities and the capabilities of the underwater search and recovery unit; and
 - x) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members who provide this service.

Police Service Guidelines

Procedures

1. Every police service's procedures should address:
 - a) the mandate, functions and reporting relationships of the underwater search and recovery unit;
 - b) the circumstances in which the services of an underwater search and recovery unit should be deployed; and
 - c) the process and operational responsibility for authorizing the deployment of an underwater search and recovery unit.

2. Where a police service has established its own underwater search and recovery unit, or has officers who are members of a joint underwater search and recovery unit, procedures should be developed and maintained that address:
 - a) call-out procedures;



- b) communications with members of the underwater search and recovery unit;
- c) operational procedures;
- d) organizational charts for the emergency response function;
- e) the operational linkages between the underwater search and recovery unit, and other emergency response services;
- f) a selection process for members of an underwater search and recovery unit, including that members must meet the minimum requirement as set out in local policies and procedures;
- g) the recording and reporting of incidents involving an underwater search and recovery unit, and
- h) procedures specific to members of an underwater search and recovery unit, including:
 - i) members' responsibilities;
 - ii) command and control;
 - iii) communications with unit members;
 - iv) incident assessment, including the reference file on all diving hazards;
 - v) provision and use of equipment;
 - vi) operational training;
 - vii) reporting relationships within the underwater search and recovery unit;
 - viii) use of personal diving, training, operational, and equipment logs; and
 - ix) debriefing process.

**Reference
File**

3. Where a police service has established its own underwater search and recovery unit, or has officers who are members of a joint underwater search and recovery unit, a reference file on all diving hazards should be developed, maintained and made available to the members providing this service.

Training

4. Where a police service has established its own underwater search and recovery unit, or has officers who are members of a joint underwater search and recovery unit, the Chief of Police should ensure that the police service's skills development and learning plan meets or exceeds the CSA Standards, and includes the following requirements:
- i) initial qualification training;
 - ii) maintenance training;
 - iii) annual participation, wherever possible, in a joint training exercise involving other police underwater search and recovery units, major incident commanders, other police personnel, or outside emergency services deemed appropriate or subject to service delivery agreements;
 - iv) annual re-qualification to maintain compliance with the CSA Standards;
 - v) that the training plan be reviewed annually, and revised when necessary; and
 - vi) in jurisdictions utilizing an alternate service delivery provider, designated officers should be trained to act as liaison officers between the service and the underwater search and recovery unit.

Equipment

4. Where a police service has established its own underwater search and recovery unit, or has officers who are members of joint underwater search and recovery units, the Chief of Police should ensure that the members have, at minimum, the equipment as required under the *Diving Operations Regulation* and as set out in the Ministry's designated equipment and facilities list.



MINISTRY'S DESIGNATED EQUIPMENT LIST

Underwater Search and Recovery Units - Equipment and Facilities List. The equipment listed here is for the use of underwater search and recovery units. All equipment used by underwater search and recovery officers shall be in accordance with the Diving Operations Regulation 629/94.

S.C.U.B.A**Self Contained Underwater Breathing Apparatus**

- Full face mask with communications capability
- Vulcanized rubber variable volume dry-suit with integrated dry hood
- Thermal undergarments for use with identified vulcanized dry suit
- Dry suit gloves
- Buoyancy compensator
- Fins
- Weight system(s)
- Diving harness
- Safety line
- Knife and secondary cutting tool
- Timing device
- Depth gauge
- Submersible pressure gauge
- 80 cubic foot main air supply cylinder with regulator
- Bail out air supply with regulator complete with gas switching block.

SURFACE AIR SUPPLY DIVING OPERATION

- Full face mask or helmet with communications capability
- Vulcanized rubber variable volume dry-suit with integrated dry hood or mating locking collar
- Thermal undergarments for use with identified vulcanized dry suit
- Dry suit gloves
- Weight system(s)
- Diving harness
- Safety line
- Timing device
- Pneumofathometer hose and gauge
- Bail-out air supply complete with gas switching block



- 2 diver air delivery panel
- Adequate primary air supply to air delivery panel
- Adequate redundant secondary air supply to air delivery panel

COMMUNICATIONS

- 2 way communication with police dispatch with spare batteries/charging system
- Cellular and/or Satellite telephone with charging equipment or vehicle power source, or both
- 2 way wireless/hard wire surface to diver and diver to diver voice communications system
- Diver Recall Device

ILLUMINATION EQUIPMENT

- Waterproof personal white strobe light
- Waterproof personal illumination devices

SAFETY EQUIPMENT

- First aid kit
- Adequate oxygen supply
- Decompression tables
- Biohazard kit
- HAZMAT information kit
- Bolt cutters
- Personal floatation devices
- "POLICE LINE" Tape
- Dive Flags

OTHER EQUIPMENT



- Personal equipment bag
- Line-tending gloves suitable for the environment
- Lines
- Carabiners
- Outerwear suitable for environment
- Field maintenance tool kit
- Underwater forensics kit
- Climate controlled shelter
- Appropriate storage/maintenance facilities
- Binoculars
- Firearm storage/securing device





WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: TACTICAL UNITS		Policy Number: P-023
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: AR-ER002, January 24, 2013; June 28, 2001	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 9 of the Adequacy Regulation prescribes, inter alia, the functions and capacity of Tactical Units;

1.5 AND AS subsection 2 (5) 1 of O. Reg. 398/23: Alternative Provision of Policing Functions and Section 14 of the CSPA permit a Police Service to deliver the services of a Tactical Unit by contracting with another Police Service;

1.6 AND AS Section 10 of the Adequacy Regulation provides that every Chief of Police shall establish written procedures in relation to the functions of Tactical Units and Hostage Rescue Teams, authorizing the Tactical Supervisor or Incident Commander to determine deployment needs at an incident;

1.7 AND AS the Board has deemed it appropriate that it establish a policy regarding Tactical Units;

1.8 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA and with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes regarding selection, training, equipping and deployment of the Tactical Unit;

1.9 AND AS Part ER-002 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Police Service relative to Tactical Units. 503-2024 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 Tactical Units are an important part of policing, and it is therefore the policy of this Board that the deployment of Tactical Units be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy and in accordance with any protocol in force between the Service and an outside police service.

4. PROVISION OF A TACTICAL UNIT

4.1 The Service will provide, within a reasonable response time, access to the services of a Tactical Unit.

4.2 The services of the Tactical Unit will be available 24 hours a day.

4.3 The Tactical Unit will consist of a minimum of 12 full-time tactical officers, including a supervisor, who are dedicated to the Tactical Unit but who, when not training or undertaking tactical activities, may undertake community patrol.

5 DIRECTION TO THE CHIEF

5.1 PROCEDURES

5.1.1 The Chief shall establish procedures in accordance with the Adequacy Regulation and Appendix A that set out the circumstances in which a Tactical Unit will be deployed, including the process for obtaining the service of the Tactical Unit and reporting relationships.

5.2 MANUAL

5.2.1 The Chief shall develop and maintain a manual, in accordance with the Adequacy Regulation and Appendix A, on Tactical Unit services that is available to each Member providing the service.

5.2.2 The Chief shall ensure that the Manual referred to in section 5.2.1 above is reviewed on an annual basis and amended as required.

5.3 MEMBERSHIP AND TRAINING

5.3.1 The Chief shall establish a selection process for Members of the Unit, ensuring that Members who provide the service meet the requirements of the Adequacy Regulation.

5.3.2 The Chief shall ensure that no person becomes a Member of a Tactical Unit unless that person has successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies.

5.3.3 The Chief shall ensure that Members who provide services of Tactical Units have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

5.4 EQUIPMENT

5.4.1 The Chief shall ensure that appropriate equipment and resources, in accordance with Section 4 of Schedule 1 to the Adequacy Regulation and the Ministry's designated equipment and facilities list, is used/available to Members who provide tactical services.

6. REPORT TO THE BOARD

6.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of the Tactical Unit. The report shall include:

- (a) a summary of the procedures as required by this Policy;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation of the development and maintenance of the Manual on Tactical Unit services;

(d) a summary of the circumstances in which the Tactical Unit has been deployed;
and

(e) confirmation that Members have been trained in accordance with Section 5.3.

7. IMPLEMENTATION

7.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-ER002, January 24, 2013; June 28, 2001, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

7.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a police service to provide, within a reasonable response time, the services of a tactical unit.

Additionally, Section 21 of the regulation permits a police service to deliver the services of a tactical unit by contracting with another police service, or entering into arrangements to provide this service on a combined, regional or cooperative basis.

Section 23 requires every tactical unit to consist of a minimum of twelve full-time tactical officers, including the tactical supervisor and that a tactical unit shall be able to perform the following functions:

- containment;
- apprehension of an armed barricaded person; and
- may be able to perform explosive forced entry if it utilizes the services of a police explosive forced entry technician.

Section 24(1) requires, when a board has entered into an agreement to provide a tactical unit or entered into arrangements to provide this service on a combined, regional or cooperative basis, the police service to:

- enter into agreement with the same police service to obtain the services of its major incident commanders and crisis negotiators who have trained with that tactical unit; or
- require the Chief of Police to ensure that at least one of the police service's major incident commanders and crisis negotiators train with the other police service's tactical unit.

Section 24(2) requires the Chief of Police to ensure that no person is to be a member of a tactical unit unless that person has successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies. Section 29 requires a police services board to have a policy in respect of required accredited training and equivalent competencies for members of a tactical unit.

Section 29 requires a board to have a policy regarding the deployment of a tactical unit. Furthermore, section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which a tactical unit will be deployed.

Section 29 requires a board to have a policy concerning the delegation of responsibility to the tactical supervisor or major incident commander for determining how many tactical



officers are required to be deployed to an incident. Section 25(2)(b) requires the Chief of Police to establish procedures that delegates to the tactical supervisor or major incident commander the responsibility for determining how many tactical officers are required to be deployed to an incident.

Finally, section 29 requires a board to have a policy requiring that all members of a tactical unit have access to a procedures manual. Section 25(3) requires the Chief of Police to ensure that the police service's procedures for tactical units are contained in a manual that is available to each member providing that service.

Sample Board Policy

Board Policy # _____

Contracted Delivery It is the policy of the _____ Police Services Board with respect to the services of a tactical unit that:

- a) this Board will contract with _____ Police Services Board/OPP to provide the services of a tactical unit (*decision also required on whether to contract for major incident commanders and crisis negotiators from the same police service*) that is available 24 hours a day and within a reasonable response time; and
- b) the Chief of Police, in consultation with the police service providing the service, will:
 - i) establish procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the services and the reporting relationships; and
 - ii) ensure that the police service's major incident commanders and crisis negotiators train with the other police service's tactical unit.

Direct, or Combined, Regional or Cooperative Delivery It is the policy of the _____ Police Services Board with respect to the services of a tactical unit that:

- a) the police service will provide the services of a tactical unit by (identify service delivery method - using its own members, or by entering into an agreement for a combined, regional or cooperative delivery);
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the unit will consist of a minimum of 12 full-time tactical officers, including the supervisor, who are dedicated to the tactical unit but who, when not training or undertaking tactical activities, may undertake community patrol; and
- d) the Chief of Police will:

- i) establish procedures that set out the circumstances in which the service will be deployed, including the process for obtaining the service and reporting relationships;
- ii) ensure that the tactical unit can undertake containment, the apprehension of an armed barricaded person, and explosive forced entry if it uses the services of a police explosive forced entry technician;
- iii) develop and maintain a manual on tactical unit services that is available to each member providing this service;
- iv) establish a selection process for members of the unit, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
- v) ensure the ongoing (and joint if applicable) training of members who provide this service; and
- vi) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members who provide this service.

Police Service Guidelines

- Procedures** 1. Every police service's procedures should address:
- a) the mandate, functions and reporting relationships of the tactical unit;
 - b) the circumstances in which the services of a tactical unit should be deployed; and
 - c) the process and operational responsibility for authorizing the deployment of a tactical unit.
- Manual** 2. Where a police service has established its own tactical unit, or has officers who are members of joint tactical unit, a manual shall be developed, maintained and made available to the members of the unit that addresses:
- a) general procedures for the tactical unit, including:
 - i) the tactical unit's mandate, functions, and reporting relationships;
 - ii) call-out procedures;
 - iii) communications with members of the tactical unit;
 - iv) operational procedures, including tactical and negotiating procedures;
 - v) organizational charts for the emergency response function;
 - vi) the operational linkages between the tactical unit, and other emergency response and public order unit services;
 - vii) a selection process for members of a tactical unit, including that officers must meet the minimum requirements set out in the Adequacy Standards Regulation;
 - viii) reporting relationship regarding the tactical unit; and
 - ix) the recording and reporting of incidents involving a tactical unit; and
 - b) procedures specific to members of a tactical unit, including:
 - i) members' responsibilities;

- ii) command and control;
- iii) communications with unit members;
- iv) incident assessment;
- v) provision and use of equipment;
- vi) operational training;
- vii) reporting relationships within the tactical unit;
- viii) hand-off/relief of teams within the tactical unit;
- ix) use of training, operational and equipment logs; and
- x) debriefing process.

- Training** 3. Where a police service has established its own tactical unit, or has officers who are members of joint tactical unit, the Chief of Police should ensure that the police service's skills development and learning plan includes the following requirements:
- a) maintenance tactical training occurring on average 1 day/week;
 - b) maintenance training for forced entry techniques occurring on average 1 day/month, if the tactical unit performs forced entry functions;
 - c) maintenance general tactical team training, 5 consecutive days, twice a year (or in lieu thereof 80 hours);
 - d) annual participation, wherever possible, in a joint training exercise involving crisis negotiators, major incident commanders, public order units, tactical units, hostage rescue teams, other police personnel, or outside emergency services deemed appropriate or subject of service delivery agreements;
 - e) annual re-qualification to an approved task-specific fitness standard, including reasonable assistance in facilitating members' compliance with the standard;
 - f) rappel master training and in addition to regular team training requirements, 8 hours of equipment maintenance training per month;
 - g) sharpshooter observer training and re-qualification on a quarterly basis in the specialty firearm(s) used for those members designated;
 - h) for those tactical units that use medical personnel as part of their immediate emergency medical support, that the medical personnel attend regular team training;
 - i) that the training plan be reviewed annually, and revised when necessary; and
 - j) in jurisdictions utilizing the tactical services of another agency, designated officers may be trained to act as liaison officers between the service and the tactical unit.

- Equipment** 4. Where a police service has established its own tactical unit, or has officers who are members of joint tactical unit, the Chief of Police should ensure that the members are provided, at minimum, with the equipment and facilities set out in the Ministry's designated equipment and facilities list.



MINISTRY'S DESIGNATED EQUIPMENT LIST
Tactical Units/Hostage Rescue Teams - Equipment and Facilities List

The equipment listed here is for the exclusive use of tactical units / hostage rescue teams. All equipment used by tactical/hostage rescue officers shall be approved by the Canadian Standards Council (CSA), where appropriate. The following list is the minimum kit with which a tactical/hostage rescue officer or unit/team shall have available in order to respond to a tactical or hostage rescue situation:

BALLISTIC PROTECTION
Heavy Body Armour (<i>personal issue</i>)
<ul style="list-style-type: none"> • threat level IIIA (National Institute of Justice Standard (NIJ)) • situationally and environmentally appropriate • "police" identification markers on front and rear
Helmets (<i>personal issue</i>)
<ul style="list-style-type: none"> • threat level II (NIJ) • subdued colour • impact protection • designed not to impair peripheral vision and quick movement
Body Shields
<ul style="list-style-type: none"> • threat level IIIA (NIJ) • require 2 per tactical team
Fragmentation Shields <i>(for explosive entry or hostage rescue purposes only)</i>
<ul style="list-style-type: none"> • fragmentation shields designed specifically for explosive entry and hostage rescue • require 2 per tactical unit
FOREIGN AGENT PROTECTION (<i>personal issue</i>)
Chemical Masks
<ul style="list-style-type: none"> • CS chemical agent protection • filter system for ambidextrous shoulder-firing of weapon



DISTRACTION DEVICE PROTECTION
Hearing Protection
<ul style="list-style-type: none"> • does not inhibit radio and voice communications input • designed to be worn in conjunction with ballistic helmet • sufficient quantity to supply unit members at the scene
COMBUSTION PROTECTION
Flame Resistance Protection
<ul style="list-style-type: none"> • flame resistant hood/balaclava and gloves
Fire Extinguishers
<ul style="list-style-type: none"> • portable
CLOTHING (<i>personal issue</i>)
Tactical Uniforms
<ul style="list-style-type: none"> • two-piece fatigues in heavy-duty material • situationally and environmentally appropriate • police affiliation shoulder flashes
Foot Wear
<ul style="list-style-type: none"> • situationally and environmentally appropriate
Gloves and Headgear
<ul style="list-style-type: none"> • shall not impair use of weapons or safety equipment • situationally and environmentally appropriate
Elbow and Knee Pads
<ul style="list-style-type: none"> • adjustable with tear resistant covering
OTHER SAFETY EQUIPMENT (<i>personal issue</i>)
Holsters
<ul style="list-style-type: none"> • ease of weapon removal when heavy body armour worn or when rappelling
Goggles
<ul style="list-style-type: none"> • effective eye protection against fragmentation • designed not to impair peripheral vision • clear, anti-fogging lenses

OTHER SAFETY EQUIPMENT
<p style="text-align: center;">First Aid</p> <ul style="list-style-type: none"> • multi-purpose kit with wide assortment of bandages, disinfectant, etc.
<p style="text-align: center;">Chemical Munitions Decontamination</p> <ul style="list-style-type: none"> • water eyewash gear for OC decontamination • water and specifically-prepared neutralizing solution for CS agent relief
<p style="text-align: center;">Multi-purpose Provisional Tools (<i>personal issue</i>)</p> <ul style="list-style-type: none"> • capable of being carried easily • used to cut ropes and other utility uses
<p style="text-align: center;">Arrest or Restraint Devices (<i>personal issue</i>)</p> <ul style="list-style-type: none"> • handcuffs • specifically designed, disposable temporary hand and foot restraints
<p style="text-align: center;">Tire Deflation Devices</p> <ul style="list-style-type: none"> • specifically designed to deflate pneumatic tires on moving or stationary vehicles
OPTICS INTENSIFICATION
<ul style="list-style-type: none"> • binoculars • spotting scopes
ILLUMINATION
<ul style="list-style-type: none"> • flashlight with coloured lens capabilities • light sticks, spotlights or equivalent remote lighting equipment • weapon-mounted flashlights • tritium sights or equivalent aiming system • night vision – minimum two per team
RADIO EQUIPMENT
<p style="text-align: center;">Portable Radios</p> <ul style="list-style-type: none"> • dedicated tactical channel capability (or access to OPC common tactical channel) • with ear-pieces or similar devices to eliminate noise • capable of use with chemical or OC agent
<p style="text-align: center;">Monitoring Radio Equipment</p> <ul style="list-style-type: none"> • equipment capable of monitoring tactical and other police communications • recording equipment

Power Sources
<ul style="list-style-type: none"> • extra batteries
OTHER COMMUNICATIONS
<ul style="list-style-type: none"> • Cellular Telephones with charging equipment or vehicle power source, or both
Loud Hailing System
<ul style="list-style-type: none"> • portable
TRANSPORTING
Central Tactical Vehicle
<ul style="list-style-type: none"> • dedicated to the tactical team • capable of transporting team members efficiently to incident locations • marked police van or truck • capacity to house tactical operations centre • housing communications equipment • if storing chemical agents, heated vehicle storage • storing other tactical equipment
Operational Vehicles
<ul style="list-style-type: none"> • unmarked vehicles • capable of securely housing officers' personal tactical gear and weapons
ENTRY: DIRECT <i>(use the best available equipment)</i>
Entry Rams
<ul style="list-style-type: none"> • allow for multiple entry tactics • capable of being used by one or more officers
Pry Bars
<ul style="list-style-type: none"> • allow for multiple entry tactics • long handles for maximum leverage
Break-Rake Tools
<ul style="list-style-type: none"> • allow for multiple entry tactics • devices designed to quickly breach windows and remove glass from frames
Sledge Hammers
<ul style="list-style-type: none"> • allow for multiple entry tactics
Bolt Cutters
<ul style="list-style-type: none"> • allow for multiple entry tactics

SUPPORT
<p>Ladders</p> <ul style="list-style-type: none"> • matte black finish • capable of multi-officer use • padded for silent deployment
<p>Mirrors</p> <ul style="list-style-type: none"> • light enough to be easily carried and used with one hand (e.g., mirror stick/pole)
<p>RAPPEL (<i>use the best available equipment</i>)</p>
<ul style="list-style-type: none"> • sufficient rappel equipment for training and operational use
FIREARMS
<p>Semi-automatic Rifle and 12 Gauge Shotgun</p> <ul style="list-style-type: none"> • one per member immediately available of either type of weapon • spare available • rifles of 5.56 mm caliber (minimum specification) and a magazine capacity of 20 rounds • shotguns with magazine capacity of four rounds (minimum specification)
<p>Submachine Guns</p> <ul style="list-style-type: none"> • magazine capacity of 25 rounds (minimum specification) • four ammunition magazines per weapon • weapon mounted flashlight • immediately available to each entry team member, as per operational requirements
<p>Marksman/Observer Rifles</p> <ul style="list-style-type: none"> • 7.62 mm calibre (minimum specification) • high quality magnifying optical sight with night vision capability - a minimum of 2 night vision devices per unit • personal issue to a marksman/observer
LESS LETHAL WEAPONS
<p>Chemical Agent and OC and their Delivery Systems</p> <ul style="list-style-type: none"> • canister system designed to be launched or hand delivered, containing CS and OC minimum available • projectile or muzzle-blast delivery system



Distraction Devices
<ul style="list-style-type: none"> • flash-bang canisters • smoke canisters
Impact Weapons
<ul style="list-style-type: none"> • collapsible baton (personal issue) • extended range impact weapons
Conducted Energy Weapons (July 2002 - Optional)
<ul style="list-style-type: none"> • TASER
RANGES
Firearms
<ul style="list-style-type: none"> • must have reasonable access to small & long arms range (indoor or outdoor) • access to a CQB range for hostage rescue qualified members
Chemical Munitions
<ul style="list-style-type: none"> • access to area for training with chemical agents
Impact Weapons
<ul style="list-style-type: none"> • access to area for training with impact weapons
ADMINISTRATION
Records
<ul style="list-style-type: none"> • administrative area for storing training and operational records



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: POLICE RESPONSE TO HIGH-RISK INDIVIDUALS		Policy Number: P-024
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG.3/99 Number AR-LE047 dated October 26, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

1. PREAMBLE

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

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

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

1.4 AND AS Section 80 (1) of the CSPA allows for the Chief of Police, or designate, to disclose personal information about an individual in accordance with the Regulation;

1.5 AND AS the Board has deemed it appropriate that it establish a policy to allow the Chief of Police, or designate, to disclose personal information about an offender when there are reasonable grounds to believe an individual poses a significant risk of harm to other persons or property, and reasonably believes that disclosure will reduce the risk;

1.6 AND AS the Municipal Freedom of Information and Protection of Privacy Act provides obligations to disclose any record to the public or persons affected if there is reasonable or probable grounds to believe that it is in the public interest to do so and that the record reveals a grave environmental, health or safety hazard to the public;

1.7 AND AS the Ministry of the Solicitor General Policing Standards requires a Police Service Board to have a policy with respect to police response to high-risk individuals for the purpose of crime prevention or law enforcement and disclosures of personal information under the CSPA;

1.8 AND AS Part LE-047 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 response to high-risk individuals.

NOW THEREFORE 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 “High Risk Individual” includes any individual identified through various criteria or factors that may be included in legislation or policies or procedures, including:

(i) an individual released at Warrant Expiry Date (WED) from a Federal Penitentiary who has been deemed to be a high risk to re-offend and commit a further offence involving sexual assaults, serious bodily harm or death; or

(ii) an individual convicted of a sexual offence against a child; or

(iii) an individual released from either a Federal or Provincial Institution who is deemed to be high risk to commit a sexual offence or other offence likely to cause serious bodily harm or death to another individual;

(iv) an individual entered on the High-Risk Offender National Flagging System, has been designated as a Dangerous Offender, Habitual Offender or Long Term Offender; or

(v) an individual against whom a judicial restraint order issued pursuant to section 8.10.01 or 8.10.02 of the Criminal Code has been issued;

(vi) an individual who has been identified as demonstrating a pattern of escalating violent behaviour likely to cause serious bodily harm or death to another person or a pattern of sexual offences; or

(vii) an individual whose psychological state and behaviour places them in a high-risk category, even though they may have never been convicted of a serious personal injury offence.

2.5 “High-Risk Offender National Flagging System” means an offender who in the opinion of Crown Counsel, has been identified as posing an ongoing serious threat to society;

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;

2.9 “Warrant Expiry Date (WED)” means the date upon which an offender who has been held in custody for their entire sentence and is released from custody at the expiration of their sentence, without any form of supervision by way of probation or parole.

3. BOARD POLICY

3.1 The Board recognizes as a priority the identification and management of high-risk offenders.

3.2 The Board believes that the Police Service must assume a leadership role in coordinating efforts to effectively manage high risk offenders.

3.3 It is therefore the policy of the Board that high risk offender management be conducted professionally and thoroughly, and in accordance with the procedure set out by the Chief as established and directed with this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall, where possible, work in partnership with the local Crown Attorney, appropriate community members and agencies, including health care providers, government agencies, municipal officials, other criminal justice agencies, including law enforcement agencies, as well as victim services to ensure a coordinated and effective strategy in response to high-risk individuals that address:

(a) post-arrest procedures;

(b) dangerous offender and long-term offender applications;

(c) High-Risk Offender National Flagging System and requirements of CPIC;

(d) information sharing;

(e) case management planning;

(f) review of risk assessment information;

(g) judicial restraint orders;

(h) victim assistance and safety planning; and

(i) community notification regarding high-risk individuals.

4.1.2 The Chief shall ensure that the strategy referred to in section 4.1.1 shall be reflected in policies and procedures that are in accordance with Appendix A.

4.1.3 The Chief shall ensure that said procedure above complies with the Municipal Freedom of Information and Protection of Privacy Act obligations to disclose records.

4.2 PROTOCOL

4.2.1 The Chief shall ensure that the Police Service, where possible, establish multiagency protocols with appropriate community members, law enforcement agencies, including local Crown Attorney's and victims services, local provincial probation and parole offices, local federal parole offices, provincial and federal correctional authorities, National Parole Board, Ontario Parole and Earned Release Board, Ontario Review Board, and local mental health facilities, regarding the coordinated response to the management of high risk individuals.

4.3 COMMUNITY NOTIFICATION

4.3.1 The Chief shall develop and implement written policies and procedures with respect to community notification of high-risk offenders that are in accordance with provincial legislation.

4.4 TRAINING

4.4.1 The Chief shall ensure that Members involved with high-risk offender management have the requisite knowledge, skills, and abilities to perform this function.

4.4.2 The Chief shall establish a skills development and learning plan that is consistent with Appendix A for Members performing this function.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30th of each year. The report shall include:

- (a) a summary of the written procedures regarding police response to high-risk individuals;
- (b) the status of Service compliance with said procedures; and
- (c) confirmation that members have been trained in accordance with section 4.4.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG.3/99 Number AR-LE047 dated October 26, 2006, and all other Policies, sections of Policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 25(3) of the *Corrections and Conditional Release Act (CCRA)* requires that Correctional Service Canada, where they have reasonable grounds to believe that an inmate who is about to be released by reason of the expiration of the sentence will, on release, pose a threat to any person, prior to the release and on a timely basis, take all reasonable steps to give the police all information under its control that is relevant to that perceived threat.

The *Ministry of Correctional Services Act (MCSA)* as amended by the *Community Safety Act, 1997 (CSA)* proclaimed on June 4, 1998, provides the ability for authorized ministry staff to release to a Chief of Police or designate personal information about an individual, in accordance with the regulations, when there are reasonable grounds to believe that the individual poses a “significant risk of harm to other persons or property”, and reasonably believes that disclosure will reduce that risk.

Section 41(1.1) of the *Police Services Act (PSA)* as amended by the *Community Safety Act, 1997* allows for the Chief of Police, or designate, to disclose personal information about an individual in accordance with regulations.

Further, section 41(1.2) of the *PSA* requires that any disclosure made under subsection (1.1) be for one or more of the following purposes:

- a) Protection of the public;
- b) Protection of victims of crime;
- c) Keeping victims of crime informed of the law enforcement, judicial or correctional processes relevant to the crime that affected them;
- d) Law enforcement;
- e) Correctional purposes;
- f) Administration of justice;
- g) Enforcement of and compliance with any federal or provincial Act, regulation or government program; and
- h) Keeping the public informed of the law enforcement, judicial or correctional processes respecting any individual.

Section 2(1) of the *Disclosure of Personal Information Ontario Regulation 265/98*, made under the *PSA*, allows the Chief of Police or designate to disclose personal information about an offender when there are reasonable grounds to believe that the individual poses a significant risk of harm to others or property and the disclosure will reduce the risk posed by the individual. Other sections of the regulation address disclosures made on individuals charged with offences and disclosures allowed to a victim, if requested.

In addition, the *Freedom of Information and Protection of Privacy Act (FIPPA)* section 11(1) states that “Despite any other provisions of this Act, a head shall, as soon as practicable, disclose any record to the public or persons affected if the head has reasonable and probable grounds to believe that it is in the public interest to do so and that the record reveals a grave environmental, health or safety hazard to the public”.

Finally, section 5(1) of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* provides similar obligations to disclose records.

This guideline has been developed to assist in establishing a consistent approach in managing the risk to public safety posed by sexual, violent and “potentially dangerous” individuals. It recognizes the need for cooperation between police services and their communities, and the importance of respecting and understanding the needs of victims of crime. It also recognizes the complexity of risk assessment and risk management strategies that has resulted in the need for the establishment of formal protocols with multi-agencies for information sharing and decision-making. In addition, although the ultimate decision on whether to disclose personal information rests with local police services, there is a move towards the use of committees with representatives of the justice system, the medical profession and the community, to assist in the review of risk assessment information and to make recommendations on effective management strategies.

In identifying individuals deemed to be “High Risk”, evidence would show that there are reasonable grounds to believe that the individual has a high likelihood to commit an offence causing serious harm. An individual may be assessed as “High Risk” based on the individual’s psychological state and behaviour, such as in some domestic violence cases, even though the individual may not have a prior criminal record or have ever been convicted of a serious personal injury offence. Further, an order under section 810.1 of the Criminal Code does not require a conviction for an offence or even the laying of a charge. It can be obtained by anyone who can establish a reasonable fear that the person in question will commit one or more of the enumerated sexual offences against a person under the age of 14. In addition, a “High Risk” individual may be identified as a released “Dangerous Offender” or a “Long Term Offender”, where the substantial risk that they present by their re-offending needs to be managed in the community with intensive supervision and other risk management strategies, including treatment interventions.

For the purposes of this guideline, a “High Risk” individual is identified through various criteria or factors that may be included in legislation (e.g., Dangerous Offender, Long Term Offender, detained until warrant expiry); or in policies and procedures (e.g., High Risk Offender National Flagging System, Ministry’s guidelines on Bail and Violent Crime and Domestic Violence Occurrence) including:



- *an offender detained until warrant expiry in consideration of the factors identified in sec. 132 of the CCRA and determined likely to commit a further offence involving serious harm or death; a sexual offence against a child; or a serious drug offence prior to the warrant expiry date (Warrant Expiry Inmate Release); or*
- *an offender placed on the High Risk Offender National Flagging System who, in the opinion of Crown counsel, has been identified as posing an ongoing serious threat to society. The High Risk Offender National Flagging System may include Habitual Offenders, Dangerous Sexual Offenders, Dangerous Offenders serving determinate sentence and indeterminate sentence, Long Term Offenders, Warrant Expiry Inmate Releases, and Judicial Restraint Orders pursuant to section 810.1, 810.01 and 810.2 cc; or*
- *an individual assessed by correctional authorities or mental health authorities who presents a high risk to commit a sexual offence or an offence likely to cause serious bodily harm or death to another person (factors would support placement in Intensive Supervision correctional plan); or*
- *an individual where the court has been satisfied that there are reasonable grounds to fear that the individual will cause personal injury or damage.*

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to high risk individuals that the Chief of Police will:

- a) work in partnership, where possible, with the local Crown, appropriate community members and agencies, including health care providers, government agencies, municipal officials, other criminal justice agencies, including law enforcement agencies, as well as victim services to ensure a coordinated and effective strategy in response to high risk individuals that addresses:
 - i) bail opposition consistent with the Ministry's guideline on Bail and Violent Crime;
 - ii) dangerous offender and long term offender applications;
 - iii) High Risk Offender National Flagging System and requirements of CPIC;
 - iv) information sharing;
 - v) case management planning;
 - vi) judicial restraint orders;
 - vii) victim assistance; and
 - viii) disclosure of information, including community notification and safety planning; and
- b) ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communication

operators/dispatchers and supervisors on the police response to high risk individuals.

Police Service Guidelines

Local Service Coordination

- 1) Every Chief of Police should work in partnership, where possible, with the local Crown, appropriate community members and agencies, including health care providers, government agencies, municipal officials, other criminal justice and law enforcement agencies and victim services to address:
 - a) the development of a coordinated and effective strategy for the assessment, supervision and inter-agency case management planning of high risk individuals who pose a significant risk of harm to members in the community;
 - b) the designation of an investigator to liaise with partners for responding to high risk individuals;
 - c) enhanced supervision and management of those assessed as high risk individuals under community supervision with Federal or Provincial correctional authorities or under the authority of the Ontario Review Board;
 - d) supervision and management, including inter-agency problem solving of those assessed as high risk individuals in the community that are not under the authority of Federal or Provincial correctional authorities or the Ontario Review Board;
 - e) issues of public concern and safety to ensure that appropriate community stakeholders, have effective and informed input into the pre-release process and post custody;
 - f) safety planning assistance to victims;
 - g) sharing of case specific information among relevant partners responsible for issues related to high risk individuals, subject to confidentiality requirements, in order to assess risk and provide a coordinated response; and
 - h) sharing of relevant information to address specific problems, including specialized enforcement and directed investigation into the timely apprehension of individuals for whom outstanding warrants exist.

Protocol

- 2) Every Chief of Police should, where possible, establish protocols with appropriate community members and law enforcement agencies, including local Crown Attorneys and victim services, local provincial probation and parole offices, local federal parole offices, provincial and federal correctional authorities, National Parole Board, Ontario Parole and Earned Release Board, Ontario Review Board, and local mental health facilities, where ones exist, that address:
 - a) information sharing and legal authority to release information (e.g., relevant information package from the Correctional Service of Canada pursuant to section 25(3) *CCRA*, provincial high risk release package as allowed by the *Ministry of Correctional Services Act*);
 - b) gathering, reviewing and retaining of information, as may be appropriate, for risk assessment and development of risk management strategies (e.g. Combined



- Police/Corrections Investigation Unit “Penitentiary Squad”), including the use of behavioural science support, if required;
- c) strategies for risk management, including enhanced supervision with the use of police presence (e.g. home visits, police station interviews), the timely apprehension of individuals for whom outstanding warrants exist, and judicial restraint orders;
 - d) practical assistance and support to victims, including disclosure of information to victims regarding their cases; and
 - e) community notification and targeted release of information in accordance with the *Police Services Act* and *Disclosure of Personal Information Regulation* and local policies and procedures on media relations.

**Bail
Procedures**

- 3) Every police service’s procedures on the police response to high risk individuals should:
 - a) ensure compliance with the procedures set out in the Ministry’s guideline on Bail and Violent Crime;
 - b) require that the Crown Attorney conducting the bail hearing is notified, as soon as possible, where it has been determined that an accused has been flagged on CPIC under the Special Interest Police (SIP) category for the High Risk Offender National Flagging System;
 - c) require the retrieval of the file information from the High Risk Offender National Flagging System, if available; and
 - d) require that the Crown Attorney be consulted to determine appropriateness of gathering evidence in support of a Dangerous Offender or Long Term Supervision Order application for cases flagged for the High Risk Offender National Flagging System.

**Dangerous
Offender
and
Long Term
Offender**

- 4) Every police service’s procedures should set out the steps to be taken by an investigator, in consultation with the Crown Attorney, when gathering, reviewing and retaining evidence, through consent or order of the court, to support a Dangerous Offender or Long Term Offender application, which may include:
 - a) past criminal record and arrest reports;
 - b) past trial transcripts, including sentencing transcripts;
 - c) victim impact statements;
 - d) interviews with other collaterals, including family members;
 - e) correctional services records and parole records;
 - f) pre-sentence reports and pre-disposition reports;
 - g) psychological reports and psychiatric reports;
 - h) health records;
 - i) employment performance reports and termination records;
 - j) school records;
 - k) military records; and
 - l) Children’s Aid Society records.

**Warrant
Expiry
Inmate
Release**

- 5) Every police service's procedures should set out the steps to be taken upon the receipt of information generated by the "Penitentiary Squad" regarding a Warrant Expiry Inmate Release, including:
- a) where an inmate has identified a residence in the police service's jurisdiction consistent with information received from Correctional Service of Canada;
 - b) where a Warrant Expiry Inmate Release locates to a police service jurisdiction and establishes a bona fide residence, without prior knowledge revealed by Correctional Service of Canada; and
 - c) where investigative support from the "Penitentiary Squad" is required.

**Sharing of
Information
on all
High Risk
Cases**

- 6) Every police service's procedures should:
- a) address the sharing of information with correctional authorities, consistent with protocols, including the Correctional Service of Canada, National Parole Board, the Ministry of Community Safety and Correctional Services-Correctional Services, Ontario Parole and Earned Release Board and other law enforcement agencies, including local Crown Attorneys, and with health authorities, including the Ontario Review Board, regarding the expected release or presence in the community of a high risk individual;
 - b) address the linkages to other relevant procedures, including victims' assistance, sex offender registry, criminal harassment, domestic violence occurrences, child abuse and neglect and preventing or responding to occurrences involving firearms;
 - c) require officers, for major cases, to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*, as well as the provisions of the *Violent Crime Linkage Analysis System Reports (ViCLAS) Regulation*;
 - d) address the role of communications and dispatch in the exchange of information with front-line officers on high risk individuals;
 - e) ensure occurrences involving high risk individuals are referred to an investigator for appropriate follow-up;
 - f) ensure the sharing of information with the Crown Attorney for review for flagging, where appropriate, on the High Risk Offender National Flagging System;
 - g) require the issuance and dissemination of appropriate CPIC information;
 - h) ensure the exchange of appropriate information with police services and other relevant law enforcement agencies, in or outside of Canada, on transfer of a high risk individual from one jurisdiction to another and supporting inter-jurisdictional investigations, including liaising with police services and other law enforcement agencies, pending transfer of a high risk offender; and
 - i) address the investigative supports that may be available to assist in cases determined to be high risk, including the use of:
 - i) physical surveillance;
 - ii) electronic interception;
 - iii) video and photographic surveillance; and



iv) victim/witness protection services.

- 7) Every police service's procedures should:
- a) ensure the timely review of risk assessment information provided by correctional authorities for those individuals identified as Warrant Expiry Inmate Releases and the timely review of risk assessment information, consistent with protocols, on all cases identified as "High Risk"; and
 - b) address the development of a case management plan, consistent with protocols, with correctional authorities and the monitoring of conditions of release (e.g., parole, probation, long term supervision orders) and health authorities, where applicable, including enforcement.

**Risk
Assessment**

- 8) Every police service's procedures should set out the steps to be taken by an investigator when applying for a Judicial Restraint Order (810 orders including 810.1, 810.01 and 810.2) provision under the *Criminal Code*, including:
- a) obtaining and reviewing risk assessment documentation (Note: "Protected Information Reports" obtained from correctional services should not form part of the disclosure documents);
 - b) interviewing the high risk individual, where possible;
 - c) interviewing the institution psychologist, case management officer, classification officer, or other professional institutional staff, where applicable;
 - d) consulting with the probation/parole officer, where applicable;
 - e) consulting with the Crown Attorney;
 - f) reviewing police occurrences/crown briefs/contacts;
 - g) preparing "Grounds for Fear" information;
 - h) determining firearms possession or acquisition status for consideration of forfeiture condition;
 - i) developing conditions for Judicial Restraint Order, including access to support services (e.g. mental health care) and preparing draft recognizance order;
 - j) preparing Crown package in a timely fashion, including information regarding prior criminal record, information from correctional services, victim impact statements, interview with the individual and/or their family, psychiatric/psychological reports/assessments;
 - k) laying an information (s. 810.1 and s.810.2 applications must be sworn before a provincial court judge and s.810.01 and s.810.2 applications require the initial consent of the Attorney General);
 - l) compelling the appearance of the high risk individual;
 - m) monitoring compliance with judicial release orders;
 - n) addressing the enforcement of judicial release orders when there is a breach of a condition; and
 - o) tracking of 810 orders for renewal.

**Judicial
Restraint
Order**

- 9) Every police service's procedures should address community notifications, including;

**Community
Notification**

- a) upon receiving information from Correctional Service of Canada, Ministry of Community Safety and Correctional Services-Correctional Services, Ministry of Health and Long-Term Care or other relevant law enforcement agency or health authorities of an individual assessed as a high risk individual, the designated officer reviewing the information package, including risk assessment documents, consistent with protocols, to determine if reasonable grounds exist to believe that the individual poses a significant risk of harm to other persons or property;
- b) addressing the criteria and steps for assessing risk to the community, including interviewing, where possible, the high risk individual, institutional case manager, psychologist/institutional professional, community corrections officer or health professional;
- c) initiating a Judicial Restraint Order application, in consultation with the local Crown Attorney and the high risk individual;
- d) consulting with the police service's legal representative if proceeding with a media or controlled information release, and ensuring that the disclosure will be in accordance with the *Police Services Act* and *Disclosure of Personal Information Regulation* and local policies and procedures on media relations;
- e) determining the personal information to be released, in accordance with legislation and regulations and the local policies and procedures on media relations and how the disclosure will reduce the risk;
- f) protecting the rights and safety of the public, including the high risk individual; and
- g) disseminating information to the public, where appropriate, regarding high risk individuals.

**Training
and
Information**

- 10) Every Chief of Police should ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communications operators/dispatchers and supervisors on:
 - a) current legislation and case law pertaining to high risk individuals;
 - b) local protocols;
 - c) the use of the Special Interest Police (SIP) category on CPIC;
 - d) the implementation of local community strategies and education/awareness initiatives and programs for addressing issues related to high risk individuals;
 - e) special security measures in cases which generate public interest; and
 - f) victim service providers or a victim referral service available to the area.





**WINDSOR POLICE SERVICE BOARD
POLICY**

Police Name: INTERNAL TASK FORCES		Policy Number: P-025
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: Number: AR—LE010, August 7, 2014; March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 6 (1) 4 i of O. Reg. 392/23: Adequate and Effective Policing (General) prescribes that a Chief of Police shall establish procedures and processes with respect to Internal Task Forces;

1.4 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 that it has a policy on Internal Task Forces;

1.5 AND AS Part LE-010 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing police services relative to Internal Task Forces.

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 the work of Internal Task Forces forms an important part of investigative and preventative policing, and it is therefore the policy of this Board to support the use of internal task forces where appropriate 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 a procedure to approve Internal Task Forces. These procedures shall be in accordance with Appendix A and subsection 6 (1) 4 i of O. Reg. 392/23: Adequate and Effective Policing (General).

4.1.2 The Chief shall develop a procedure to measure the accountability of Internal Task Forces.

5. REPORTING REQUIREMENTS

5.1 BUDGET REPORT

5.1.1 The Chief shall make a report to the Board as part of the budget process that outlines the number of planned Internal Task Forces. This report shall include an estimate of the cost of the planned Internal Task Forces.

5.2 GENERAL REPORT

5.2.1 Upon completion of an Internal Task Force, the Chief shall make a report to the Board advising the Board: (a) if the Internal Task Force achieved its objectives; and (b) the actual cost of the Task Force, including personnel costs.

5.3 ANNUAL REPORT

5.3.1 The Chief shall make an annual report to the Board before August 30th of each year in respect of Internal Task Forces. This report shall contain:

(a) the number of completed Internal Task Forces established within the Service;

(b) the cost to the Service of the Internal Task Forces, including personnel costs; and

(c) whether or not the Internal Task Force obtained its performance objectives.

6. IMPLEMENTATION

6.1 Winsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-LE010, August 7, 2014; March 23, 2000 and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

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 internal task forces. In addition, section 13(1)(a) requires the Chief of Police to establish procedures and processes in respect of internal task forces.

For the purposes of these requirements an internal task force is defined as a planned operation established within the police service related to the investigation of criminal activity.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect internal task forces that the Chief of Police will:

- a) develop procedures that address the approval process and accountability mechanisms for internal task forces; and
- b) provide information in the annual report on 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.

Police Service Guidelines

Procedures

1. Every police service's procedures on internal task forces should:
 - a) set out the criteria and approval process for establishing an internal task force;
 - b) require the development of a written mandate and operational plan for each task force established within the police service that addresses:
 - i) the purpose, performance objectives and indicators for the task force;
 - ii) the identification of the task force manager, and authority and responsibilities within the task force;
 - iii) the allocation of the resources required to accomplish the task force's mandate; and
 - iv) mechanisms for monitoring and evaluating the progress of the task force and its continued necessity; and
 - c) require that a final report and evaluation be prepared when a task force is completed.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: JOINT FORCES OPERATIONS		Policy Number: P-026
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: Number: AR-LE009, August 7, 2014; March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 6 (1) 4 ii of O. Reg. 392/23: Adequate and Effective Policing (General) prescribes that a Chief of Police shall establish procedures and processes with respect to Joint Forces Operations;

1.4 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 that it has a policy on Joint Forces Operations;

1.5 AND AS Part LE-009 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to Joint Forces Operations;

1.6 AND AS the Board is committed to ensuring that incidents which occur across jurisdictional boundaries are properly investigated.

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 “Protocol” means any written or verbal contract agreement or understanding relating to the provision of ongoing policing services by one board for another, or by the Board for another organization or for the ongoing sharing of resources in respect of policing services but does not include:

- (a) on a day-to-day co-operation between police services or other organization; or
- (b) any unforeseen operational emergencies;

2.7 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes that Joint Forces Operations form an important part of investigative and preventative policing, and it is therefore the policy of this Board that such Joint Forces Operations be established and maintained 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 that address the approval process for establishing a Joint Forces Operation.

4.1.2 The Chief shall establish procedures for evaluating the effectiveness of any Joint Forces Operation.

4.1.3 The procedures referred to above shall be in accordance with Appendix A and subsection 6 (1) 4 ii of O. Reg. 392/23: Adequate and Effective Policing (General).

5. REPORTING REQUIREMENTS

5.1 The Chief shall provide the Board with a draft copy of a Protocol for a Joint Forces Operation for the review and approval of the Board.

5.2 The Chief shall make a written report to the Board on or before August 30th of each year in respect of the Joint Forces Operations in which the Service has participated. This report shall include:

- (a) the cost to the Service of the Joint Forces Operation; and
- (b) an indication of whether the Joint Forces Operation achieved its performance objective.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – AR-LE009, August 7, 2014; March 23, 2000, and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on the January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

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 joint forces operations. In addition, section 13(1)(b) requires the Chief of Police to establish procedures and processes in respect of joint forces operations.

For the purposes of these requirements a joint forces operation is defined as a planned operation, supported by a written agreement, involving two or more police services who have common objectives related to the investigation of multi-jurisdictional criminal activity. This is not meant to include situations where one police service requests assistance from another police service with an investigation into an individual or specific criminal occurrence(s).

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to joint forces operations that the Chief of Police will:

- a) develop procedures that address the approval process and accountability mechanisms for joint forces operations; and
- b) provide information in the annual report on the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved their performance objectives.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on joint forces operations should:
 - a) address the criteria and approval process for establishing a joint forces operation;
 - b) require the establishment of a joint management team for each operation;
 - c) require the development of a written mandate and operational plan for each joint forces operation that addresses the:
 - i) purpose, performance objectives and indicators for the joint forces operation;
 - ii) role and responsibilities of the joint management team;
 - iii) methods to accomplish the objectives and how the allocated resources are to be utilized;
 - iv) identification of a project manager, and the authority and responsibilities within the joint forces operation;
 - v) identification of a financial control officer for the project;



- vi) mechanisms for monitoring and evaluating its progress and continued necessity; and
 - vii) the periodic reporting back to the joint management team on its activities; and
 - d) require that a final report and evaluation be prepared when a joint forces operation is completed.
2. Where two or more police services request funding in support of a joint forces initiative from the Criminal Intelligence Service Ontario (CISO), the police services should follow the requirements established by CISO for joint forces operations.
 3. Where a joint forces operation is a major case, the police services should also comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Policy Name: CRIMINAL INTELLIGENCE		Policy Number: P-027
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 16, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE004	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 5 (1) 2 of O. Reg. 392/23: Adequate and Effective Policing (General) requires the police service to have a criminal intelligence capacity and process that meets the requirements of subsection 5 (2) of the said regulation, including a procedure for sharing criminal intelligence with other law enforcement agencies;

1.4 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 that it has a policy on criminal intelligence;

1.5 AND AS Part LE-004 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and police service relative to criminal intelligence.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

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

2.6 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes that issues relating to criminal intelligence are important components of investigative and preventative policing, and it is therefore the policy of this Board that such matters be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish written priorities and written procedures for criminal intelligence.

4.1.2 The Chief shall ensure that the written procedures referred to in subsection 4.1.1. include procedures regarding strategic and tactical intelligence.

4.1.3 The procedures referred to above shall be in accordance with Appendix A and O.Reg.392/23: Adequate and Effective Policing (General).

4.2 CRIMINAL INTELLIGENCE ANALYSIS

4.2.1 The Chief shall promote the use of criminal intelligence analysis by supervisors to identify areas for issues requiring directed patrol, targeted enforcement, problem-oriented policing initiatives or community-based crime prevention initiatives.

4.3 TRAINING

4.3.1 The Chief shall ensure that Members used to perform criminal intelligence functions have the knowledge, skills, and abilities to perform this function.

4.4 EQUIPMENT

4.4.1 The Chief shall ensure that Members involved in criminal intelligence have available and use appropriate equipment in performing this function.

5. REPORT TO THE BOARD

5.1 Chief shall make a written report to the Board on or before August 30 of each year in respect of criminal intelligence. The report shall include:

- (a) a summary of the written procedures concerning criminal intelligence;
- (b) the status of Service compliance with the said procedures; and
- (c) confirmation that Members have been trained in accordance with section 4.3

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number: AR-LE004, March 23, 2000 and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 5(1)(b) of the Adequacy Standards Regulation requires a police service to have a criminal intelligence capacity.

Section 5(4) of the regulation allows a police service to deliver criminal intelligence by contracting with another police service, or entering into arrangements to provide this service on a combined, regional or cooperative basis.

Furthermore, section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on criminal intelligence. In addition, section 13(1)(c) requires the Chief of Police to establish procedures and processes in respect of criminal intelligence.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to criminal intelligence that:

- a) criminal intelligence will be provided by (identify service delivery method);
- b) the Chief of Police will:
 - i) establish priorities and procedures for criminal intelligence, including strategic and tactical intelligence;
 - ii) promote the use of criminal intelligence analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing initiatives or community-based crime prevention initiatives; and
 - iii) ensure, if the police service uses its own members to perform the criminal intelligence function, that the members have the knowledge, skills and abilities to perform this function and the necessary tools and equipment.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on criminal intelligence should:
 - a) set out the circumstances and steps to be followed for notifying criminal intelligence personnel about occurrences or information that is relevant, including when an occurrence involves gang or organized crime activity;
 - b) require supervisors to use criminal intelligence analysis for identifying areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing or community-based crime prevention initiatives;
 - c) require the separate storage, security and maintenance of intelligence records; and

- d) set out the steps for disseminating intelligence within the police service, and to other police services, law enforcement agencies, such as Criminal Intelligence Service Ontario (CISO), appropriate government agencies, and other organizations that have a bona fide need for the intelligence.
2. Where a police service undertakes criminal intelligence using its own members, its procedures should address:
- a) the collection, collation and analysis of criminal intelligence, including strategic and tactical analysis;
 - b) the control and management of a special fund for intelligence activities if the police service maintains such a fund;
 - c) the evaluation criteria for assessing the reliability of information and sources;
 - d) the purging of out-of-date information from the records; and
 - e) the designation of a position within the police service that is responsible for the intelligence function, including:
 - i) staying current on emerging trends and new techniques for performing this function; and
 - ii) ensuring that the members performing this function have the necessary knowledge, skills, abilities and equipment.



WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: COMMUNICATIONS AND DISPATCH		Policy Number: P-028
Responsible Manager: Administrative Director WPSB	Review Schedule: 1 Year	Effective Date: January 20, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE002	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 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 subsection 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, emergency calls for service;

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

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to require the Police Service to have a communication centre;

1.6 AND AS the Board has deemed it appropriate that it establish a communication centre to operate 24-hours a day with one or more communications operator/dispatcher to answer emergency calls for service and maintain a constant two-way voice communication capability with police officers who are on patrol responding to emergency calls;

1.7 AND AS the Board has deemed it appropriate that it establish a policy that ensures:

- (a) 24 hours a day, a member of a Police Service is available to supervise police communications and dispatch services; and
- (b) police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communication centre when away from their vehicle or on foot patrol;

1.8 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief of Police to:

- (a) establish procedures on communications and dispatch services; and
- (b) ensure that communications operators/dispatchers and those supervising them have successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies;

1.9 AND AS the Board has deemed it appropriate that it establish a policy on communication and dispatch services;

1.10 AND AS Part LE-002 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board and the Chief relative to communications and dispatch.

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 appropriate communications and dispatch are crucial to policing, and it is therefore the policy of this Board that such communications and dispatch issues be dealt with in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish procedures and processes with respect to communications and dispatch services in accordance with Appendix A.

4.2 SUPERVISION

4.2.1 The Chief shall ensure that twenty-four (24) hours a day a Member of the Service is available to supervise police communications and dispatch services.

4.3 PORTABLE RADIOS

4.3.1 The Chief shall ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol.

4.4 COMMUNITY PROTOCOL

4.4.1 The Chief shall ensure that a protocol is developed with municipal fire services and the City of Windsor with respect to processes and procedures for communications and dispatch services.

4.4.2 The Chief shall ensure that the protocol referred to in Section 4.4.1 above is reviewed on an annual basis.

4.5 TRAINING

4.5.1 The Chief shall ensure that Members who provide communications and dispatch services have the requisite knowledge, skills, and abilities.

4.5.2 The Chief shall ensure that the management and effectiveness of the communications and dispatch centre is regularly monitored and evaluated.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of communications and dispatch. The report shall include:

- (a) a summary of the written procedures regarding communications and dispatch;
- (b) the status of Service compliance with the said procedures;
- (c) a copy of the organizational chart of the communications unit; and
- (d) a summary of the training given to Members in the communications unit including a summary of the cost associated with the training.

5.2 The Chief shall ensure that the community protocol referred to in section 4.4 and any subsequent changes thereto is presented to the Board for review and approval.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 -Policy Number: AR-LE002 – September 27, 2001 and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 5(1)(a) of the Adequacy Standards Regulation requires a police service to have a communications centre.

Section 5(3) allows a police service to access the services of a communications centre by contracting with another municipal emergency service, contracting with another police service, or entering into arrangements to provide the services of a communications centre on a combined, regional or cooperative basis.

Section 5(6) requires a communications centre to operate 24 hours a day with one or more communications operators/dispatchers to answer emergency calls for service, and maintain constant two-way voice communication capability with police officers who are on patrol or responding to emergency calls.

In addition, section 6(1) of the Adequacy Standards Regulation requires a police service to ensure that:

- 24 hours a day a member of a police service is available to supervise police communications and dispatch services; and
- police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol.

Furthermore, section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on communications and dispatch services. Also, section 6(3) requires the Chief of Police to:

- establish procedures on communications and dispatch services; and
- ensure that communications operators/dispatchers and those supervising them have successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies.

Sample Board Policy

Board Policy # _____

**Contracted
Delivery**

It is the policy of the _____ Police Services Board with respect to communications and dispatch services that:

- a) this Board will contract with _____ Police Services Board/OPP/Municipal Emergency Service to provide the services of a communications centre (*decision also required on whether to contract for communications and dispatch supervision by a member of another police service*); and
- b) the Chief of Police will:
- i) ensure that 24 hours a day a member of a police service is available to supervise police communications and dispatch services;
 - ii) ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol;
 - iii) in consultation with the police service/municipal emergency service providing the services of a communications centre, establish procedures and processes on communications and dispatch services, including ensuring that persons providing these services meet the requirements of the Adequacy Standards Regulation; and
 - iv) regularly monitor and evaluate the management and effectiveness of the communications/dispatch centre.

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

It is the policy of the _____ Police Services Board with respect to communications and dispatch services that:

- a) the police service will provide the services of a communications centre by (identify service delivery method); and
- b) the Chief of Police will:
- i) ensure that 24 hours a day a member of a police service is available to supervise police communications and dispatch services;
 - ii) ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol;
 - iii) establish procedures and processes on communications and dispatch services; and
 - iv) ensure that members who provide communications and dispatch services meet the requirements of the Adequacy Standards Regulation.

Police Service Guidelines

Note: Provisions apply equally to other municipal emergency services that provide police communications and dispatch.

- Procedures**
1. Procedures and processes on communications and dispatch services should address:
 - a) the answering, dispatching and tracking of calls and officer-initiated activity;
 - b) the priority to be assigned to different categories of calls;

- c) providing information to the caller on the proposed method of response;
- d) the criteria for the assignment of the number of officers in response to an incident;
- e) the control, maintenance, retention and storage of communication records and statistics;
- f) radio communications to and from officers, including:
 - i) the circumstances requiring radio communications by officers;
 - ii) the recording of the status of officers when out of service;
 - iii) the use of the Ten-code and the International Phonetic Alphabet;
 - iv) the methods used for identifying officers during radio transmissions; and
 - v) communication with other agencies/service providers;
- g) the communications procedures to be followed during pursuits, and require the availability of the police service's procedures on suspect apprehension pursuits in the communications area;
- h) supervising communications activities, including undertaking periodic assessments to review the consistent application by dispatchers/operators and supervisors of the response priorities established under 1(b);
- i) providing information to the public on:
 - i) the police service's emergency and administrative numbers;
 - ii) which numbers to call based on the type of request for service; and
 - iii) the police service's priorities for responding to different categories of calls for service, and expected response based on the police service's performance objectives;
- j) the availability of the municipal and police service's emergency plan for the community, region and/or area in the communications area;
- k) immediate access by communications and dispatch personnel to the following:
 - i) the designated senior officer in charge;
 - ii) duty roster of all personnel that are normally dispatched through that centre;
 - iii) visual maps detailing its service area;
 - iv) officer status indicators; and
 - v) telephone numbers for procuring emergency and necessary external services to the police service;
- l) security for the communications center;
- m) the regular maintenance of the communications equipment; and
- n) inter-jurisdictional communications capabilities.

**Systems
Capabilities**

2. Every communications and dispatch centre should have:
 - a) a communications system that can record radio and emergency telephone communications, and has the capability for immediate playback of recorded telephone and radio conversations while maintaining a continuous recording of radio transmissions;
 - b) an alternate source of electrical power available for its communications system that is sufficient to ensure continued operation of emergency communication

equipment in the event of failure of the primary power source, and which is inspected and tested on a regular basis; and

- c) access to multi-channel mobile and/or portable radio equipment capable of two-way operation on a joint public safety frequency or frequencies.

**Staffing
and
Resourcing**

- 3. Every communications and dispatch centre should:
 - a) set out the roles and responsibilities of communications/dispatch operators;
 - b) ensure that the appropriate level of resources are provided to the communications function, including shift staffing levels based on calls for service analysis;
 - c) establish the selection processes for communications operators, dispatchers and those supervising them, including ensuring that members meet the requirements of the Adequacy Standards Regulation; and
 - d) ensure that the skills development and maintenance training for communications /dispatch operators and communications supervisors is set out in the police service's skills development and learning plan.
- 4. Every Chief of Police should ensure that police officers are kept informed of communications/dispatch policies and procedures.



WINDSOR POLICE SERVICE BOARD POLICY

Police Name: BAIL AND VIOLENT CRIME		Policy Number: P-029
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: AR-LE023 dated March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

1. PREAMBLE

1.1 AS Part XVI of the Criminal Code of Canada deals with bail for criminal offenders;

1.2 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;

1.3 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 39 (1) of the CSPA requires the Board's Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, bail and violent crime;

1.5 AND AS subsection 6 (1) 4 xii of O.Reg. 392/23: Adequate and Effective Policing (General) prescribes that a Chief of Police shall establish procedures and processes with respect to bail and violent crime;

1.6 AND AS the Board deems it appropriate that it has a policy on bail and violent crime;

1.7 AND AS Part LE-023 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing police services relative to bail and violent crime.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Chief Judge” means the local administrative judge in conjunction with the Regional Senior Justice;

2.5 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

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

2.7 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that issues relating to bail and in particular, bail for persons accused of violent crimes are important components of investigative and preventative policing, and it is therefore the policy of this Board that such 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 OPPOSING BAIL ON SECONDARY GROUNDS

4.1.1 The Chief shall develop a procedure on bail and violent crimes that addresses the assessing of whether to recommend opposing bail on the secondary grounds.

4.1.2 The Service’s procedure on assessing whether to oppose bail on secondary grounds shall address the factors set out in Section 1 of Appendix “A”.

4.2 PREPARATION OF THE BAIL HEARING BRIEF

4.2.1 The Chief shall establish procedures on bail and violent crime that address the preparation of the show cause report.

4.2.2 The Service’s procedures on the preparation of the bail hearing brief shall include those criteria identified in Section 2 of Appendix “A”.

4.3 PRE-HEARING NOTIFICATIONS

4.3.1 The Chief shall ensure that the Service’s procedure on bail provides for advance notification of the bail hearing to the appropriate Crown Attorney.

4.4 POST-BAIL HEARING NOTIFICATIONS

4.4.1 The Chief shall establish procedures for post-bail hearing notification.

4.4.2 The Service's procedure on post-bail hearing notification shall include those matters identified in Section 3 of Appendix "A".

4.5 BREACH OF BAIL CONDITIONS

4.5.1 The Chief shall ensure that the procedures that deal with breach of bail conditions.

4.5.2 The Service's procedure on breach of bail conditions shall include those matters identified in Section 5 of Appendix A.

4.6 TRAINING

4.6.1 The Chief shall ensure that Members involved with bail have the requisite knowledge, skill, and abilities.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of investigations into property offences. The report shall include:

- (a) a summary of the written procedures regarding bail; and
- (b) confirmation of compliance with the procedures regarding bail.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.RE.3/99 dated March 23, 2000 and all Policies and sections of Policies of the Board inconsistent with the provisions of this Policy are repealed as of January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Assistant

Date

Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on bail and violent crime. In addition, section 13(1)(k) requires the Chief of Police to establish procedures and processes with respect to bail and violent crime.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to bail and violent crime that the Chief of Police will establish procedures on bail and violent crime that address:

- a) assessing opposing bail on the secondary grounds;
- b) preparing the show cause report (bail hearing brief);
- c) post-bail hearing notifications; and
- d) breach of bail conditions.

Police Service Guidelines

Opposing Bail on the Secondary Grounds

1. Every police service's procedures on assessing whether to oppose bail on the secondary grounds in cases involving violence or threatened use of violence should address:
 - a) information to be gathered by officers, including:
 - i) obtaining the accused's criminal record and taking reasonable steps to obtain the underlying facts supporting prior criminal convictions or outstanding charges, including the name of the victim, where they may be of assistance;
 - ii) verifying whether the accused faces outstanding charges, type of release and any conditions of release;
 - iii) making reasonable efforts to obtain general background information on the accused, including any known history of violent behaviour, as well as any information on any known psychiatric, emotional or mental problems that are relevant to the circumstances of the offence, or which may provide grounds for supporting the continued detention of the accused;
 - iv) making reasonable efforts to obtain information on whether the accused has an alcohol or drug abuse history, and assessing whether drugs or alcohol were involved or related to the offence;
 - v) verifying whether any non-restricted, restricted or prohibited firearm, cross-bow, prohibited weapon, ammunition or explosive substance was seized

- from the accused, and whether any specific firearm or other weapon alleged to have been used in the offence has been recovered; and
- vi) obtaining information on whether the accused is legally entitled to possess or acquire, or has access to non-restricted, restricted or prohibited firearms, prohibited weapons, cross-bows, ammunition or explosive substances;
- b) assessing the circumstances of the case in order to determine whether:
- i) the protection or safety of the public and victim can be satisfied if the accused is released by an officer pursuant to Part XVI of the *Criminal Code*;
 - ii) there is a need to impose conditions on the release pursuant to section 515 of the *Criminal Code* in order to protect the safety of the public and victim; or
 - iii) the accused's continued detention is necessary for the protection or safety of the public, victim or victim's children;
- c) the factors to be considered in assessing whether to recommend that bail be opposed in a case, including:
- i) whether the case involves a threat of death or serious bodily harm;
 - ii) whether the victim suffered more than minor injuries in an assault;
 - iii) whether the accused used or threatened to use a weapon or firearm;
 - iv) whether the police have information that there is a history of prior violence or abuse by the accused towards the victim, and the officer believes that the victim may be at continued risk from the accused;
 - v) whether the victim is concerned about his or her safety;
 - vi) whether there was planning and deliberation;
 - vii) whether there is reason to believe that the accused will continue to offend, including in criminal harassment cases, the accused engaged in repetitive harassing behaviour;
 - viii) whether the accused has a history of violent behaviour, or is a repeat offender who has been previously convicted of violent offences, or is engaged in an escalating pattern of violent behaviour;
 - ix) whether the accused is on bail, parole, temporary absence, conditional sentence or probation or has a history of disregarding court orders;
 - x) whether there is reason to believe that the accused has alcohol or drug problems, or may be mentally unstable, and would likely re-offend or be dangerous if released;
 - xi) whether the accused has attempted to obstruct justice;
 - xii) whether the accused's release will impede further investigation;
 - xiii) whether the accused has threatened retaliation against the complainant; or
 - xiv) in cases involving a domestic violence occurrence, other risk indicators set out in the domestic violence supplementary report form;
- d) documenting in any case where one or more of the factors in 1(c) is determined to exist, the reasons if the officer decides not to recommend that bail be opposed; and

- e) the requirement that a review be undertaken in any case where the accused commits a violent crime while awaiting trial for charges relating to a domestic violence occurrence, sexual assault, criminal harassment or firearms, where the officer had not recommended to the Crown that bail be opposed.

**Preparing
the Bail
Hearing
Brief**

2. Every police service's procedures on the preparation of the bail hearing brief should:
 - a) require officers when preparing a bail brief to make every reasonable effort to follow the specified steps for preparing a bail brief, including:
 - i) displaying in the brief, the officer's recommendation that bail be opposed, or that the officer is recommending that the accused be released with conditions;
 - ii) including in the brief, information regarding the alleged offence which clearly sets out those circumstances of the offence which emphasize its seriousness, and those factors which indicate that the accused is a threat to the protection or safety of the public, as well as any evidence known to the officer that demonstrates the strong possibility of conviction that can be disclosed at the bail hearing in a manner that does not jeopardize an on-going investigation;
 - iii) including in the brief, the accused's complete criminal record and underlying facts supporting prior criminal convictions where they may be of assistance in opposing bail;
 - iv) displaying in the brief, whether the accused faces outstanding charges and the underlying facts, and information on any outstanding release orders (including type of release), warrants and conditions of release;
 - v) displaying in the brief, whether the accused is currently on parole, temporary absence or probation, or has been previously convicted of committing offences while on bail, parole, temporary absence, or probation and if so, including relevant information concerning these occurrences and any information on the accused's prior response to community supervision that has been obtained from federal or provincial correctional services, including institution and community-based services;
 - vi) including in the brief, any general background information on the accused, including any known history of violent behaviour, as well as any information on any known psychiatric, emotional or mental problems of the accused that are relevant to the circumstances of the offence, or which may provide grounds for supporting the continued detention of the accused;
 - vii) inserting into the brief, at the earliest opportunity, information on whether the accused has an alcohol or drug abuse history (and victim's concerns), and the involvement of drugs or alcohol in the offence;
 - viii) ensuring that a detailed statement of the victim and other supporting witnesses is available at the earliest opportunity and inserted in the brief,

- including the victim's concerns, if any, as to the accused's dangerousness and threat to the victim's safety;
- ix) include any relevant statements or utterances of the accused within the brief;
 - x) displaying in the brief, any information that the accused may be a suicide risk or have suicidal tendencies;
 - xi) displaying in the brief, whether or not the specific weapon allegedly involved in the offence has been recovered;
 - xii) displaying in the brief, whether the accused is legally entitled to possess or acquire, or has access to non-restricted, restricted or prohibited firearms, prohibited weapons, cross-bows, ammunition or explosive substances;
 - xiii) displaying in the brief, any known criminal associates of the accused;
 - xiv) in cases involving domestic violence occurrences, including information on any breaches of restraining orders if known, or whether there are any outstanding orders relating to custody of or access to children;
 - xv) recording in the brief, any aspects of the bail hearing brief preparation that are as yet incomplete which may assist in opposing bail, and ensure that the Crown is aware of any need for an adjournment to enable the completion of an investigation bearing upon the accused's threat to the protection or safety of the public (including an estimate of how much time will be required);
 - xvi) in cases where bail is opposed, indicating in the brief that bail is opposed but in the event of release, include recommendations for conditions of release that the Crown should request, including in all cases involving domestic violence occurrences, sexual assault and criminal harassment the recommendation that a firearms prohibition order be sought under section 515 of the *Criminal Code*;
 - xvii) flagging when a brief relates to a domestic violence occurrence, child abuse, sexual assault or criminal harassment; and
 - xviii) attaching to the brief, in cases of domestic violence occurrences, the completed domestic violence supplementary report form.
3. Every police service's procedures should:
- a) require supervisors to review bail hearing briefs completed by officers, including monitoring all briefs to ensure that the contents are correct and complete;
 - b) require that the Crown conducting the bail hearing is made aware, as soon as possible, if the officer is recommending that bail be opposed, and if requested by the Crown the officer should attend at the bail hearing; and
 - c) ensure that the victim be informed of the right to attend the bail hearing (the officer preparing the brief should also consider whether it is necessary for the victim to attend the bail hearing to testify regarding any safety fears the victim may have, and if so, should discuss this with the victim).

4. Every police service's procedures on post-bail hearing notifications should address, consistent with local protocols, who is responsible for:
 - a) notifying the victim of the outcome of the bail hearing, including any conditions of release;
 - b) entering the conditions for release on CPIC, within at least 24 hours or as soon as practicable, if the accused is released on bail;
 - c) the steps to be followed for the receipt and storage of information on an accused who is released on bail and is required to reside in or report to the police service; and
 - d) the steps to be taken in the event that an accused fails to report.

**Breach of
Bail
Conditions**

5. Every police service's procedures on the breach of bail conditions should:
 - a) set out the steps to be taken by an officer when an accused is alleged to have breached or is about to breach any condition of his or her release, including:
 - i) promptly investigating the alleged breach;
 - ii) arresting the accused under subsection 524(2) of the *Criminal Code*;
 - iii) obtaining a warrant for the accused's arrest under 524(1) of the *Criminal Code*, if the accused cannot be located;
 - iv) documenting the reasons if the officer does not arrest an accused, or obtain a warrant for the accused's arrest; and
 - v) notifying the victim about the breach;
 - b) set out the steps to be taken by officers when a breach involves an accused whose conditions of release originated in the jurisdiction of another police service, including:
 - i) in all cases notifying the other police service about the alleged breach;
 - ii) requesting that the other police service provide information on the underlying offence, whether bail was opposed, and any reasons for the conditions of release;
 - iii) communicating all relevant information concerning the alleged breach to the other police service, including information on whether the accused has been, or will be, charged with another serious offence; and
 - iv) consulting with the other police service, and, if necessary, the local Crown's office on the options available, including dealing with the breach in the jurisdiction where it occurred or returning the accused to the jurisdiction where the conditions of release originated;
 - c) set out the steps to be taken by officers when a breach involves an accused whose original conditions of release occurred in the officer's home jurisdiction, and the officer is subsequently notified by another police service about an alleged breach of those conditions by the accused, including:
 - i) ensuring that all relevant information is provided to the police service in whose jurisdiction the breach occurred; and
 - ii) informing the duty officer or designate regarding the breach conditions;

- d) identify the duty officer or designate, as being responsible for determining whether the accused is returned to the jurisdiction where the conditions of release originated, or remain in the jurisdiction where the breach occurred, and that the duty officer should, where practical:
 - i) consult with the local Crown Counsel regarding the breach of conditions;
 - ii) consult with the police service where the breach occurred; and
 - iii) document the reasons for the decision; and
- e) set out the factors to be considered when determining whether to return an accused to the jurisdiction where the conditions of release originated, including:
 - i) in cases involving domestic violence, sexual assault, criminal harassment, and other serious crime, it is preferable to return the individual to the jurisdiction where the conditions of release originated because the gravity of the breach will be best understood in the context of the original offence;
 - ii) the logistics involved in seeking to cancel the accused's release;
 - iii) whether *Criminal Code* charges are being laid against the accused as a result of the breach; and
 - iv) whether the accused is being charged with another serious substantive offence.



WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: MARINE UNIT/WATERWAYS POLICING		Policy Number: P-030
Responsible Manager: Administrative Director WPSB	Review Schedule: 5 Years	Effective Date: January 20, 2025
Repeals: Number: NEW	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2030

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 10 (6) of the CSPA provides that a Board or the Commissioner shall provide policing in respect of all navigable bodies and courses of water in the area for which the Board or the Commissioner has policing responsibility;

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 and with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes in respect of all navigable bodies and courses of water within that municipality;

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

1.7 AND AS Part LE-035 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines direction the police service relative to waterways 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;

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 “Marine Unit” means the unit assigned to provide police services in respect of navigable waters pursuant to subsection 10 (6) of the CSPA;

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

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

2.8 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that appropriate policing of the waterways within the jurisdiction of the Service forms an important part of the overall policing duties of the Service and the City, and it is therefore the policy of this Board that the waterways be policed in a professional and thorough manner in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain procedures for the Marine Unit. These procedures shall be in accordance with Appendix A.

4.2 TRAINING

4.2.1 The Chief shall ensure that no Member is assigned to the Marine Unit unless they have successfully completed proper training.

5. REPORT TO THE BOARD

5.1 The Chief shall, as part of the budget process, provide the Board with the number of officers assigned to the marine unit as well as the time period of assignment.

5.2 The Chief shall make a written report to the Board on or before August 30 of each year. The report shall include:

- (a) a summary of the procedures for the Marine Unit;
- (b) the status of Service compliance with the said procedures; and
- (c) whether or not the Marine Unit has been utilized by other services and the extent of such utilization.

6. IMPLEMENTATION

6.1 Any policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Assistant

Date

Date

Legislative/Regulatory Requirements

Section 19(1) of the *Police Services Act* provides that the OPP is responsible for providing police services in respect of all navigable bodies and courses of water in Ontario, except those that lie within municipalities designated by the Solicitor General.

Section 15 of the Adequacy Standards Regulation requires every Chief of Police in a municipality that has been designated under subsection 19(1) of the *Act* to establish procedures and processes for the provision of police services in respect of all navigable bodies and courses of water within that municipality.

In addition, section 29 of the Regulation requires the police services board to establish policies with respect to waterways policing.

Sample Board Policy For Designated Municipalities

Board Policy # _____

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

- a) establish procedures on waterways policing; and
- b) ensure that members involved in waterways policing have the knowledge, skills and abilities required to perform the specialized functions connected with waterways policing.

Police Service Guidelines

- Procedures**
1. The police service's procedures on waterways policing should:
 - a) require that all vessels operated by, or on behalf of, the police service are equipped in compliance with the relevant provisions of *Canada Shipping Act* and its regulations;
 - b) require that, except in exigent circumstances, only those members of the police service designated by the Chief of Police should pilot, navigate or crew vessels operated by, for or under the direction of the police service;
 - c) require that, where practicable, all vessels operated by, or on behalf of, the police service be equipped with an approved screening device, as defined in the *Criminal Code* and its regulations;
 - d) set out the circumstances when more than one officer needs to be present on a vessel, but require that at least one uniformed police officer be present on board any marked police vessel;

- e) emphasize that the person piloting a vessel being operated by, or on behalf of, the police service has complete discretion with respect to its safe use and operation;
 - f) require that any vessel operated by, or on behalf of, the police service be equipped with telecommunications equipment to allow persons aboard the vessel to contact the police communications centre and other vessels equipped with marine or citizen band radios;
 - g) address the stopping of vessels;
 - h) require that all vessels operated by, or on behalf of, the police service have one or more blue flashing lights in accordance with the Collision Regulations made under the *Canada Shipping Act*, and any appropriate sound making device capable of sounding a warning to persons and vessels in the vicinity of the police vessel; and
 - i) address the search, rescue and recovery of persons and vessels on the waterways within the jurisdiction of the municipality.
2. Every police service's procedures should address the steps to be taken when receiving a report of a lost, sinking, overdue or otherwise in distress vessel on any Great Lake or the St. Lawrence Seaway, including immediately notifying the Canadian Forces Rescue Coordination Centre (RCC) located in Trenton.
 3. Every Chief of Police should ensure that members involved in waterways policing have the knowledge, skills and abilities required to perform the specialized functions connected with waterways policing, including:
 - a) knowledge of specialized enforcement information relating to boating and the *Contraventions Act*;
 - b) the ability to safely and competently operate vessels utilized by the police service for waterways policing, and other types of small watercraft, including possessing a Pleasure Craft Operator Card obtained after successful completion of a Canadian Coast Guard accredited course, as required by federal law;
 - c) nautical survival techniques;
 - d) marine towing procedures;
 - e) adequate and effective marine search and rescue procedures;
 - f) nautical navigation; and
 - g) the ability to effect emergency repairs to the police vessel.



WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: TRAFFIC MANAGEMENT ENFORCEMENT AND ROAD SAFETY		Policy Number: P-031
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: AR-LE017, November 28, 2013; June 22, 2000 AR-LE073; AR-LE074	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

1. PREAMBLE

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

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

1.3 AND AS subsection 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, road safety;

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 that it establish a policy on technical collision, investigation, reconstruction and breath analysis investigative support;

1.6 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes in respect of technical collision investigation, reconstruction and breath analysis investigative support;

1.7 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to sections 37 and 38 of the CSPA to require the Chief of Police to ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative support have the knowledge, skills and abilities to provide that support;

1.8 AND AS the Board has deemed it appropriate that it establish a policy on traffic management, traffic law enforcement and road safety;

1.9 AND AS Part LE-017 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to technical collision investigation, reconstruction, and breath analysis investigative support.

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 traffic management enforcement and road safety form an important part of investigative and preventative policing, and it is therefore the policy of this Board that such traffic and road safety issues shall be dealt with in a professional and thorough manner in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 SERVICE DELIVERY METHOD

4.1.1 The Chief shall ensure that technical collision investigation, reconstruction and breath analysis investigative supports will be provided by members of the Windsor Police Service.

4.2 TRAFFIC MANAGEMENT PLAN

4.2.1 The Chief shall develop and implement a Traffic Management Plan in accordance with Appendix A. This Plan will include each member of the Service working in cooperation with both Traffic Services and the Special Enforcement Unit.

4.3 TRAFFIC LAW ENFORCEMENT AND ROAD SAFETY PLAN

4.3.1 The Chief shall develop and implement a Traffic Law Enforcement and Road Safety Plan in accordance with Appendix A.

4.3.2 The Traffic Law Enforcement and Road Safety Plan shall include procedures to address road closures and minimizing the interference of traffic.

4.4 TRAINING

4.4.1 The Chief shall ensure that persons who provide technical collision investigation, reconstruction, and breath analysis investigative support as part of the Traffic Law Enforcement and Road Safety Plan have the knowledge, skills, and abilities to provide that support.

5. REPORT TO THE BOARD

5.1 The Chief shall, as part of the budget process, report to the Board on the cost of administering the Traffic Management Plan, Traffic Law Enforcement, and the Road Safety Plan.

5.2 The Chief shall make a written report to the Board on or before August 30th of each year in respect of the Traffic Management Plan and Traffic Law Enforcement and the Road Safety Plan. This report will contain:

(a) a summary of the Traffic Management Plan;

(b) a summary of Traffic Law Enforcement and the Road Safety Plan;

(c) the status of Service compliance with (a) and (b).

6. IMPLEMENTATION

6.1 Windsor Police Service Policy – Adequacy O.REG. 3/99 Number AR-LE017, November 28, 2013; June 22, 2000; AR-LE073; AR-LE074 and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ENACTED AND PASSED this 16th day of January 2025.

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 traffic management, traffic law enforcement and road safety. In addition, section 8 requires the Chief of Police to establish procedures on traffic management, traffic law enforcement and road safety.

In addition, section 5(1)(d) requires that police services have technical collision investigation, reconstruction and breath analysis investigative supports. These supports may be provided by:

- using the police service's own members;
- entering into agreement with the board of another police service or entering into an agreement with the boards of one or more police services to provide those supports on a combined, regional or cooperative basis; or
- entering into an agreement with one or more persons or organizations other than police services to provide those supports by means of a person or organization that is not a police service, where it's legally permissible.

Section 14(1) requires the Chief of Police to establish procedures and processes in respect of technical collision investigation, reconstruction and breath analysis investigative supports.

If a board obtains those supports by entering into an agreement with one or more persons or organizations other than police services to provide those supports by means of a person or organization that is not a police service, where its legally permissible, the person providing the investigative support shall:

- report directly to, and take direction from, the member of the police service to whom the investigative support is being provided; and
- comply with the procedures and processes of the police service in respect of the investigative support.

Furthermore, section 14(4) requires the Chief of Police to ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.

Finally, section 29 requires a police services board to have a policy with respect to general technical collision investigation, reconstruction and breath analysis investigative supports.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to traffic management, traffic law enforcement and road safety that:

- a) technical collision investigation, reconstruction and breath analysis investigative supports will be provided by (identify service delivery method for each investigative support);
- b) the Chief of Police will:
 - i) develop and implement a traffic management, traffic law enforcement and road safety plan;
 - ii) establish procedures on traffic management, traffic law enforcement and road safety, including procedures to address road closures and minimizing the interference of traffic; and
 - iii) ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.

Police Service Guidelines

Plan 1. Every Chief of Police should develop and implement a traffic management, traffic law enforcement and road safety plan.

- Procedures** 2. Every police service's procedures should address:
- a) the investigation of traffic related occurrences, including occurrences involving:
 - i) death or injury;
 - ii) failure to remain/stop and failure to report;
 - iii) driving while suspended/disqualified;
 - iv) impairment due to alcohol or drugs;
 - v) hazardous materials;
 - vi) police vehicles;
 - vii) unsafe vehicles or equipment violations; and
 - viii) public vehicle/commercial vehicle violations;
 - b) the process for obtaining/delivering technical collision investigation, reconstruction and breath analysis investigative supports;
 - c) the control of property and motor vehicles involved in a traffic collision or offence;
 - d) the disposition and recording of impounded vehicles;
 - e) road closures and minimizing interference with the flow of traffic; and
 - f) the acquisition, use and maintenance of speed measuring/timing devices, and approved screening devices and instruments for alcohol related investigation.

Programs 3. Every police service should implement an impaired driving countermeasures program in accordance with local needs.

Training 4. Every Chief of Police should ensure that persons who provide technical collision, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.

5. Every Chief of Police should ensure that police officers who use, maintain or calibrate any speed measuring/timing devices and approved screening devices and instruments for alcohol related investigations that are used by the police service have the knowledge, skills and abilities required to perform those particular functions.



WINDSOR POLICE SERVICE BOARD
POLICY

Police Name: INFORMANTS AND AGENTS		Policy Number: P-032
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: Number: AR—LE015, March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

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 6 (1) 4 vi of O. Reg. 392/23: Adequate and Effective Policing (General) prescribes that a Chief of Police shall establish procedures and processes with respect to informants and agents;

1.4 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 that it has a policy on informants and agents;

1.5 AND AS Part LE-015 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing police services relative to informants and agents.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

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

2.6 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes that issues relating to informants and agents form an important part of investigative policing and of prosecution of criminal offences, and it is therefore the policy of this Board that issues involving informants and agents be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop procedures and processes relating to the use and management of paid informants and agents.

4.2 IN-CUSTODY INFORMANTS

4.3.1 The Chief shall establish procedures and processes on the use of in-custody informants that are consistent with the procedures set out in the Ministry’s designated Ontario Major Case Management Manual.

4.3 The procedures established above shall be in accordance with Appendix A and subsection 6 (1) 4 xii of O. Reg. 392/23: Adequate and Effective Policing (General).

5. REPORT TO THE BOARD

5.1 Chief shall make a written report to the Board on or before August 30 of each year in respect of informants and agents. The report shall include:

(a) the status of the implementation of the written procedures regarding informants and agents;

(b) confirmation of compliance with the provisions of the procedures regarding informants and agents; and

(c) on an anonymous basis, a summary of payments made to informants.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, March 23, 2000 and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

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 informants and agents. In addition, section 13(1)(e) requires the Chief of Police to establish procedures and processes in respect of informants and agents.

For the purposes of this requirement, informant means a "paid" informant of the police service.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to paid informants and agents that the Chief of Police will:

- a) establish procedures and processes relating to the use and management of paid informants and agents; and
- b) establish procedures on the use of in-custody informants that are consistent with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Police Service Guidelines

Program

1. Every police service should designate one officer as responsible for the overall management of the police service's paid informant and agent program.

Procedures

2. Every police service's procedures and processes on paid informants should:
 - a) indicate that a paid informant will become an agent of the police service, if carrying out any direction or task requested by a police officer;
 - b) indicate that a paid informant is an asset of the police service;
 - c) designate one or more officers to be responsible for approving and reviewing the use of paid informants;
 - d) require the inclusion of all paid informants in a master file that is maintained and kept secure by an officer assigned this responsibility;
 - e) require that the content of paid informant files are to include, at minimum:
 - i) biographical and background information;
 - ii) criminal history, if any;
 - iii) parole or probation conditions, if any;
 - iv) code name or number;
 - v) possible motives for participation;



- vi) information on the reliability of information provided by a paid informant;
 - vii) risk assessment (based upon the potential for harm to the paid informant, harm to the police officer involved and harm to the community); and
 - viii) payment receipts;
- f) require the documentation of every contact/communication with the paid informant;
 - g) require the maintenance and periodic review of a paid informant's file;
 - h) require that paid informant files and related codes shall be kept secured, and access to the files limited;
 - i) require the identity of paid informants to be protected, consistent with case law on informer privilege, including the use of separate notebooks for every paid informant;
 - j) promote the verification and corroboration of information supplied by a paid informant prior to action being taken on it; and
 - k) require that the Crown be consulted in circumstances:
 - i) where legal proceedings are to commence where a paid informant is involved with the subject matter of the case; or
 - ii) where a paid informant has been charged with a criminal offence.
3. Every police service should establish procedures on the use of in-custody informers that are consistent with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.
4. Every police service's procedures and processes relating to the use of agents should:
- a) require that reasonable steps be taken to evaluate the reliability of a potential agent, including the validity of previous information, and possible motivations for participation, prior to considering utilizing the services of an individual in an agent capacity;
 - b) require that a Witness Protection Liaison Officer complete a background assessment on a potential agent, prior to an agreement being formed;
 - c) require that a potential agent be advised of the conditions of their involvement, including disclosure of their identity and possibility of becoming a compellable witness;
 - d) require a contractual arrangement (Letter of Agreement) between the agent and the Chief of Police or designate;
 - e) require that all communications with an agent are fully documented;
 - f) require that illicit drug purchases by an agent be in accordance with Sec. 55 of the *Controlled Drugs and Substances Act*;
 - g) require that officers address the security of an agent during an investigation;
 - h) require additional protective measures, where the identity of an agent is revealed, inadvertently, through disclosure or in testimony, including introducing an agent into a witness protection program, where necessary; and

- i) require officers to consult with the Crown in circumstances where an agent is suspected of committing an offence, or has been charged with a criminal offence.



WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: POLICE ACTION AT LABOUR DISPUTES		Policy Number: P-033
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: Number: AR-PO112, April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

1. PREAMBLE

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

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

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

1.4 AND AS the Board 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 on police action in respect of labour disputes;

1.5 AND AS the Board has deemed it appropriate that it establish a policy on police action in respect of labour disputes;

1.6 AND AS Part PO-002 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to police action at labour disputes.

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; 487-2024 2024.04.01 1

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 labour disputes are serious in nature, and it is therefore the policy of this Board that the role of police at a labour dispute is to preserve the peace, prevent offences and enforce the law, in accordance with the powers and discretion available to a police officer 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 shall establish written procedures on the role of police at labour disputes. These procedures shall be in accordance with Appendix A.

4.1.2 The Chief shall ensure that the written procedures address the provision of information to management, labour and the public on police procedures at a labour dispute.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members receive training in the role of police at labour disputes and in the law regarding lawful and unlawful picketing.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30th of each year in respect of police action at labour disputes. The report shall include:

(a) a summary of the written procedures concerning police action at labour disputes;

(b) the status of Service compliance with the said procedures; and

(c) a summary of any incidents of police response to a labour dispute.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, April 27, 2000, and any other policy, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

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 police action in respect of labour disputes. In addition, section 20 requires the Chief of Police to establish procedures on police action in respect of labour disputes.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to police action at labour disputes that:

- a) the role of the police at a labour dispute is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law; and
- b) the Chief of Police will establish procedures on:
 - i) the role of the police at a labour dispute;
 - ii) providing information to management, labour and the public on police procedures during a labour dispute; and
 - iii) secondary employment under section 49 of the *Police Services Act* and labour disputes.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on police action in respect of labour disputes should:
 - a) indicate that the role of the police at a labour dispute is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to an officer under the law;
 - b) require, that upon the request of a trade union, an employer or any member of the public, information will be provided on:
 - i) the procedures and role of the police service during a labour dispute or organizing activity by a trade union;
 - ii) the distinctions between lawful picketing and those activities which may constitute a breach of statute; and
 - iii) sources of information on civil remedies during labour disputes, but not advice on possible civil remedies;

- c) designate an officer responsible for coordinating the implementation of the police service's procedures on police action at labour disputes;
 - d) provide that the responsibilities of the designated coordinator, upon learning that a labour dispute is likely to occur or has begun, include:
 - i) appointing, if necessary, a liaison officer for the duration of the dispute who may perform the responsibilities of the coordinator;
 - ii) contacting the employer and union involved and providing information on the police service's procedures and role during a labour dispute, and the distinctions between lawful picketing and activities which may constitute an offence under the *Criminal Code* or other legislation;
 - iii) meeting with representatives from management and labour to discuss issues such as peace, order, traffic and crowd control problems, the prevention of offences against persons and property, and to identify solutions;
 - iv) maintaining a daily log of significant activities and reported incidents, as well as ensuring that such incidents are fully documented;
 - v) where possible, not appearing in uniform when undertaking liaison duties; and
 - vi) where the above functions are performed by a liaison officer, briefing the designated coordinator on a regular basis;
 - e) provide that police personnel, other than the liaison officer(s), are not to be present at a strike location unless there is a perceived threat to peace and order, or traffic and crowd control problems exist, or there is a history of violence or disorder during labour disputes between the employer and the trade union;
 - f) indicate that the deployment of police officers at the location of a strike, when required, is to be kept proportional to the actual or anticipated problem that necessitates police involvement;
 - g) address the circumstances in which the services of a public order unit should be requested; and
 - h) provide that officers are prohibited from undertaking paid-duty policing on behalf of an employer or union that is related to a labour dispute.
2. Every police service should ensure that its procedure includes the following information on lawful and unlawful picketing:

Definition of Lawful and Unlawful Picketing

"Many disputes involve picketing. In these cases, it is important for the police to understand the distinction between lawful and unlawful conduct by picketers. Only informational picketing is lawful. That is, picketing is permitted only for the purpose of communicating information. Picketers may communicate information through a variety of means including placards, shouted slogans, pamphlets, and the mere fact of solidarity exhibited by the number of persons present on picket. However, they may not interfere with or obstruct the lawful right to enter or leave the struck premises."

Ontario courts have confirmed that picketing is unlawful if it interferes with the rights of entrance or exit from private property. Picketers may not lawfully engage in the following activity:

- *stopping vehicles entering the struck premises;*
- *blocking roadways that lead to the premises;*
- *limiting access to the premises;*
- *limiting exit from the premises; or*
- *making threats or engaging in intimidation.*

In summary, picketing that blocks or obstructs access to the struck premises is unlawful and has never been condoned by the courts.

The distinction between lawful (i.e., informational) picketing and unlawful picketing is reflected in the Criminal Code, which says that a person is not guilty of watching and besetting if he attends near a place 'for the purpose only of obtaining or communicating information...'

From time to time a party to a labour dispute may seek a court injunction to restrain picketing. However, the availability of this remedy does not diminish the police responsibility to preserve the peace, prevent the commission of offences, and enforce the law. In fact, under the Courts of Justice Act an injunction in connection with a labour dispute will not be granted unless the court is satisfied 'that reasonable efforts to obtain police assistance, protection and action to prevent or remove any alleged danger of damage to property, injury to persons, obstruction of or interference with lawful entry or exit from the premises in question or breach of the peace have been unsuccessful.'

*Clearly, policing of labour disputes and of picketing is a complex task that requires sensitivity and tact on the part of the officers involved. However, the courts have made it clear that where a breach of the law occurs, a labour dispute must be treated like any other situation (see Montgomery J.'s decision in *Canada Post Corp. v. C.U.P.W.* (1991), 84 D.L.R. (4th) 150 at p.153 "Breaches of the law must be remedied just as assiduously in a labour dispute as in any other situation.")*



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: POLICING FIRST NATIONS OCCUPATIONS AND PROTESTS		Policy Number: P-034
Responsible Manager: Administrative Director WPSB	Review Schedule: 2 Years	Effective Date: January 20, 2025
Repeals: NumberAR-PO113, January 24, 2013	Reporting: Chief report to the Board as per Section 5	Next Review Date: January 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 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, interactions with members of First Nation, Inuit and Métis communities;

1.4 AND AS, Section 1 of the CSPA sets out principles for the provision of Police Services throughout Ontario, including:

- the need to ensure the safety and security of all persons and property in Ontario, including First Nation reserves;
- the importance of safeguarding the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Human Rights Code;
- the need for co-operation between policing providers and the communities they serve;

- the importance of respect for victims of crime and understanding of their needs;
- The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society;
- the need to be responsive to the unique histories and cultures of First Nation, Inuit, and Métis communities;
- the need to ensure that Police Services and Police Service Boards are representative of the communities they serve; and
- the need to ensure that all parts of Ontario, including First Nation reserves, receive equitable levels of policing.

1.5 AND AS Section 82 (1) (a) of the CSPA states the duties of a police officer include, preserving the peace;

1.6 AND AS Section 82 (3) of the CSPA states a police officer has the powers and duties ascribed to a constable at common law;

1.7 AND AS Section 2 of the Criminal Code defines peace officer, referring to a duty to ensure the preservation and maintenance of the public peace;

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

1.9 AND AS Part PO-003 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Police Service and the Chief relative to policing First Nations occupations and protests.

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 “First Nations Occupation” means the seizure and control of an area arising from assertions of First Nations or treaty rights by members of a First Nations group;

2.5 “First Nations People” has the same meaning as Aboriginal Peoples as detailed in Section 35(2) of the Constitution Act, 1982, which states that Aboriginal Peoples includes Indian, Inuit and Métis people;

2.6 “First Nations Protest” means a physical demonstration related to assertions of First Nations or treaty rights by members of a First Nations group;

2.7 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;

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

2.9 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the objective of policing First Nations occupations and protests is to preserve the peace, prevent offences, and enforce the law in a manner that respects the rights of all involved parties, and it is therefore the policy of this Board that the policing of First Nations occupations and protests be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief will develop written procedures in accordance with Appendix “A” that set out the policing of First Nations occupations and protests.

4.1.2 The Chief shall ensure the role of the police at First Nations occupations or protests is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law.

4.1.3 The Chief shall ensure the consideration of police actions at First Nations occupations or protests include preserving the peace, communication, negotiation and building trust with participating and affected communities.

4.1.4 The Chief shall develop and maintain procedures on:

- (a) communicating information in relation to police procedures on First Nations occupations and protests;
- (b) training requirements for policing First Nations occupations and protests;
- (c) fostering community understanding of the police response to the events;
- (d) the collection and analysis of information prior to and during events; and
- (e) addressing the uniqueness of First Nations occupations and protests.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members receive the appropriate training, and that Members involved in policing First Nations occupations and protests have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

4.3 COMMUNICATIONS STRATEGY

4.3.1 The Chief will develop a communication strategy on policing First Nations occupations and protests in accordance with Section 2 of Appendix A.

5. REPORTING REQUIREMENTS

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of policing First Nations occupations and protests. The report shall include:

- (a) a summary of the procedures as required by this Policy;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of the training given to Members with respect to policing First Nations occupations and protests;
- (d) a summary of any incidents of police response to First Nations occupations and protests; and
- (e) a summary of the steps taken by the Service to monitor and evaluate response to First Nations occupations and protests.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number: AR-PO003, January 24, 2013 and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 4(1) of the *Police Services Act* states every municipality to which this subsection applies shall provide adequate and effective police services in accordance with its needs.

Section 4(2) of the *Police Services Act* states adequate and effective police services must include, at a minimum, all of the following police services:

1. Crime prevention.
2. Law enforcement.
3. Assistance to victims of crime.
4. Public order maintenance.
5. Emergency response.

Section 1 of the *Police Services Act* sets out principles for the provision of police services throughout Ontario, including:

- The need to ensure the safety and security of all persons and property in Ontario.
- The importance of safeguarding the fundamental rights guaranteed by the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*.
- The need for co-operation between the providers of police services and the communities they serve.
- The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.

Section 42(1)(a) of the *Police Services Act* states the duties of a police officer include, preserving the peace.

Section 42(3) of the *Police Services Act* states a police officer has the powers and duties ascribed to a constable at common law.

Section 2 of the *Criminal Code* defines *peace officer*, referring to a duty to ensure the preservation and maintenance of the public peace.

1. For the purposes of this guideline, Aboriginal occupation means: the seizure and control of an area arising from assertions of Aboriginal or treaty rights by members of an Aboriginal group.
2. For the purposes of this guideline, Aboriginal protest means: a physical demonstration related to assertions of Aboriginal or treaty rights by members of an Aboriginal group.
3. For the purposes of this guideline, Aboriginal people has the same meaning as in s. 35(2) of the *Constitution Act, 1982*. Subsection 35(2) states that Aboriginal peoples includes Indian, Inuit and Metis people.

Sample Board Policy

Board Policy # _____

The objective of policing Aboriginal occupations and protests is to preserve the peace, prevent offences, and enforce the law in a manner that respects the rights of all involved parties. To this end, it is the policy of the _____ Police Services Board with respect to policing Aboriginal occupations or protests that:

- a) the role of the police at an Aboriginal occupation or protest is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law.
- b) the consideration of police actions at an Aboriginal occupation or protest include preserving the peace, communication, negotiation and building trust with participating and affected communities.
- c) the Chief of Police will develop and maintain procedures on:
 - i. communicating information in relation to police procedures on Aboriginal occupations and protests;
 - ii. training requirements for policing Aboriginal occupations and protests;
 - iii. fostering community understanding of the police response to the events;
 - iv. the collection and analysis of information prior to and during events; and
 - v. addressing the uniqueness of Aboriginal occupations and protests.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on policing Aboriginal occupations and protests should:
 - a) indicate that the role of the police at an Aboriginal occupation and protest is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to an officer under the law. With respect to their role in preserving the peace, officers should have regard to:
 - i. remaining neutral as to the underlying grievance, where possible; and
 - ii. facilitating the building of trust between police, participating and affected communities.
 - b) include training requirements for policing an Aboriginal occupation or protest that focus on:
 - i. the role of police;
 - ii. communication skills;
 - iii. ability to negotiate, mediate and/or engage in dispute resolution; and
 - iv. building trust.
 - c) foster community understanding of events by:
 - i. seeking the assistance/involvement of First Nations police services and First Nations police officers, when appropriate and where resources permit;
 - ii. seeking the assistance of Aboriginal mediators, when appropriate;
 - iii. consulting and sharing information with local communities that may be affected by an Aboriginal occupation and protest.
 - d) address the continuous gathering and use of relevant information prior to and during the event;
 - e) encourage police commanders for the event to acquire an understanding of and consider the uniqueness of these events in the context of the history, traditions, culture and claims of the occupiers or protestors;
 2. Every police service's procedures on policing Aboriginal occupations and protests should require:
 - a) the development of a communications strategy that includes:
 - i. the mandate, functions and reporting relationships of the police officers involved;
 - ii. identifying police procedures and protocols;

- iii. how important messages are to be conveyed to communities participating in the protest and those affected by the protest;
 - iv. the technical aspects of how the police would communicate with occupiers;
 - v. the identity of specific persons, other than police agency members, who could effectively communicate with occupiers;
 - vi. how community information should be conveyed regarding significant Aboriginal occupations and protests, and how these incidents are policed;
 - vii. information on restoring police relationships with Aboriginal and non-Aboriginal communities affected by an Aboriginal occupation or protest directly or indirectly.
- b) the communications strategy to be provided to any involved First Nations police officers, First Nations police services, Aboriginal mediators, protestors, occupiers and the public during an Aboriginal occupation or protest.

Please note the general principles in this guideline could apply to the policing of occupations and protests that involve other identified groups and not solely Aboriginal occupations and protests.



WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: CRIMINAL INVESTIGATIVE MANAGEMENT AND PROCEDURES		Policy Number: P-035
Responsible Manager: Administrative Director WPSB	Review Schedule: 2 Years	Effective Date: January 20, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 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 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, criminal investigation services;

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 that it require the police service to have investigative supports including supports in the areas of scenes of crime analysis, forensic identification, canine tracking, physical surveillance, electronic interception, video and photographic surveillance, polygraph and behavioral science;

1.6 AND AS the Board has deemed it appropriate that it require the police service to have one or more criminal investigators who are members of the police service and who have successfully completed the required Ministry accredited training;

1.7 AND AS the Board has deemed it appropriate that it require the Chief of Police to prepare a Criminal Investigation Management Plan;

1.8 AND AS Part LE-006 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and police service relative to criminal investigation management and procedures.

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 The purpose of this policy is to require that the Chief ensures that investigations into criminal acts:

(a) are effectively and efficiently investigated by qualified investigators and investigative supervisors;

(b) respect the individual rights of victims, persons of interest, suspects and witnesses alike; and

(c) are capable of supporting a successful prosecution of the person(s) for the criminal acts in question.

3.2 The Board recognizes that appropriate criminal investigation management and procedure is crucial to policing, and it is therefore the policy of this Board that criminal investigation management and procedures 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 CRIMINAL INVESTIGATION MANAGEMENT PLAN

4.1.1 The Chief shall prepare a Criminal Investigation Management Plan that addresses general criminal investigation procedure.

4.1.2 The Chief shall ensure that the Criminal Investigation Management Plan meets the investigative needs of the Service, including identifying the types of occurrences which should be investigated through a combined or cooperative service delivery method.

4.1.3 The Chief shall ensure that the Criminal Investigation Management Plan refers to the existence of additional guidelines dealing with specific type of occurrences that address procedures and processes that are unique to that type of occurrence.

4.1.4 The Chief shall ensure that the Criminal Investigation Management Plan is reviewed on an annual basis and amended as required.

4.2 PROCEDURES

4.2.1 The Chief shall develop and maintain written procedures on processes for undertaking and managing criminal investigations.

4.2.2 The Chief ensure that the police service has one or more members who are criminal investigators.

4.2.3 The Chief shall establish a selection process for criminal investigators which shall ensure that Members who provide this service meet the requirements of O. Reg. 392/23: Adequate and Effective Policing (General).

4.3 TRAINING

4.3.1 The Chief shall ensure that the procedures developed and maintained in Section 4.2 ensure that Members to whom a supervisor assigns an occurrence have the training, knowledge, skills, and abilities to investigate that type of occurrence.

4.4 INVESTIGATIVE SUPPORTS

4.4.1 The Chief shall ensure that the Service has investigative supports, including supports in the areas of scenes of crime analysis, forensic identification, canine tracking, physical surveillance, electronic interception, video and photographic surveillance, polygraph, and behavioral science.

4.4.2 The Chief shall establish written procedures and processes in respect of the investigative supports referred to in section 4.4.1 above.

4.4.3 The Chief shall ensure that the procedures in respect of investigative supports include that a person providing investigative supports in the areas of scenes of crime analysis or forensic identification have successfully completed the required Ministry accredited training.

4.4.4 The Chief shall ensure that persons who provide any type of investigative supports have the knowledge, skills, and abilities to provide that support.

4.5 POLICE SERVICE GUIDELINES

4.5.1 The Chief shall ensure that all written procedures referred to above are in accordance with Appendix A and this Policy.

5 REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of the criminal investigation management plan. The report shall include:

- (a) a summary of the Criminal Investigation Management Plan;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation that Members have been trained in accordance with section 4.3; and
- (d) confirmation of the appropriate use of investigative supports in accordance with section 4.4.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number AR-LE006, August 7, 2014,; 2011-09-22, 2007-03-29, 2000-02-24, AR-LE071, AR-LE072, AR-LE075, AR-LE076, AR-LE077, AR-LE078, AR-LE079 and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachments (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 9 of the Adequacy Standards Regulation requires a police service to have one or more criminal investigators who are members of the police service and who have successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies. Additionally, section 9 permits:

- criminal investigators to perform other duties not related to criminal investigation, including community patrol; and
- a police services board to enter into an agreement with a board of another police service in order to augment the number of criminal investigators available to its police service.

Section 11(1) requires the Chief of Police to prepare a criminal investigation management plan that:

- lists the occurrences for which a police officer is required to contact a supervisor as soon as practicable;
- permits the supervisor, except as provided for in the plan, to assign responsibility for the investigation of an occurrence to any police officer whether or not he or she is a criminal investigator;
- lists the occurrences which shall be assigned to a criminal investigator to undertake or manage the investigation;
- lists the occurrences for which the board has entered into agreements with another police services board(s) that would result in the investigation being undertaken on a combined or regional or cooperative basis or by another police force;
- addresses the monitoring by supervisors of criminal investigations; and
- identifies the specific occurrences, designated by the Solicitor General, for which the police service shall notify another police service, unit or task force designated by the Solicitor General.

Section 11(2) requires the Chief of Police to establish procedures to ensure that the person to whom the supervisor assigns an occurrence listed in the plan, whether or not a criminal investigator, has the knowledge, skills and abilities to investigate that type of occurrence.

In addition, section 11(4) requires the Chief of Police to establish procedures for obtaining the assistance of another police service in relation to undertaking or managing a criminal investigation in circumstances when the police service does not have access to a criminal investigator or police officer with the knowledge, skills and abilities to investigate a specific type of occurrence.

Nothing in sections 9 and 11 precludes any member, who is supervised, from participating in a criminal investigation.

Furthermore, section 12(1) requires the Chief of Police to develop and maintain procedures and processes for undertaking and managing general criminal investigations.

Section 29 requires a police services board to have a policy on the criminal investigation management plan that addresses the knowledge, skill and ability requirements needed for the investigation of specific types of occurrences.

Section 11(3) allows a police service, where its service does not have any criminal investigators or police officers with the knowledge, skills and abilities to investigate specific occurrences, to have access to criminal investigators or police officers who have the knowledge, skills and abilities by entering into an agreement with the board of another police service or entering into an agreement with the boards of one or more police services to provide these investigators on a combined, regional or cooperative basis.

Section 5(1)(d) requires a police service to have investigative supports, including supports in the areas of scenes of crime analysis, forensic identification, canine tracking, physical surveillance, electronic interception, video and photographic surveillance, polygraph and behavioral science. Investigative supports may be provided by:

- using the police service's own members;
- entering into agreement with the board of another police service or entering into an agreement with the boards of one or more police services to provide those supports on a combined, regional or cooperative basis; or
- entering into an agreement with one or more persons or organizations other than police services to provide those supports by means of a person or organization that is not a police service, where it's legally permissible.

Section 14(1) requires the Chief of Police to establish procedures and processes in respect of the investigative supports referred to in section 5(1)(d).

If a board obtains investigative supports by entering into an agreement with one or more persons or organizations other than police services to provide those supports by means of a person or organization that is not a police service, where it's legally permissible, the person providing the investigative support shall:

- report directly to, and take direction from, the member of the police service to whom the investigative support is being provided; and

- comply with the procedures and processes of the police service in respect of the investigative support.

Section 14(3) requires the Chief of Police to ensure that a person providing investigative support in the area of scenes of crime analysis or forensic identification has successfully completed the required training accredited by the Ministry or has equivalent qualifications and skills as approved by the Ministry to provide that support.

Furthermore, section 14(4) requires the Chief of Police to ensure that persons who provide another type of investigative support referred to in section 5(1)(d) have the knowledge, skills and abilities to provide that support.

Section 29 requires a police services board to have policies with respect to general criminal investigation and investigative supports.

Finally, police services are also required to adhere to the provisions of the *Violent Crime Linkage Analysis System Reports (ViCLAS) Regulation*.

Note: This guideline addresses the criminal investigation management plan and general criminal investigation procedures. Additional guidelines dealing with specific occurrences will address procedures and processes that are unique to that occurrence. It will be a local police services board's and Chief of Police's decision on whether to integrate these unique elements into the general criminal investigation policy/procedures and processes as sub-headings, or have separate policy, procedures and processes.

Sample Board Policy

The objective of Criminal Investigations Management and Procedures is to ensure that investigations into criminal acts:

- Are effectively and efficiently investigated by qualified investigators and investigative supervisors;
- Respect the individual rights of victims, persons of interest, suspects and witnesses alike; and
- Are capable of supporting a successful prosecution of the person(s) for the criminal acts in question.

Board Policy # _____

To this end, it is the policy of the _____ Police Services Board with respect to general criminal investigation that:

- a) the Chief of Police will:
- i) periodically review and report back to the board on the occurrences which can be investigated by members of the police service based on their knowledge, skills and abilities, and which occurrences require the services of another police service;
 - ii) prepare a criminal investigation management plan that meets the requirements of the Adequacy Standards Regulation, including identifying the type of occurrences which should be investigated by another police service or through a combined, regional or cooperative service delivery method;
 - iii) develop and maintain procedures on and processes for undertaking and managing criminal investigations;
 - iv) establish a selection process for criminal investigators, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - v) ensure that the police service has one or more members who are criminal investigators;
 - vi) require supervisors to ensure that the member assigned an occurrence listed in the criminal investigation management plan has the knowledge, skills and abilities to investigate that type of occurrence;
 - vii) ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulation; and
 - viii) ensure that persons who provide other investigative supports identified in (d) have the knowledge, skills and abilities to provide that support.
- b) *(optional)* – enter into an agreement with one or more Boards/OPP for the investigation of occurrences pursuant to section 11(3) of the Adequacy Standards Regulation (list occurrences and Boards/OPP for which there is an agreement));
- c) *(optional)* - this Board will augment the number of criminal investigators available to the police service by (identify service delivery method)); and
- d) scenes of crime analysis, forensic identification, canine tracking, behavioural science, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports will be provided by (identify service delivery method for each investigative support).

Police Service Guidelines

Criminal investigation management

1. Every Chief of Police:
 - a) will prepare and maintain a criminal investigation management plan that meets the requirements of the Adequacy Standards Regulation;
 - b) should identify the member who is responsible for the overall management of the criminal investigation function;

- c) should ensure that supervisors are provided with information on the requirements for undertaking and managing general criminal investigations set out in the Adequacy Standards Regulation and the criminal investigation management plan;
- d) should establish a selection process for criminal investigators, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
- e) will ensure that the police service has one or more members who are criminal investigators;
- f) establish procedures for obtaining the assistance of another police service pursuant to section 11(4) of the Adequacy Standards Regulation;
- g) will ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulation; and
- h) will ensure that persons who provide canine tracking, behavioural science, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports have the knowledge, skills and abilities to provide that support.

- cedures** 2. Every police service's procedures on undertaking and managing criminal investigations should:
- a) set out the initial investigative response, including:
 - i) role of the first officer on the scene;
 - ii) protection of the crime scene; and
 - iii) complying with the criminal investigation management plan;
 - b) address the audio/videotaping of statements;
 - c) require the documentation of statements, confessions and admissions;
 - d) require the preparation and retention of investigative notes;
 - e) identify the process for obtaining/delivering the following investigative supports:
 - i) scenes of crime analysis;
 - ii) forensic identification;
 - iii) other expert or specialized resources/assistance;
 - iv) canine tracking;
 - v) behavioural science supports;
 - vi) polygraph services, including documenting and retaining polygraph results;
 - vii) physical surveillance;
 - viii) electronic interception;
 - ix) video and photographic surveillance;
 - x) analytical charting techniques; and
 - xi) investigative resources specializing in pediatric deaths including, but not limited to, the Office of the Chief Coroner's Paediatric Death Review Committee and/or the Deaths Under Five Committee.
 - f) require notification, as soon as practicable, to federal or provincial correctional authorities when it is determined that a suspect is under some form of federal or provincial community-based supervision that has been violated.

3. Every police service should establish a case management system that includes:
 - a) case-screening criteria;
 - b) the identification of records to be maintained in a case file;
 - c) security and retention of records;
 - d) a process for ensuring that the appropriate level of human and financial resources is assigned to a case; and
 - e) a process for supporting a multi-jurisdictional investigation (that is not a major case), including liaising with other law enforcement agencies.
4. Every police service should establish procedures that address circumstances that may require an independent investigation by another law enforcement agency.
5. Every police service should establish procedures that address undercover and/or plainclothes operations.
6. Every police service should establish procedures, in consultation with the Crown, that address:
 - a) preparation of the Crown brief;
 - b) court preparation, including the use of notebooks;
 - c) police responsibility in relation to disclosure;
 - d) the treatment of late-breaking evidence; and
 - e) post-conviction continuing disclosure.
- Review** 7. Every Chief of Police should:
 - a) enter into an agreement with the Crown regarding the process for notifying the Chief or designate of any concerns raised by the Crown or judiciary over the police service's procedures, or the practices of members related to arrest, search of persons/premises, and criminal investigation, including in any case where there is perceived to be false/unreliable testimony; and
 - b) ensure that a review is undertaken in any case where the Chief is notified under 7(a).



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: INVESTIGATIONS INTO HOMICIDES		Policy Number: P-036
Responsible Manager: Administrative Director WPSB	Review Schedule: 2 Years	Effective Date: January 20, 2025
Repeals: Number AR-LE039, April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 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 1 (1) of the CSPA provides, inter alia, that policing shall be provided throughout Ontario in accordance with the principle of the need to ensure the safety and security of all persons and property in Ontario, including on First Nations reserves;

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 the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into homicides and attempted homicides;

1.6 AND AS O. Reg. 394/23: Major Case Management and Approved Software Requirements prescribes requirements for investigation of Major Cases, including homicides;

1.7 AND AS the Board has deemed it appropriate to require the Chief of Police to develop and maintain procedures and processes for undertaking and managing investigations into homicide and attempted homicide occurrences;

1.8 AND AS the Ministry has published a Policing Standards Manual (2000) which provides direction to the Board and Service in respect of certain general operational issues, including policy directions with respect to the investigation of certain criminal offences;

1.9 AND AS Part LE-039 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to the investigation of homicides.

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. BOARD POLICY

3.1 The Board recognizes that matters of homicide are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into homicides and attempted homicides that are in compliance with the Ministry’s designated Ontario Major Case Management Manual, O. Reg. 394/23: Major Case Management and Approved Software

Requirements, the reporting requirements of Section 18 of O. Reg. 395/23: Investigations, and Appendix A.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members investigating homicides or attempted homicides have the requisite knowledge, skills, and abilities.

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 homicide and attempted homicide investigations;
- (b) confirmation that the procedures are in compliance with the Ministry's designated Ontario Major Case Management Manual and O. Reg. 394/23: Major Case Management and Approved Software Requirements;
- (c) the status of Service compliance with the procedures; and
- (d) a summary of training given to Members regarding homicide and attempted homicide investigations.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-LE039, April 27, 2000, and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

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 investigations into homicides and attempted homicides.

In addition section 12(1)(i) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into homicides and attempted homicides.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to investigations into homicides and attempted homicides that the Chief of Police will develop and maintain procedures that require compliance by officers with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on the investigation of homicides and attempted homicides should:
 - a) require compliance by officers with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - b) outline the responsibilities of a first officer(s) responding to a scene of a homicide, including:
 - i) approaching and immediately securing the scene, taking care not to contaminate or destroy potential evidence;
 - ii) arrests of suspects;
 - iii) recording the details of the scene and identification of all persons present;
 - iv) preserving the integrity of evidence of witnesses by ensuring that they don't discuss their observations with each other;
 - v) observations of persons leaving the scene;
 - vi) preserving short-lived evidence;
 - vii) notification of supervisory and other appropriate personnel; and
 - viii) responding to initial media inquiries at the scene;
 - c) outline the responsibilities of the supervisor dispatched to the scene of a homicide;
 - d) ensure the adequate assignment of human and physical resources; and
 - e) require the issuance and dissemination of appropriate CPIC alerts.



WINDSOR POLICE SERVICE BOARD
POLICY

Policy Name: CRIMINAL HARASSMENT		Policy Number: P-037
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: January 20, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE028	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: January 2028

1. PREAMBLE

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

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

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

1.4 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures on and processes for undertaking and managing investigations into criminal harassment;

1.5 AND AS Part LE-028 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and police service relative to investigations into criminal harassment.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General

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

2.6 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes that matters of criminal harassment are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish procedures for the investigations of criminal harassment complaints in accordance with the said Appendix A.

4.1.2 The Chief shall ensure that the procedures referred to in section 4.1.1 above include procedures relating to the provision of victim’s assistance.

4.1.3 The Chief shall ensure that the procedures referred to in section 4.1.1 comply with the Ministry’s designated Ontario Major Case Management Manual for criminal harassment.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members are familiar with the offence provisions in the Criminal Code relating to criminal harassment offences.

4.2.2 The Chief shall ensure that Members involved in criminal harassment investigations have the requisite knowledge, skills, and abilities.

4.3 USE OF INVESTIGATIVE TECHNIQUES

4.3.1 The Chief shall ensure that the procedures referred to in section 4.1.1 address the use of enhanced investigative techniques, such as behavioural science services as part of the investigation.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of investigations into criminal harassment. The report shall include:

(a) a summary of the written procedures concerning investigations into criminal harassment; and

(b) confirmation of Service compliance with the said procedures.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number: AR-LE028, August 7, 2014, and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

Attachments (1)

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into criminal harassment. In addition, section 12(1)(c) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into criminal harassment.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to undertaking and managing investigations into criminal harassment that the Chief of Police will develop and maintain procedures that address:

- a) the procedures for investigating criminal harassment complaints in accordance with the police service's criminal investigation management plan;
- b) the use of enhanced investigative techniques, such as behavioural science services as part of the investigation;
- c) the provision of victims' assistance;
- d) the information to be provided to police officers on criminal harassment; and
- e) compliance with the Ministry's designated *Ontario Major Case Management Manual* for criminal harassment cases that fall within the definition of major case.

Police Service Guidelines

Procedures

1. Every police service's procedures on criminal harassment should require that:
 - a) a complaint of criminal harassment be investigated as soon as possible, and in accordance with the police service's criminal investigation management plan;
 - b) an officer interview the victim and other witnesses, and advise the victim as to the methods for collecting, preserving and documenting evidence of harassment, including the maintenance of telephone message tapes and daily log/diary of communications, sightings and contacts in relation to the suspect;
 - c) an officer gather all relevant information and evidence, including where applicable information and evidence on:
 - i) the nature of the harassing behaviour;
 - ii) any available identifiers of the suspect (name, address, employer, apparent sex, age, ethnic origin, location, physical descriptors, vehicle information);
 - iii) the history of any relevant relationships between the suspect, victim or victim's associates;

- iv) accounts or records of the suspect's face-to-face or telephone conversations with the victim or her/his associates;
 - v) any telecommunication or computer evidence (such as e-mail);
 - vi) any written communications, writings or photographs by the suspect relating to the victim;
 - vii) why the victim fears for their safety or for the safety of their family members (both physical and psychological);
 - viii) the suspect's criminal record, outstanding charges, prior occurrences, restraining orders, conditions of bail, conditions of probation/parole, history of abuse and violence;
 - ix) alcohol/drug abuse by the suspect;
 - x) any known psychiatric, emotional or mental problems of the suspect;
 - xi) any previous occurrences involving disturbing, harassing or threatening behaviour by the suspect;
 - xii) whether there is a threat by the suspect to harm the victim or another person;
 - xiii) if a threat is made or exists, where, when, and the manner/method in which the threat may be carried out;
 - xiv) time, date and location at which the threat is received;
 - xv) the location of the suspect and whether the suspect has the means and opportunity to carry out the threat, as well as whether the victim believes that the suspect has the means and opportunity to carry it out;
 - xvi) how the threatened harm can be avoided;
 - xvii) why the suspect is making this threat and what the suspect wants;
 - xviii) indications of increasing specificity of the threat;
 - xix) any reference by the suspect to weapons, ammunition, explosives, arson, etc.;
 - xx) emotional tone and change in attitude in any conversations between the suspect and victim;
 - xxi) number of contacts made with the victim; and
 - xxii) observations by the suspect's family members and associates, if known;
- d) as part of the investigation, an officer should include in the case file information such as:
- i) the profile of the suspect including sex, age, physical description, education, marital and employment status;
 - ii) the suspect's behavioural history including criminal record, outstanding charges, prior occurrences, restraining orders, conditions of bail, conditions of probation/parole, history of abuse and violence;
 - iii) evidence of alcohol/drug abuse, mental illness, mental or emotional problems, and/or disturbing, harassing or threatening behaviour;
 - iv) any risk assessment if undertaken; and
 - v) any other evidence and information gathered as set out in 1(c);

- e) an officer, prior to interviewing a suspect concerning a criminal harassment complaint, should consider the risk implications for the victim and, if necessary, obtain advice from a risk assessment specialist;
- f) officers when assessing the reasonableness of the fear from the victim's perspective, to consider the following factors:
 - i) the age, gender and physical size of the victim;
 - ii) the background of the victim and suspect;
 - iii) the relationship between the victim and suspect; and
 - iv) the context of the relationship particularly as it applies to abuse;
- g) where an officer has reasonable grounds to believe that an offence has been committed under the criminal harassment or related provisions of the *Criminal Code* a charge should be laid;
- h) in all domestic violence occurrences that involve a complaint of criminal harassment, the officers involved will also comply with the police service's procedures on domestic violence occurrences;
- i) in all occurrences that involve a complaint of criminal harassment, the officers involved will also comply with the police service's procedures on preventing or responding to occurrences involving firearms;
- j) during all criminal harassment investigations the officers involved will also comply with the police service's procedures relating to bail and violent crime;
- k) a criminal harassment investigation that involves a suspect who is a stranger to the victim will be dealt with as a major case, and that the investigation will be undertaken in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
- l) officers notify correctional authorities when it is determined that the accused is on probation, parole, temporary absence, etc., and /or when a condition of probation, parole or temporary absence has been violated, including forwarding the relevant occurrence reports or synopses;
- m) the content of the Crown brief should include, in addition to general information, the following:
 - i) any utterances by the suspect;
 - ii) place or location and time where the conduct occurred;
 - iii) whether the victim was alone;
 - iv) the vulnerability of the victim;
 - v) the relationship between the victim and suspect, and the suspect's perception of the relationship;
 - vi) terms of any pre-existing bail, probation, prohibition, parole, civil orders or peace bonds;
 - vii) previous conduct including conduct aimed at the victim's peers, co-workers or other members of the victim's family or household;

- viii) whether there was a warning or request to cease by the complainant, or the suspect persisted in harassing behaviour despite requests to cease from any source; and
 - ix) any damage, mischief, theft, or vandalism; and
 - n) an officer consult with the Crown and correctional authorities, regarding the appropriate response to an accused continuing, while in custody, to engage in harassing behaviour.
2. Every police service's procedures should address the use of enhanced investigative techniques, including the use of behavioural science services to assess the risk posed by a suspect when necessary.
3. Every police service's procedures should address the provision of victims' assistance, including:
- a) that the investigating officer will provide the victim with assistance based on local procedures;
 - b) that victims will be kept fully informed of any contact made with the suspect by the police that may escalate the situation or have some impact on the victim;
 - c) that victims will be provided with information on safety planning, and advised on appropriate protective/supportive measures which may be taken to enhance the victim's safety and reduce the accessibility of the victim to the suspect; and
 - d) the roles and responsibilities are set out for notifying and informing the victim about the release of the accused, bail conditions and the criminal justice process, consistent with local protocols.

- Information** 4. Every Chief of Police should ensure that police officers are familiar with the offence provisions of the *Criminal Code* relating to criminal harassment, including assessing and establishing specific facts in issue relating to the offence of criminal harassment, including:
- a) the suspect did not have lawful authority to engage in the proscribed conduct;
 - b) the suspect engaged in any one of the following types of proscribed conduct:
 - i) repeatedly following from place to place the other person or anyone known to them;
 - ii) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
 - iii) besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or
 - iv) engaging in threatening conduct directed at the other person or any member of their family (does not require repetition);
 - c) the suspect knew the victim was harassed;

- d) the suspect was reckless as to whether the victim was harassed by this conduct (e.g., the suspect was persistent/coercive, the victim made direct indications to the suspect that were ignored); and
- e) the victim reasonably, in all of the circumstances, feared for her/his safety or the safety of anyone known to the him/her.



**WINDSOR POLICE SERVICE BOARD
POLICY**

Police Name: ARREST		Policy Number: P-038
Responsible Manager: Administrative Director WPSB	Review Schedule: As required by CSPA or Regulation	Effective Date: January 20, 2025
Repeals: AR-LE005, dated March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date:

1. PREAMBLE

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

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

1.3 AND AS O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services and requires in subsection 6 (1) 4. xi that a Chief of Police shall establish written procedures on arrest;

1.4 AND AS the Board deems it appropriate that it enact a policy on arrest;

1.5 AND AS Part LE-005 of the Policing Standards Manual (2000) contains guidelines directing the Board, the Chief and members relative to arrest.

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 issues involving arrest of criminal suspects form an important part of investigative and preventative policing and are crucial to the prosecution of criminal offences, and it is therefore the policy of this Board that issues involving arrest be dealt with in a professional and thorough manner in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish procedures on arrest that require the compliance by Members with legal, constitutional and caselaw requirements relating to arrest and detention.

4.1.2 The Chief shall ensure that the procedures on arrest include a procedure for search and seizure incidental to arrest.

4.2 TRAINING

4.2.1 The Chief shall ensure that police officers and Members, as considered appropriate, are kept informed of changes in the law relating to arrest and detention.

4.3 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 on or before August 30 of each year in respect of investigations into arrests. The report shall include:

(a) a summary of the written procedures regarding arrest and detention; and

(b) confirmation of compliance with the procedures regarding arrest and detention.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG.3/99 – AR-LE005, dated March 23, 2000, and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this policy are hereby repealed effective January 16, 2025.

6.2 This Policy shall come into force on January 20, 2025.

ADOPTED AND PASSED this 16th day of January 2025.

THE WINDSOR POLICE SERVICE BOARD

Drew Dilkens, Chair

Norma Coleman, Administrative Director

Date

Date

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

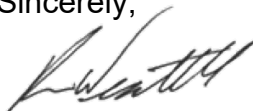
SUBJECT: **Commissions under the Great Seal (King's
Commissions) under the *Community Safety and
Policing Act, 2019***

DATE OF ISSUE:	December 3, 2024
CLASSIFICATION:	For Action
RETENTION:	December 24, 2024
INDEX NO.:	24-0073
PRIORITY:	Normal

I am sharing this communication to advise that the provisions in [O. Reg. 399/23](#) which prescribe the rank at which police officers and First Nation Officers are eligible to receive a Commission under the Great Seal ("King's Commissions") are now in effect.

For further information on next steps, please review the attached memo from Sarah Caldwell, Assistant Deputy Minister, Strategic Policy Division, Ministry of the Solicitor General. If you have any questions, please contact Nicole Rogers, Manager, Community Safety Policy Unit, Strategic Policy Division at Nicole.Rogers@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

DATE: December 3, 2024

MEMORANDUM TO: Ken Weatherill
Assistant Deputy Minister, Public Safety Division
Ministry of the Solicitor General

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

SUBJECT: Commissions Under the Great Seal (King's Commissions)
and Next Steps

This memorandum is to advise the policing community that the regulation which prescribes the ranks at which police officers and First Nation Officers are eligible to receive a Commission under the Great Seal ("King's Commissions") is now in effect. The regulation under the *Community Safety and Policing Act, 2019* can be found here: [O. Reg. 399/23: GENERAL MATTERS UNDER THE AUTHORITY OF THE LIEUTENANT GOVERNOR IN COUNCIL](#).

Under the former *Police Services Act*, King's Commissions were available to eligible Ontario Provincial Police officers only. As a result of this regulation, all police officers from municipal police services and First Nation Officers who reach the rank of Inspector or Detective Inspector in Ontario are eligible to receive a King's Commission. While eligibility for King's Commissions has been expanded, it is a voluntary program and not a mandatory requirement.

The ministry is now turning its attention to supporting the implementation of the expanded King's Commission program, including the development of a reporting process and associated guidelines so that the program can be rolled out to eligible police officers from municipal police services and eligible First Nation Officers.

If your police service is interested in participating to support the implementation of the expanded King's Commission program, please provide your contact information to Nicole Rogers, Manager, Community Safety Policy Unit at Nicole.Rogers@ontario.ca by December 24, 2024. The ministry encourages participation of representatives from police services who would be involved in the operationalization of the King's Commissions program for the respective police service (for example, this could include representatives from human resources/career development departments).

The ministry will reach out to all interested contacts to arrange a meeting. Please also contact Nicole Rogers if you wish to provide written feedback for the ministry's consideration.

Please let me know if you have any questions.

Best regards,

A handwritten signature in blue ink that reads "Sarah Caldwell". The signature is written in a cursive, flowing style.

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

c: Sheela Subramanian, Director, Community Safety and Intergovernmental Policy
Branch

Nicole Rogers, Manager, Community Safety Policy 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
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Telephone: (416) 314-3377
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MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Service Boards

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Authorization for Use of the TASER 10 Conducted
Energy Weapon**

DATE OF ISSUE:	December 4, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0074
PRIORITY:	Normal

I am sharing this communication to notify the policing sector that [O. Reg. 391/23](#): Use of Force and Weapons under the *Community Safety and Policing Act, 2019* has been amended to include the TASER 10 in the list of conducted energy weapons that members of police services and special constables employed by the Niagara Parks Commission are permitted to use.

The amending regulation came into force upon filing and can be accessed publicly online through e-Laws: [O. Reg. 492/24 USE OF FORCE AND WEAPONS | ontario.ca](#)

For information on TASER 10 transition training for Master Instructors, please contact Paul Cook at the Ontario Police College at Paul.Cook@ontario.ca.

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: Recreational Vehicle Driver Licensing Regulatory
Amendments Under the *Highway Traffic Act*

DATE OF ISSUE:	December 5, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0075
PRIORITY:	Normal

At the request of the Ministry of Transportation's Transportation Safety Division, I am sharing the attached communication on recent amendments to [Ontario Regulation 340/94](#) (Drivers' Licences) and [Ontario Regulation 419/15](#) (Definitions of Commercial Motor Vehicle and Tow Truck) under the [Highway Traffic Act](#), which will come into effect on July 1, 2025.

For further information on these amendments, please see [O. Reg. 458/24 DRIVERS' LICENCES | ontario.ca](#) and the attached memo from Marcelle Crouse, Associate Deputy Minister, Transportation Safety Division, Ministry of Transportation. If you have questions, please contact Grace Tam, Manager, Driver Program Development Office at (437) 551-5021 or grace.tam@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Ministry of Transportation

Ministère des Transports



Associate Deputy Minister's
Office
Transportation Safety Division

Bureau du sous-ministre associé
Division de la sécurité en matière de
transport

87 Sir William Hearst Avenue
Room 191
Toronto, ON M3M 0B4

87, avenue Sir William Hearst
bureau 191
Toronto, ON M3M 0B4

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

FROM: Marcelle Crouse
Associate Deputy Minister
Transportation Safety Division
Ministry of Transportation

DATE: November 19, 2024

RE: [Recreational Vehicle Driver Licensing Updates - O. Reg. 458/24](#)

This memorandum is to advise you of the steps the Ontario Ministry of Transportation (MTO) has taken to reduce driver licensing burden and better align Ontario with other Canadian jurisdictions while maintaining road safety for recreational vehicle (RV) drivers.

MTO has updated Ontario Regulations 340/94 (Drivers' Licences) and 419/15 (Definitions of Commercial Motor Vehicle and Tow Truck) under the *Highway Traffic Act* (HTA). Please see [O. Reg. 458/24 DRIVERS' LICENCES | ontario.ca](#) for further details.

Effective July 1, 2025, MTO will introduce:

- (1) A RV endorsement for Classes G, E and F driver's licence to allow individuals to operate RVs weighing between 11,000 and 14,000 kgs without a Class D licence;
- (2) A RV restricted Class D driver's licence to allow individuals to drive RVs weighing more than 14,000 kgs, while retaining Class D vision and medical requirements, modified Class D road test and;
- (3) A Recreational Vehicle Learning Module (RVLM) and its fee of \$23.75 to educate drivers on the fundamentals of RV operation and safety that is required to be

completed at the time of driver's license upgrade and renewal. This module is required in both (1) and (2) above.

Current zero alcohol / drug rules will be retained for RVs more than 11,000 kgs regardless of licence class.

The ministry is taking a digital-first approach to modernizing learning, reducing burden, and addressing RV stakeholder concerns. The RVLM will be delivered through a Learning Management System (LMS) to deliver modern training, as they are designed to manage, organize, and deliver online training materials to their audience in a clear and modern format.

Individuals that wish to obtain:

- Class G, E and F RV endorsement to operate RVs between 11,000 kgs and 14,000 kgs must hold a Class G, E or F licence and complete the RVLM (either online or in-person at a DriveTest Centre (DTC)). Once the RVLM is completed the new RV endorsement may be added to their licence.
- Class D RV restriction to operate RVs over 14,000 kgs will be required to meet the current Class D vision and medical requirements, and:
 - Complete an RVLM (either online or in-person at a DTC),
 - Successfully pass a modified Class D road test with the RV (or any vehicle) weighing more than 14,000 kgs at the time of application (or renewal at the age of 80).
 - The modified Class D road test excludes the daily inspection requirement for full Class D.
 - Class D RV restriction holders are not permitted to operate any other vehicle other than RVs that weigh more than 14,000 kgs.

The updates are in line with other Canadian jurisdictions and will provide greater accessibility for drivers to operate RVs more than 11,000 kgs gross weight or registered gross weight, as they will no longer be required to acquire a commercial Class D driver's licence and fulfill licensing and testing requirements oriented towards commercial truck drivers.

RVs eligible to be driven under the new RV endorsement and Class D restriction will be required to meet certain requirements (e.g., a compliance label under the federal Motor Vehicle Safety Regulations, being driven and used for personal purposes, and not carrying commercial cargo). Please see [O. Reg. 458/24 DRIVERS' LICENCES | ontario.ca](#) and [Motor Vehicle Safety Regulations \(C.R.C., c. 1038\)](#) for further details.

I would ask that you please bring this memorandum to the attention of the appropriate members of your organization. If anyone would like to discuss this change, please contact Grace Tam, Manager, Driver Program Development Office, at +1 (437) 551-5021 or grace.tam@ontario.ca.

Thank you for your assistance in communicating these changes.

A handwritten signature in cursive script that reads "Marcelle Crouse".

Marcelle Crouse
Associate Deputy Minister, Transportation Safety Division
Ministry of Transportation

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Amendments to the *Community Safety and Policing Act, 2019* through the *Safer Streets, Stronger Communities Act, 2024***

DATE OF ISSUE:	December 9, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0076
PRIORITY:	Normal

I am sharing this communication to advise that on December 4, 2024, the [Safer Streets, Stronger Communities Act, 2024](#) received Royal Assent and enacted amendments to the *Community Safety and Policing Act, 2019* (CSPA) to address operational issues and technical requirements identified by the Ministry of the Solicitor General.

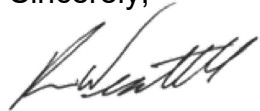
Below is a summary of the amendments that were made to the CSPA:

- Creating regulation-making authority for the transfer of policing responsibility in prescribed areas between municipal police service boards, between the Ontario Provincial Police and municipal police service boards, as well as to address cost recovery in relation to such areas;
- Establishing the authority for the Solicitor General to issue awards related to policing, including awards for long service;
- Clarifying the timeline requirements within provisions that specify when certain activities related to appointments, oaths, or affirmations must occur. Specifically, ensuring there is flexibility that oaths/affirmations must be taken, and certificates must be issued, at any point before officers can exercise their powers or perform their duties, rather than “at the time of appointment” as previously required by the CSPA;

- Adding a definition of “prescribed entity” to promote clarity and remove ambiguity in the use of the term throughout the Act and some regulations;
 - *“prescribed entity” means an entity that is prescribed to provide a policing function in an area in accordance with section 14 of the Act.*
- Addressing operational issues with respect to police services assisting each other, through amendments that shift the authority to request temporary assistance from police service boards to chiefs of police, allowing greater flexibility in seeking assistance from another chief of police; and,
- Other minor amendments to various provisions to ensure clarity and consistency of specific sections of the Act.

If you have any questions about these amendments, please reach out to Sheela Subramanian, Director, Community Safety and Intergovernmental Policy Branch, Strategic Policy Division at Sheela.Subramanian@ontario.ca.

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: **Amendments to *Christopher's Law (Sex Offender Registry), 2000 through the Safer Streets, Stronger Communities Act, 2024***

DATE OF ISSUE:	December 10, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0077
PRIORITY:	Normal

I am sharing this communication to advise that on December 4, 2024, the [Safer Streets, Stronger Communities Act, 2024](#) received Royal Assent, introducing measures to enhance the safety and protection of Ontario communities. The Act enacts amendments to [Christopher's Law \(Sex Offender Registry\), 2000](#) to equip police services with additional information that can help them better monitor sex offenders and prevent, investigate, and solve crimes of a sexual nature.

For further information, please review the attached memo from Assistant Deputy Minister Sarah Caldwell, Strategic Policy Division (SPD), Ministry of the Solicitor General (SOLGEN). If you have any questions, please contact Molly McCarron, Director, Community Safety and Animal Welfare Policy Branch, SPD, SOLGEN at Molly.McCarron@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

Ministry of the Solicitor General

Strategic Policy Division
Office of the Assistant Deputy Minister

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

Ministère du Solliciteur général

Division des politiques stratégiques
Bureau du sous-ministre adjoint

25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6
Tél. : 416 212-4221



MEMORANDUM TO: Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

FROM: Sarah Caldwell
Assistant Deputy Minister
Strategic Policy Division

SUBJECT: **Amendments to *Christopher's Law (Sex Offender Registry), 2000* as part of the proposed *Safer Streets, Stronger Communities Act, 2024***

I am writing to request your assistance to notify the policing community of amendments that have been made under [*Christopher's Law \(Sex Offender Registry\), 2000*](#).

On December 4, 2024, the "[*Safer Streets, Stronger Communities Act, 2024*](#)" received Royal Assent, introducing measures to enhance the safety and protection of Ontario communities. Among its provisions, the Act enacts amendments to *Christopher's Law* to equip police services with additional information that can help them better monitor sex offenders and prevent, investigate, and solve crimes of a sexual nature.

These amendments establish new reporting requirements for registered sex offenders in Ontario. Section 3 of *Christopher's Law* requires offenders to report information to a police service within a prescribed period (seven days) after certain events (e.g., a change of address or a change of name) occur. This list has been expanded to include the following:

- An offender being ordered to serve a conditional sentence.
- An offender receiving a driver's licence or passport.
- An offender beginning to use or making a change to an email address, a username associated with a social media account, or another prescribed digital identifier used for the purpose of communicating on the internet.

There are also new notification requirements in relation to travel by an offender to provide police services in Ontario with investigative information on the whereabouts of sex offenders. This includes requiring offenders to provide at least 14 days advance notice if they intend to be away from their main, or any secondary residence, for seven or more consecutive days and requiring that child sex offenders provide advance notice if they will be out of Canada for any length of time. The amendments allow for a "reasonable excuse" to be provided for not complying with

the time limits and mirror section 6 of the federal [Sex Offender Information Registration Act, 2004](#).

The amendments will help to ensure that the information on the Ontario Sex Offender Registry is current and useful for investigative purposes by requiring that offender information be removed from the registry 50 years after an offender's death, or upon proof that an offender's conviction or finding of not criminally responsible on account of mental disorder in respect of a sex offence is overturned.

Additional amendments update the definition of sex offence to align with federal *Criminal Code* amendments which re-categorized sex offences as primary and secondary offences, as well as update legislative wording to ensure consistency with current drafting practices (i.e., gender-neutral language). The amendments also add additional regulation-making authorities.

The above amendments are not yet in force and will come into force on a day to be named by proclamation of the Lieutenant Governor.

Lastly, amendments to section 10 of *Christopher's Law* allow the Minister of the Solicitor General to authorize a person to use information contained in the registry for research or statistical purposes. These amendments are now in force.

If you have any questions, please contact Molly McCarron, Director, Community Safety and Animal Welfare Policy Branch, Strategic Policy Division, Ministry of the Solicitor General at Molly.McCarron@ontario.ca.

Thank you for your continued support of efforts to enhance community safety and protect people and families.

Sincerely,

A handwritten signature in blue ink that reads "Sarah Caldwell".

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

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Nishnawbe Aski Police Service Board Opt-in to the
*Community Safety and Policing Act, 2019***

DATE OF ISSUE:	December 13, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0078
PRIORITY:	Normal

I am writing to advise that, as of December 10, 2024, the Solicitor General has constituted the Nishnawbe Aski Police Service Board (NAPSB) through a Minister's regulation under the *Community Safety and Policing Act, 2019* (CSPA). This regulation ([O. Reg. 515/24](#)), and a supporting transitional regulation ([O. Reg. 516/24](#)), was filed on December 10, 2024, and came into force immediately upon filing.

Section 32 of the CSPA provides that a band council or councils of a First Nation may request that the Minister constitute a First Nation board to ensure that adequate and effective policing is provided in a First Nation reserve or any other specified area. The Ministry of the Solicitor General (SOLGEN) has been working closely with Nishnawbe Aski Nation (NAN), on behalf of the 34 First Nations served by Nishnawbe Aski Police Service (NAPS), to make this possible.

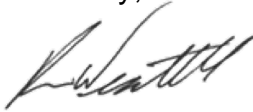
The option to opt-into the CSPA is a key change from the former provincial policing legislation and NAPS will be the first ever First Nations police service to opt in and fall under provincial policing legislation in Ontario. This is a strong example of the provincial government working in partnership with First Nations to implement and provide critical and equitable policing services to First Nations and an important step for the safety and security of the people in the communities served by NAPS.

The NAPSB is now a police service board for the purposes of the CSPA and its officers are now police officers for the purpose of the CSPA. As such, the board and its officers

now fall within the mandates of policing oversight entities as established under the CSPA and the *Special Investigations Unit Act, 2019*.

If you have any further questions about these regulations, please contact Jonathan Zissakos, Manager of the Indigenous Policing Unit, External Relations Branch, Public Safety Division, SOLGEN at jonathan.zissakos@ontario.ca.

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: Release of Use of Force Report Version 2.1

DATE OF ISSUE:	December 16, 2024
CLASSIFICATION:	For Action
RETENTION:	Indefinite
INDEX NO.:	24-0079
PRIORITY:	Normal

I am sharing this communication to advise that the attached version of the Use of Force Report (Version 2.1) is the form approved by the Minister pursuant to subsection 13 (10) of [O. Reg. 391/23 Use of Force and Weapons](#) under the *Community Safety and Policing Act, 2019*.

Members of your police service may begin using Version 2.1 immediately, but please ensure your service has fully transitioned to Version 2.1 beginning on January 1, 2025. The current report will be decommissioned as of March 1, 2025, and will not be submittable to the ministry.

The report has been revised to reflect provisions of the Regulation and enhance quality of use of force data to inform use of force policies and training and contribute to the goals of the *Anti-Racism Act, 2017*.

Changes to the report only reflect updates or revisions that are administrative in nature and include:

- Updating the name of the legislation on the report from *Police Services Act* to *Community Safety and Policing Act, 2019*;
- minor language and content updates to the Introduction section of the report to reflect current regulatory requirements; and
- re-formatting, minor wording adjustments, and inclusion of additional tooltips for clarity.

There are no major revisions as part of this update that would require officer training or significant change management. Additionally, no changes have been made to the data schema associated with the PDF report that require alignment by custom police service applications.

I would also like to take this opportunity to ensure awareness of subsection 7 (2) of [O. Reg. 90/24: General Matters under the Authority of the Minister](#), and the requirement for chiefs of police to provide a copy of a Use of Force Report to the ministry within 60 days of an incident that requires the submission of a report by a member of the police service under section 13 of O. Reg. 391/23.

Finally, a revised version of the Use of Force Report - Instruction Guide will be available by January 1, 2025 through the Ontario Police College Virtual Academy at [OPCVA](#) which can be accessed using police service members' student credentials.

If you experience technical challenges in submitting electronic reports or have other technical questions regarding the report, please contact Jeanette Gorzkowski, Senior Manager of the Analytics Unit, by email at Jeanette.Gorzowski@ontario.ca.

If you have any questions regarding use of force reporting requirements, please contact Lisa Sabourin, Team Lead, Policing Standards Section, at Lisa.Sabourin@ontario.ca.

Thank you for your attention to this matter.



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachments

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

The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.

For information on how to install Adobe Reader and configure your viewing environment please see http://www.adobe.com/go/pdf_forms_configure.

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: **2025-26 to 2026-27 Mobile Crisis Response Team
Enhancement Grant - Call for Applications**

DATE OF ISSUE:	December 24, 2024
CLASSIFICATION:	For Action
RETENTION:	January 21, 2025
INDEX NO.:	24-0080
PRIORITY:	Normal

The Ministry of the Solicitor General will be accepting applications under the **Mobile Crisis Response Team (MCRT) Enhancement Grant for the 2025-26 to 2026-27 grant cycle** beginning December 24, 2024. The new cycle will operate on a two-year period and be available to municipal and First Nation police services, as well as municipalities that are policed by Ontario Provincial Police (OPP) **with an existing MCRT** through a competitive grant application process.

The grant intends to enhance existing MCRTs as part of the government's plan to build a more comprehensive and connected mental health and addictions system. Under this cycle, \$4.5 million per fiscal year will be available to police services through a competitive application process to support or increase the full-time equivalent count of crisis workers for existing MCRTs. This will help meet the need for more mental health assistance on calls for service by leveraging local mental health expertise.

Municipal and First Nations police services may submit one application per police service. Similarly, municipalities policed by the OPP may submit one application per OPP detachment. Municipalities and OPP detachments are encouraged to work together to determine which application to put forward. **The maximum funding request for each MCRT project is \$120,000 per fiscal year for a total of \$240,000 over two years.**

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

The application forms will be accessible on Transfer Payment Ontario (TPON) beginning **December 24, 2024**. **All applications must be submitted through TPON by 4:00 p.m. Eastern Standard Time on January 21, 2025**. Late submissions will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Instructions and Guidelines.

Please direct any questions regarding the MCRT Enhancement Grant or application process to Shamitha Devakandan, Community Safety Analyst, Program Development Section, at Shamitha.Devakandan@ontario.ca and Steffie Anastasopoulos, Community Safety Analyst, Program Development Section, at Steffie.Anastasopoulos@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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



Ministry of the Solicitor General

2025-26 – 2026-27

**Mobile Crisis Response
Team Enhancement Grant**

Application Instructions and Guidelines

INTRODUCTION

The Ministry of the Solicitor General (ministry) is pleased to present the 2025-26 – 2026-27 cycle of the Mobile Crisis Response Team (MCRT) Enhancement Grant. This document includes important information on the eligibility criteria, assessment criteria, as well as the grant process.

MCRTs involve police officers and mental health and addictions service providers (crisis workers) responding together to mental health, addictions, and neurodevelopmental calls for service, as well as other crises where police are called and obligated to attend.

Policing services continue to experience increased calls for service to respond to complex situations involving individuals experiencing a mental health and/or addiction related crisis. Through MCRTs, police services and crisis workers partner to support the de-escalation and stabilization of these situations.

Expanding these teams will help those in crisis get the local support they need in their community, while diverting away from unnecessary emergency department visits and the criminal justice system, whenever appropriate.

Through the MCRT Enhancement Grant, funding will be provided through a competitive application process to police services to support or increase the Full Time Equivalent (FTE) count of crisis workers on their existing MCRTs. This will support the ongoing need for more mental health assistance on police calls for service, and better leverage local mental health expertise.

For reference, in January 2023, the Provincial Human Services and Justice Coordinating Committee's (P-HSJCC) released the [Developing Mobile Crisis Response Teams: A Framework and Toolkit for Ontario](#), which was developed to serve as guidance to police services and health partners wishing to further advance MCRTs in Ontario. The framework and toolkit present current best practices and offer recommendations on planning and implementing police mobile crisis services. The framework is a guidance document (i.e., not legally binding), and remains flexible to the needs of local communities, various types of mobile crisis response models, and service providers. The accompanying toolkit provides templates and resources, which communities can use to enhance their own MCRTs. We encourage you to review and share these documents with your local community partners.

Note: While there may be a variance in naming conventions across the province, typically, MCRT involves police officers and crisis workers responding together to a mental health, addiction, neurodevelopmental, and/or other crisis situation where police have been called and obligated to respond. Please refer to the [Developing Mobile Crisis Response Teams: A Framework and Toolkit for Ontario](#), for examples of models implemented in the province.

ELIGIBILITY CRITERIA

Who is Eligible?

- Municipalities that are policed by the Ontario Provincial Police (OPP) as well as municipal and First Nation police services with an existing MCRT.

Number of Application Submissions and Funding Amounts:

- Municipal and First Nations police services can submit a maximum of one application per police service. Similarly, municipalities policed by the OPP can submit a maximum of one application per OPP detachment.
 - Police services and municipalities have the flexibility to submit a joint application and must identify a lead police service/municipality who will be responsible for submitting the application on TPON.
- Maximum funding for MCRT projects is \$120,000 per fiscal year for a total of \$240,000 over two years.
 - Consideration for additional funding may be given depending on geography and local service system features that impact service delivery costs.

Application Preferences

- **To provide the highest possible impact and to respond to current trends, preference will be given to projects that service areas that have experienced a demonstrable increase in mental health related occurrences (i.e., large percentage of calls attended by MCRT leading to *Mental Health Act* apprehensions).**
- Additional preference may also be given to projects that demonstrate strong police-hospital partnerships (i.e., successfully implemented police-hospital transition protocols), face challenging geographic barriers, and demonstrate project components specifically towards underrepresented groups.

What is Eligible?

- Funding can be used for costs associated with the FTE counts of a crisis worker(s).
 - Crisis worker(s) can include but is not limited to, social workers, registered nurses, child and youth workers, addictions workers, and Indigenous Elders.
- Funding can be used for an existing or additional FTE worker on MCRTs; however, must be used towards an enhancement or new component, which could include an additional worker, expanding the hours of an existing worker or team, new target group for the team, etc.
- Existing police-led crisis response teams and/or police models involving civilian-led crisis response teams are eligible for funding.

*Note: Police call centres supporting crisis call diversion programs and costs associated with police FTEs are **not** eligible for this grant. There may be additional funding opportunities to support these initiatives in the future.*

Eligible Budget Items:

- Salaries and Benefits
 - *Note: Funding can only be used for costs associated with the FTE counts of crisis workers. It will not cover expenses for police FTEs of the MCRT.*
- Orientation and Training
- Equipment (e.g., cell phone, laptop, printer, software)
- Other (e.g., recruitment, office supplies, cell phone usage, travel expenses)

Ineligible Budget Items:

- Expenses for police FTEs of MCRT
- Vehicle retro fitting
- HealthIM software
- Communities with civilian-led response teams funded by the Ministry of Health's Addictions Recovery Fund
- Community non-police MCRT models

Project Timeline:

- Funding provided is time limited. If successful for funding, recipients will have until March 31, 2027 to complete their project. It is anticipated that the ministry will notify applicants of its funding decision and issue payments in Spring 2025. Please take this into consideration when undertaking the implementation planning for your project.

OUTCOMES & PERFORMANCE INDICATORS

All successful applicants will be required to report to the ministry on both provincial and local outcomes in addition to determining baselines for all metrics (please see page 7 for more information on establishing baselines).

Provincial Outcomes:

To consistently demonstrate provincial outcomes, the ministry will require funding recipients to report back on provincially identified outcomes and performance indicators annually. Specifically, the ministry has identified the following provincial outcomes, as well as a list of associated performance indicators for each outcome for this grant program. It is mandatory for recipients to report on all below-noted outcomes.

- 1. Outcome: Project/Program Coverage - # of services/activities delivered**
 - a. % of live mental health calls attended by MCRT
 - b. # of FTEs dedicated to MCRT

- 2. Outcome: Project/Program Administration Costs**
 - a. Total amount spent on administration (\$)
 - b. Total initiative allocation (\$)

3. **Outcome: Project/Program Impact – Increase in support provided during calls involving individuals in crisis.**
 - a. % of MCRT encounters resolved on scene (no additional actions required, including follow up)
4. **Outcome: Increased capacity to respond to mental health and addictions crisis calls.**

Associated Indicators:

- a. # of mental health related occurrences
 - b. % of live mental health related calls attended by MCRT (Note: this indicator is a duplicate of “Project/Program Coverage”)
 - c. # of mobile crisis response teams
 - d. # of FTE dedicated to MCRT (Note: this indicator is a duplicate of “Project/Program Coverage”)
 - e. % of MCRT FTEs who are crisis workers (i.e., not police officers)
 - f. Average # of hours that the MCRT operate **per week**
5. **Outcome: Improved response to mental health and addictions crises.**

Associated Indicators:

- a. Total # of mental health related calls attended by MCRT
 - b. % of mental health related calls attended by MCRT that resulted in transfers being made on behalf of the person in crisis
 - c. # of unique follow-up visits/wellness checks conducted by MCRT
 - d. # of proactive activities (i.e., education, committees, situation table meetings) conducted by MCRT
 - e. Of the total MCRT engagements, provide breakdown: % attending live calls, % follow-up visits/wellness checks and % proactive activities
6. **Outcome: Increased diversion from hospitals.**

Associated Indicators:

- a. % of mental health related occurrences attended by MCRT that led to apprehensions under the *Mental Health Act*
- b. % of mental health related calls attended by MCRT that resulted in hospital admissions
- c. % of mental health apprehensions where MCRT accompanied individual to Emergency Department (individual was taken to the hospital but was not admitted)
- d. Average amount of time spent by MCRT in the Emergency Department
- e. % of mental health related calls attended by MCRT that resulted in connections/referrals to community services

- f. % of referrals to a pre-charge diversion program (formal or informal) (Note: Individual is referred to a restorative justice program via MCRT where there were grounds for criminal charges)
- g. % of MCRT encounters resolved on scene (no additional actions required, including follow up)
- h. For civilian-led police models: % of instances where police and/or Emergency Medical Services were needed to assist on crisis calls

Please note that **local data** should be used to demonstrate performance on provincially identified outcomes.

Local Outcomes:

In addition to the provincially identified outcomes, applicants will be required to identify local outcomes and a minimum of two local performance indicators that reflect your specific project.



TIP: *Expected **Outcomes** are the positive impacts or changes your activities are expected to make in your community.*

Additional Information:

- *A performance **indicator** is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.*
- ***Quantitative** indicators are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., frequency of, percentage of, ratio of, variance with).*
- ***Qualitative** information is non-measurable information that describes attributes, characteristics, properties, etc. It can include descriptive judgments or perceptions (e.g., program participants’ verbal or written feedback) measured through an open-ended questionnaire or an interview.*
- ***Baseline** data is information captured initially to establish the starting point against which to measure the achievement of outcomes.*
- ***Target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared. Reasonable targets are challenging but achievable.*

APPLICATION REVIEW

The MCRT Enhancement Grant Review Committee, comprised of representatives from within and outside the ministry, will review all eligible proposals and make funding recommendations to the Solicitor General for approval. Should the application meet the eligibility criteria, your proposal will be assessed based on the following criteria:

1. Demonstrated Need
2. Project Workplan/Activities
3. Partnerships
4. Performance Measures
5. Budget

Note: Applicants applying for funding towards police models involving a civilian-led crisis response team will be required to provide additional information around risk mitigation and processes in place to support this type of model within the Project Workplan/Activities section of the application.

ASSESSMENT CRITERIA

Please review the following Assessment Criteria carefully. It outlines important information that must be addressed for each question and must be followed when completing your application. Please ensure you answer each component of every question and leave no sections blank, as well as ensure all components are answered in the correct/associated areas.

1. Demonstrated Need (9 Points)

How did you determine that there is a need for the proposed enhancements in your community?

- ✓ Describe the type of MCRT model in your community. Include data on your existing MCRT, current funding structure, related staffing complement, and highlight the positive outcomes/results of the team.
- ✓ Provide current and reliable statistics and evidence to demonstrate the need to enhance your current MCRT and how the proposal is responsive to any unique community needs. Statistics/evidence may originate from Juristat Canada, local police, schools, etc. or through local findings (e.g., community safety and well-being plans, community consultations, conducting a gap analysis, or equivalent).
- ✓ Identify factors limiting your police service's ability to implement the enhancement including information on current gaps in service. Explain why additional funding is beyond your current local capability.

2. Project Workplan/Activities (6 points)

Provide a comprehensive outline of the activities that will be implemented as part of the proposed enhancements.

- ✓ Indicate the key milestones for your enhancement(s).
- ✓ Describe in detail all the activities that are associated with achieving the key milestones.
- ✓ Clearly indicate the approximate timelines for your activities within each fiscal year and who will be responsible for completing these activities.
- ✓ For civilian-led police models, outline the activities/process for determining the type of model that is deployed to the call (i.e., triaging within the call centre), policing

components involved with this model (i.e., agreements with police services, oaths to secrecy), and risk mitigation protocols, procedures, and processes.

3. Partnerships (4 points)

Provide an overview of the partnerships that will be utilized for the proposed enhancements by completing the chart outlined in the application.

- ✓ **Name:** Indicate the name of the agency/organization(s) that will be involved in the delivery of the MCRT enhancements.
- ✓ **Contact Information:** The name, position, phone number, and email of the primary contact(s) within the agency/organization(s).
- ✓ **Role:** Describe each partner's role and how they will contribute to the success of the MCRT enhancements. Please also comment on how this service will integrate/interact with other crisis services in the area, (i.e., with other health service providers or hospitals).
- ✓ **Description:** Provide a brief description of the agency/organization(s), including the sector that it belongs to.

Note: Preference may be given to applications that include strong multi-sectoral partnerships.

4. Budget (2 points)

Provide total costs associated with the proposed enhancements under each heading including funding from other funding sources. Itemize all expenditures associated with the project within the "Description" column for the fiscal year of this grant cycle.

- ✓ Provide total expenditures under the appropriate category.
- ✓ Include a description for each budget item in the corresponding column, ensuring they align with the design and delivery of the specific enhancements.
 - Identify whether training, equipment, supplies, etc. are one-time expenses or if they will be ongoing.
- ✓ Provide information on other funding sources in the appropriate category.

5. Performance Measures (6 points)

Indicate the expected outcomes and associated performance metrics for your enhancement(s).

Reminder: Successful recipients will be required to report on *all* performance indicators associated with provincial outcomes. Recipients will also be required to report on local outcomes and performance indicators that reflect your specific initiative.

- ✓ Complete the chart outlined in the application form for both the provincially identified and locally identified outcomes.
- ✓ For provincially identified outcomes, please indicate:

- **Baselines:** Baseline data and date from which you will be able to assess change (*Note: Data from the year prior (i.e., 2024 calendar year or 2024-25 fiscal year) can be used as baseline data*).
 - **Targets:** Targets you will use to assess the achievement of the indicator.
 - **Responsibility:** Identify which partner will collect data for each indicator.
 - **Frequency:** Provide information on timelines associated with how often data will be collected.
- ✓ For locally identified outcomes, please indicate:
- **Outcomes:** The local outcome(s) your team will be striving to achieve.
 - **Indicators:** Performance indicators that you will be measuring to achieve your outcome(s).
 - **Baselines:** Baseline data and date from which you will be able to assess change (*Note: Data from the year prior (i.e., 2024 calendar year or 2024-25 fiscal year) can be used as baseline data*).
 - **Targets:** Targets you will use to assess achievement of the indicator.
 - **Responsibility:** Identify which partner will collect data for each indicator.
 - **Frequency:** Provide information on timelines associated with how often data will be collected.

Note: Please refer to the Outcomes and Performance Indicators section on pages 3-5 of this document for a list of provincially identified outcomes and associated performance indicators and for helpful tips on developing appropriate performance measures.

CONTRACTUAL AGREEMENT

As part of the terms of funding, the ministry will enter into a contractual agreement with successful applicants, including police service boards and municipalities. Funds will only be released to the organization after the contractual agreement is signed by all parties. The grant must be used in Ontario for the purposes described in the approved application and according to the terms of the contractual agreement.

As part of the contractual agreement, recipients will be required to complete and submit yearly Interim and Final reports to the ministry. The release of funding instalments for each year of the grant cycle are dependent on submission/approval of these yearly Interim and Final reports.

Standard government procedures regarding grants will be followed. The contractual agreement will outline:

- purposes for which the grant funding will be used;
- commitments to be undertaken or specific activities to support the application;
- interim and final reporting dates, including performance measures; and
- funding disbursement schedule.

LENGTH OF APPLICATION FORM

Application forms have character limits in each section. Please adhere to these limits.

Please do not include any attachments or website addresses as part of your response. They will **not** be reviewed.

APPLICATION SUBMISSION

All applications **must be submitted through Transfer Payment Ontario (TPON)**. Ministry staff will not accept applications submitted by email.

Applications submitted jointly between municipalities and/or police services should identify a lead municipality/police service to submit through TPON of whom the ministry will enter into a Transfer Payment Agreement with.

Note: 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 in Appendix A.

APPLICATION DEADLINE

Your completed application must be submitted through TPON by **4:00PM EST on January 21, 2025**.

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

Out of fairness to all applicants, submissions that are late will not be considered for funding. No exceptions will be permitted.

If possible, applicants are recommended not to wait until the last day to submit their application and/or request support from ministry staff. As the volume of emails and phone calls tend to be very high on the application due date, there may be a delay in receiving a response.

ASSISTANCE

For questions related to the MCRT Enhancement Grant, please contact Shamitha Devakandan at Shamitha.Devakandan@ontario.ca and Steffie Anastasopoulos at Steffie.Anastasopoulos@ontario.ca. Please note that ministry staff will not be reviewing applications prior to their formal submission.

APPENDIX A: REGISTERING YOUR ORGANIZATION IN TRANSFER PAYMENT ONTARIO

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

Getting Started

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

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

Technical Support

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

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

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

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

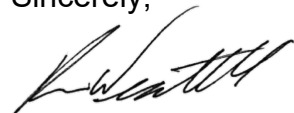
SUBJECT: **Prohibition of Cannabis Cultivation for Non-Medical
Purposes in Home Child Care Settings in Force
January 1, 2025**

DATE OF ISSUE:	December 27, 2024
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	24-0081
PRIORITY:	Normal

At the request of the Ministry of the Attorney General's Policy Division, I am sharing a communication to provide information about a new prohibition on cannabis cultivation for non-medical purposes in licensed and unlicensed home child care settings that will come into force on January 1, 2025.

For further information, please review the attached memo from Assistant Deputy Attorney General Jane Mallen, Policy Division, Ministry of Attorney General. If you have any questions, please contact Julie Lessard, Manager, Regulatory Agency Oversight Policy Unit, MAG at Julie.Lessard@ontario.ca.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

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

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

DATE: December 18, 2024

FROM: Jane Mallen,
Assistant Deputy Attorney General

RE: Prohibition of Cannabis Cultivation for Non-Medical
Purposes in Home Child Care Settings in Force January 1,
2025

This memorandum is to provide information about a new prohibition on cannabis cultivation for non-medical purposes in licensed and unlicensed home child care settings that will come into force on January 1, 2025.

Ontario made an amendment to the [Cannabis Control Act, 2017](#) (CCA) through the [Enhancing Access to Justice Act, 2024](#), with the goal of limiting child and youth exposure and accessibility to cannabis plants in home child care settings.

Specifically, as of January 1, 2025, a new section 13.1 of the CCA will provide as follows:

13.1 (1) No person shall cultivate, propagate or harvest cannabis in a dwelling in which child care, as defined in the Child Care and Early Years Act, 2014, is provided. 2024, c. 2, Sched. 2, s. 1.

(2) Subsection (1) does not apply to in-home services as defined in the Child Care and Early Years Act, 2014. 2024, c. 2, Sched. 2, s. 1.

Contravention of the new prohibition constitutes an offence, punishable by a maximum fine of up to \$1,000 on the first conviction and up to \$5,000 on subsequent convictions.

The changes coming into force on January 1, 2025 also include an amendment to regulations under the *Provincial Offences Act* (POA) to establish a short form wording for the offence. The Chief Justice of Ontario has approved an order establishing a set fine of \$175 for the offence.

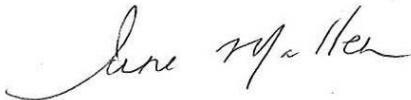
The short-form wordings set out in Schedule 0.3 of Regulation 950 for the new prohibition under the CCA are as follows:

26.	Cultivate cannabis in dwelling where child care other than in-home services is provided	subsection 13.1 (1)
27.	Propagate cannabis in dwelling where child care other than in-home services is provided	subsection 13.1 (1)
28.	Harvest cannabis in dwelling where child care other than in-home services is provided	subsection 13.1 (1)

I would ask that you please bring this memorandum to the attention of the policing community. For more information, or if you have any questions, you may contact Julie Lessard, Manager, Regulatory Agency Oversight Policy Unit, Ministry of the Attorney General at Julie.Lessard@ontario.ca.

Thank you for your assistance in communicating these changes.

Sincerely,



Jane Mallen
Assistant Deputy Attorney General



THE CORPORATION OF THE CITY OF WINDSOR

WINDSOR POLICE SERVICE BOARD

Mayor Drew Dilkens Chair	Councillor Jo-Anne Gignac Vice-Chair	Councillor Jim Morrison Member	Sophia Chisholm Member	Robert de Verteuil Member	John Elliott Member
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January 16, 2025

TO: WINDSOR POLICE SERVICE BOARD MEMBERS

FROM: ADMINISTRATIVE DIRECTOR

RE: BOARD MEMBER TRAVEL SUMMARY – 2024

A summary of WPSB member travel expenses for 2024 follows:

Robert de Verteuil: Ontario Association of Police Service Boards (OASP) Annual Meeting
June 2-4, 2024
Expenses filed: \$2,441.63

MOTION: BE IT RESOLVED THAT the Windsor Police Service Board receive for information the 2024 Board Member Travel Summary Report.



December 10, 2024

Via email: chief@windsorpolice.ca

Jason Belaire, Chief of Police
Windsor Police Service
150 Goyeau Street
P.O. Box 60
Windsor, ON
N9A 6J5

Dear Chief Jason Belaire:

Re: IOP Complaint Number: 24-130 (INV-24-30)

The Inspector General of Policing has received a complaint under s. 107(1)(a) of the *Community Safety and Policing Act, 2019*. The complaint concerns the adequacy and effectiveness of the Windsor Police Service in dispatching members of a police service.

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,

Leslie Johnson
Inspector
Leslie.johnson@ontario.ca
437-221-4752

CC: Drew Dilkens, Chair Windsor Police Service Board



THE CORPORATION OF THE CITY OF WINDSOR
WINDSOR POLICE SERVICE BOARD

Mayor Drew Dilkens Chair	Councillor Jo-Anne Gignac Vice-Chair	Councillor Jim Morrison Member	Sophia Chisholm Member	Robert de Verteuil Member	John Elliott Member
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January 16, 2025

TO: Windsor Police Service Board Members

FROM: Administrative Director

RE: OAPSB 2025 Annual Spring Conference

Information below regarding the Ontario Association of Police Service Boards (OAPSB) 2025 Annual Spring Conference to be held in London, Ontario in June 2025.

MOTION: BE IT RESOLVED THAT the Windsor Police Service Board authorizes members and staff to attend the OAPSB 2025 Annual Spring Conference to be held in London, Ontario, June 3rd – 5th.



ITEM: 10.6 HONOUR IN SERVICE



Date: January 2, 2025

To: Chair & Members, Windsor Police Service Board

From: Chief Jason Bellaire

**Re: WAIVER OF RECORD CHECK FEES – CRIME PREVENTION GROUPS
WAIVER OF FINGERPRINT FEES FOR VOLUNTEERS**

The Board, at its January 27, 2005 meeting, approved the waiver of fees for community groups involved directly with crime prevention. At the time of the approval, the Board indicated that it wished to review the list of exemptions each year. The following is the total number of record checks completed for these groups in 2024.

APARTMENT WATCH/CERV	0
NEIGHBOURHOOD WATCH	0
BLOCK PARENT	0
SAFETY VILLAGE	0
CRIMESTOPPERS	15
CROSSING GUARDS	9
CAMP BROMBAL	3
Total	27

On July 22, 2021, the Board further approved the waiving of the Windsor Police Service fee for fingerprinting services required to verify identity as part of the Vulnerable Sector Criminal Record Check for volunteers of registered non-profit agencies and charities. The following is the total number of fingerprints completed for these groups in 2024.

VOLUNTEER FINGERPRINT	133
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The Administration recommends that record check fees continue to be waived for the aforementioned groups, for the 2025 calendar year.

A handwritten signature in black ink, appearing to read "J. Bellaire".

Jason Bellaire
Chief of Police
/dh

Cc: Dawn Hill, Director Information Services