



## WINDSOR POLICE SERVICE BOARD

### POLICY

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

#### 1. PREAMBLE:

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

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

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

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

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

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

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

**2. DEFINITIONS**

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

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

2.3 "Board" means the Windsor Police Service Board;

2.4 "Chief" means the Chief of the Windsor Police Service;

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

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

2.6 "WPS" means the Windsor Police Service;

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

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

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

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

### **3. POLICY:**

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

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

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

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

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

#### **5.1 PROCEDURES**

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

#### **5.2 PRINCIPLES**

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

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

#### **5.3 ASSISTIVE DEVICES**

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

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

#### 5.4 GUIDE DOGS AND SERVICE ANIMALS

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

#### 5.5 SUPPORT PERSONS

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

#### 5.6 ADMISSION FEES

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

#### 5.7 COMMUNICATIONS

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

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

#### 5.8 NOTICE OF TEMPORARY SERVICE DISRUPTION

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

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

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

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

## 5.9 TRAINING

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

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

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

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

## 5.10 FEEDBACK

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

## 5.11 DOCUMENTATION

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

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

**6. REPORT TO THE BOARD:**

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

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

(b) confirmation of WPS compliance with said procedures.

**7. IMPLEMENTATION.**

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

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

**WINDSOR POLICE SERVICE BOARD**



\_\_\_\_\_  
Drew Dilkins, Chair

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Nov 4/24

Date



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Norma Coleman, Administrative Director

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Nov. 4/24

Date



## WINDSOR POLICE SERVICE BOARD

### POLICY

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

#### 1. PREAMBLE:

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

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

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

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

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

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

**2. DEFINITIONS:**

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

2.2 “Board” means the Windsor Police Service Board;

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

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

2.5 “Service” means the Windsor Police Service.

**3. POLICY:**

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

**4. DIRECTION TO THE CHIEF:**

4.1 The Chief of Police shall:

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

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

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



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

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

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

**5. REPORTING REQUIREMENTS:**


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

**6. IMPLEMENTATION:**

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

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

**THE WINDSOR POLICE SERVICE BOARD**



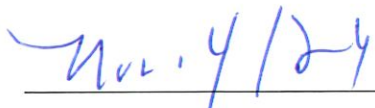
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Drew Dilkens, Chair



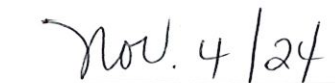
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Norma Coleman, Administrative Director



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Date



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Date



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

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

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

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

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

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

### 2. DEFINITIONS

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

2.2 "Board" means the Windsor Police Service Board;

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

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

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

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

2.7 “Service” means the Windsor Police Service.

### **3. POLICY**

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

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

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

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

1. How the Police Service Board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area.

2. The objectives, priorities, and core functions of the Police Service.

3. Quantitative and qualitative performance objectives and indicators of outcomes relating to:

(i) the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;

(ii) community satisfaction with the policing provided;

(iii) emergency calls for service;

(iv) violent crime and clearance rates for violent crime;

(v) property crime and clearance rates for property crime;

(vi) youth crime and clearance rates for youth crime;

(vii) police assistance to victims of crime and re-victimization rates;

(viii) interactions with persons described in paragraphs 4 and 5 of this subsection;

(ix) road safety; and

(x) any other prescribed matters.

4. Interactions with,

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

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

6. Information technology.

7. Resource planning.

8. Police facilities.

9. Any other prescribed matters.

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

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

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

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

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

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

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

## **5. DIRECTION TO CHIEF**

### **5.1 Procedures**

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

## **6. ROLES & RESPONSIBILITIES**

### **6.1 Police Service Board**

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

### **6.2 Chief of Police**

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

## **7. PROTOCOL**

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

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

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

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

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

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

### **8.2 PERFORMANCE OBJECTIVES**

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

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

### 8.3 INFORMATION TECHNOLOGY

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

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

### 8.4 POLICE FACILITIES

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

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

### 8.5 COMMUNICATION OF STRATEGIC/BUSINESS PLAN

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

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

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

### 8.6 COST PROJECTIONS

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

## 9. REPORT TO THE BOARD

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

a. whether police facilities:

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

b. whether or not Members have available:

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

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

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

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



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

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

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

## 10. IMPLEMENTATION

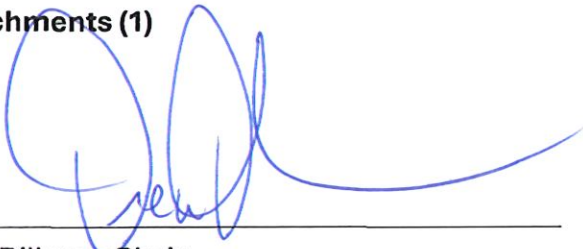
10.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-AI001, November 28, 2013; April 26, 2001 or any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed on October 31, 2024.

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

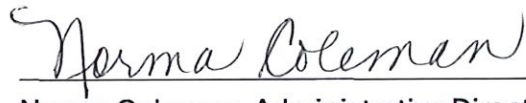
ADOPTED AND PASSED this 31<sup>st</sup> day of October 2024.

### THE WINDSOR POLICE SERVICE BOARD

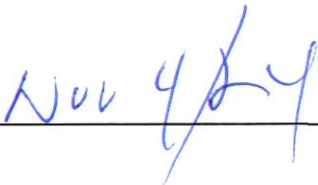
Attachments (1)



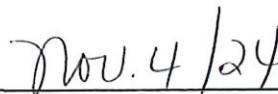
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date

## Legislative/Regulatory Requirements

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

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

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

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

## Sample Board Policy

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

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

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

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

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

**Performance Objectives**

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

**Information Technology**

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

**Police Facilities**

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



and that during all other hours public telecommunications access to a communications centre.

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

**Resource  
Planning**

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

**Communication**

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

### **Police Service Guidelines**

**Procedures**

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



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

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

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

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

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

(a) implementation of the Strategic Plan prepared and adopted by the Police Service Board under subsection 39 (1) of the CSPA;

(b) public complaints;

(c) the actual cost of policing; and

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

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

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

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

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

(a) performance objectives, indicators and results;

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

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

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

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

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

**2. DEFINITIONS**

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

2.2 "Board" means the Windsor Police Service Board;

2.3 "Chief" means the Chief of the Windsor Police Service;

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

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

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

2.7 "Ministry" means the Ministry of the Solicitor General;

2.8 "Municipal Council" means the City of Windsor;

2.9 "Service" means the Windsor Police Service.

### **3. POLICY**

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

### **4. FRAMEWORK FOR ANNUAL REPORTING**

#### **4.1 ANNUAL REPORTING ON STRATEGIC PLAN**

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

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

(a) Members; and

(b) Members of the public.

#### **4.2 ANNUAL REPORTING ON PUBLIC COMPLAINTS**

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

#### **4.3 COST OF POLICING**

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

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

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

#### **4.4 PROBLEM-ORIENTED POLICING AND CRIME ANALYSIS**

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



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

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

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

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

#### 4.5 ORGANIZATIONAL STRUCTURE

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

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

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

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

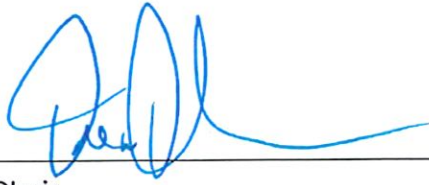
#### 5 IMPLEMENTATION

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

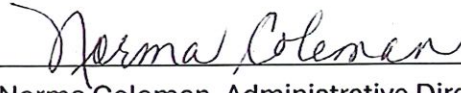
5.2 This Policy shall come into force on December 13, 2024.

**ADOPTED AND PASSED this 12<sup>th</sup> day of December 2024.**

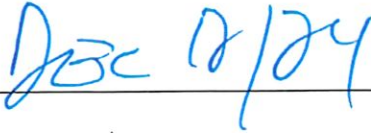
**THE WINDSOR POLICE SERVICE BOARD**



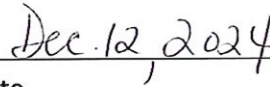
Drew Dilkins, Chair



Norma Coleman, Administrative Director



Date



Date



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

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

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

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

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

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

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

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

1.8 AND AS Part LE-022 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to officer note-taking.

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

**2. DEFINITIONS**

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

2.2 "Board" means the Windsor Police Service Board;

2.3 "Chief" means the Chief of the Windsor Police Service;

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

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

2.6 "Service" means the Windsor Police Service.

**3. POLICY**

3.1 The Board recognizes that proper note-taking by officers is crucial to the prosecution of criminal offences, and it is therefore the policy of this Board that such note-taking be done in a consistent, professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

**4. DIRECTION TO THE CHIEF**

**4.1 PROCEDURES**

4.1.1 The Chief shall establish procedures relating to officer note-taking in accordance with Appendix A.

**4.2 STORAGE**

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

**5 REPORT TO THE BOARD**

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

**6. IMPLEMENTATION**

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

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

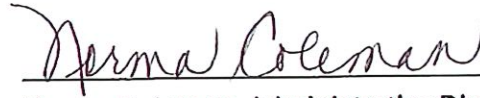
**ADOPTED AND PASSED this 12<sup>th</sup> day of December 2024.**

**Attachment (1)**

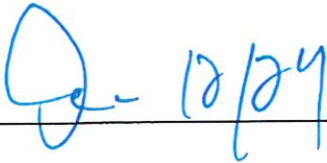
**THE WINDSOR POLICE SERVICE BOARD**



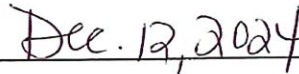
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date

## Legislative/Regulatory Requirements

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

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

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

## Sample Board Policy

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

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

## Police Service Guidelines

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

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

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



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

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

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

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

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

### 2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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



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

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

### **3. POLICY**

3.1 This Policy applies to all board members and staff.

3.2 The Board is responsible to approve travel

3.3 The Board is responsible to approve travel expenses incurred

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

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

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

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

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

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

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

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

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

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

**4. REPORTING**

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

**5. IMPLEMENTATION**

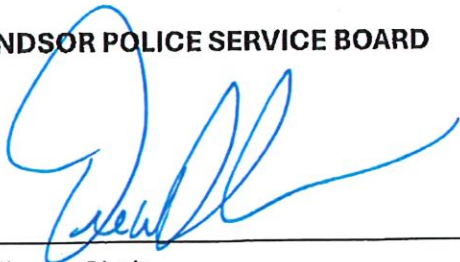
5.1 Windsor Police Service Board Directive Number FIN-03, May 19, 2022, and any other policy or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed on December 12, 2024.

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

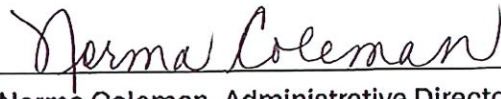
**ADOPTED AND PASSED this 12<sup>th</sup> day of December 2024.**

**Attachments (1)**

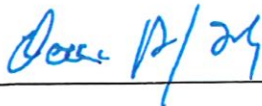
**THE WINDSOR POLICE SERVICE BOARD**



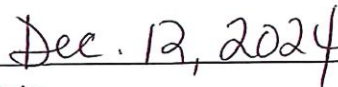
\_\_\_\_\_  
Drew Dilkens, Chair



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



\_\_\_\_\_  
Date



\_\_\_\_\_  
Date

## TRAVEL EXPENSE ALLOWANCES

### Appendix A

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



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

- 1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the Act;
- 1.2 AND AS subsection 38 (1) of the said Act provides that the Board shall establish policies respecting the administration of the police service;
- 1.3 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.4 AND AS subsection 79 (3) of the said Act provides that the Chief of Police shall administer the police service and oversee its operation in accordance with the Board's policies and official plan;
- 1.5 AND AS subsection 79 (4) of the said Act provides that the Chief of Police shall develop written procedures regarding the administration of the police service.

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

## **2. DEFINITIONS**

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

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

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

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

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

2.10 “Service” means the Windsor Police Service;

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

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

## **3. POLICY**

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

#### **4. GUIDING PRINCIPLES**

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

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

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

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

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

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

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

#### **5. APPLICATION AND SCOPE**

5.1 This policy applies to:

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

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

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

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

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

## **6. RESTRICTIONS/LIMITATIONS**

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

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

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

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

## **7. DIRECTION TO THE CHIEF**

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

### **7.2 Funding Not Exceeding \$5,000**

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

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

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

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

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

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

## **8. REPORTS TO THE BOARD**

### **8.1 Initial Reporting Requirements**

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

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

8.2.1 Full particulars of the offer;

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

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

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

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

8.3 Interim Reporting Requirements The Chief shall:

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

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

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

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

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

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

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

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



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

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

## **9. APPROVAL CRITERIA**

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

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

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

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

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

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

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

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

9.3 With respect to donors and sponsors:

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

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

9.3.3 The public image in the marketplace must be favourable;

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

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

9.3.6 Must be a good corporate citizen;

9.3.7 Must be of good standing in the community;

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

9.3.9 Must have a reputation of integrity and ethical standing;

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

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

9.4 With respect to solicitations for sponsorship:

9.4.1 The solicitation must be approved by the Board;

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

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

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

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

9.4.6 The solicitation must not involve an operational program;

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

**10. IMPLEMENTATION**

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

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

**ADOPTED AND PASSED this 12<sup>th</sup> day of December 2024.**

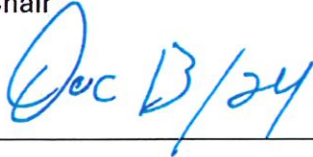
**THE WINDSOR POLICE SERVICE BOARD**



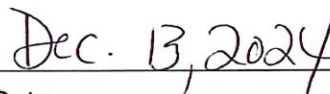
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

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

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

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

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

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

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

1.7 AND AS Part AI-010 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and Members relative to police uniforms.

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

**2. DEFINITIONS**

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

2.2 "Board" means the Windsor Police Service Board;

2.3 "Chief" means the Chief of the Windsor Police Service;

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

2.5 "Ministry" means the Ministry of the Solicitor General; and

2.6 "Service" means the Windsor Police Service.

**3. POLICY**

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

**4. DIRECTION TO THE CHIEF**

**4.1 PROCEDURES**

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

**5. REPORT TO THE BOARD**

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

- (a) a summary of the written procedures concerning police uniforms; and
- (b) the status of Service compliance with those procedures.

**6. IMPLEMENTATION**

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

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

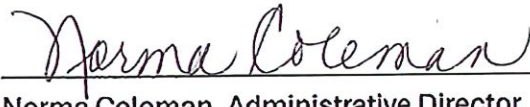
ADOPTED AND PASSED this 12<sup>th</sup> day of December 2024.

Attachment (1)

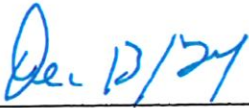
**THE WINDSOR POLICE SERVICE BOARD**



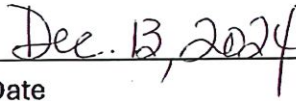
\_\_\_\_\_  
Drew Dilkens, Chair



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



\_\_\_\_\_  
Date



\_\_\_\_\_  
Date

## Legislative/Regulatory Requirements

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

### Sample Board Policy

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

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

### Police Service Guidelines

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

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

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



# WINDSOR POLICE SERVICE BOARD

## POLICY

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

### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA"), 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 Party 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.

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 his/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**

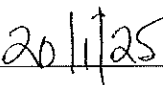
6.1 Policy Directive Number: FIN – 05, May 19, 2022, and any other directives, policies, sections of directives or policies of the Board inconsistent with the provisions of this Policy are hereby repealed, effective January 16, 2025.

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

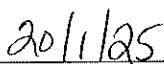
ADOPTED AND PASSED this 16<sup>th</sup> day of January 2025.

THE WINDSOR POLICE SERVICE BOARD

  
\_\_\_\_\_  
Jo-Anne Gignac, Chair

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date



# WINDSOR POLICE SERVICE BOARD

## POLICY

|  |  |                                       |
|--|--|---------------------------------------|
| Policy Name: <b>DISBURSEMENT OF BOARD FUNDS</b>          |  | Policy Number: <b>A-010</b>           |
| Responsible Manager: <b>Administrative Director WPSB</b> | Review Schedule: <b>3 years</b>            | Effective Date: <b>March 20, 2025</b> |
| Repeals: <b>FIN-06</b>                                   | Reporting: <b>As per Section 6 (6.1.8)</b> | Next Review Date: <b>March 2028</b>   |

### 1. PREAMBLE

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

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

1.3 AND AS subsection 258 (2) of the CSPA governs the disposition of personal property that comes into the possession of the Police Service;

1.4 AND AS subsection 258 (2) of the CSPA provides that the Chief of Police may cause the property to be sold and the Board may use the proceeds for any purpose that it considers in the public interest, including a charitable donation;

1.5 AND AS subsection 259 (3) of the CSPA provides with respect to money that comes into the possession of the Police Service other than under Section 258, that if three months have elapsed after the day the money came into the possession of a Police Service maintained by a Police Service Board and the owner has not claimed it, the Police Service Board may use it for any purpose that it considers in the public interest;

1.6 AND AS the Board deems it expedient to pass a policy regarding the use of the Special Fund.

1.5 AND AS the funds accrued from auctions and found and forfeited funds are deposited in a special Board account (Special Fund) and are reviewed periodically to ensure maximum investment benefits are earned;

1.6 AND AS it is the policy of the Board that these funds be spent at the discretion of the Board and with the consensus of the Board, within the guidelines of the *CSPA*.

**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 Police of the Windsor Police Service;

2.4 “Service” means the Windsor Police Service.

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

**3. BOARD POLICY**

3.1 To establish a Special Fund policy, consisting of a set of guidelines that identifies recognized funding priorities to assist the Board in allocating the discretionary funds in a manner that provides consistency and rationale in dealing with expenditures that come before the Board for consideration.

3.2 The Board will have the authority to commit these funds for items/issues directly related to five (5) priority areas including:

**i) BOARD ADMINISTRATION**

- Recruitment process of Chief of Police and Deputy Chiefs of Police
- Facilitation of Board and Committee Meetings
- Conferences, training and provincial meetings

**ii) COMMUNITY OUTREACH**

- Supporting community policing programs
- Enhancing community relationships with the Windsor Police Service
- Supporting crime prevention and education programs

**iii) AWARDS AND RECOGNITION**

- Expenditures related to recognition of the work of board members, Windsor Police Service members and retirees, auxiliary members and volunteers
- Rewards pertaining to criminal matters and informant fees

- The Chair and the Vice Chair have been granted standing authority to approve expenditures from the Special Fund for costs associated with the Board's awards and recognition programs

**iv) WINDSOR ESSEX COUNTY CRIME STOPPERS**

- Transfer of funds to Windsor Essex County Crime Stoppers for the sale of bicycles

**v) BURSARIES AND SCHOLARSHIPS**

- Annual bursaries and scholarships with the University of Windsor and St. Clair College

**4. APPLICATION ASSESSMENT CRITERIA:**

4.1 Requests for funding will be evaluated according to the following criteria:

- 4.1.1 Falls within one of the five delegated categories
- 4.1.2 Proposes clear, measurable objectives and benefits
- 4.1.3 Involves both community partners and the Windsor Police Service
- 4.1.4 Clearly indicates how funded initiatives will be evaluated
- 4.1.5 Where appropriate, applicants must indicate how they propose to sustain the initiative after Board funding has been utilized

**5. APPLICATION PROCEDURES:**

5.1 Request for funding must be made in writing, signed and forwarded to the Chair of the Board.

5.2 In addition to the requirements stated in the Application Assessment Criteria section, requests must include:

- 5.2.1 Project/initiative mandate
- 5.2.2 Budget
- 5.2.3 Timelines for completion
- 5.2.4 One or more letters of support

**6. ADMINISTRATION**

6.1 It is the policy of the Board with respect to the administration of the Special Fund that:

- 6.1.1 All approval of funding is subject to the availability of funds as outlined in this policy
- 6.1.2 All requests for funding, except for initiatives that have been granted standing authority, will be considered as part of the Board's public agenda
- 6.1.3 The Board will not commit to recurring donations or to the ongoing funding of particular initiatives/projects. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board
- 6.1.4 The Special Fund will not support retroactive funding of events that have already taken place
- 6.1.5 Recipients of funding will be advised that as a condition of receiving funds, they must file a report that accounts for and evaluates the effectiveness of

the event or project which was funded, the use of the funds, and further, they must return any unexpended monies

- 6.1.6 Recipients of funding must provide this report to the Board within 60 days of the conclusion date noted in their application
- 6.1.7 The Board, on a case-by-case basis, may consider exceptions to this policy. Exceptions must be clearly stated in the Board report requesting funding
- 6.1.8 The Board will receive a semiannual financial report of the Special Fund account
- 6.1.9 All funds committed require the majority support of the Board

## 7. IMPLEMENTATION

7.1 Windsor Police Service Board Policy – FIN-06 and any policies, section or policies of the Board inconsistent with the provisions of this Policy are hereby repealed on March 20, 2025.

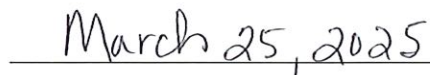
7.2 This Policy shall come into force on March 20, 2025.

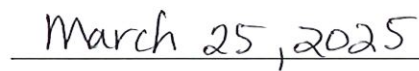
**ADOPTED AND PASSED this 20<sup>th</sup> day of March 2025.**

### THE WINDSOR POLICE SERVICE BOARD

  
\_\_\_\_\_  
Jo-Anne Gignac, Chair

  
\_\_\_\_\_  
Norma Coleman, Administrative Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



# WINDSOR POLICE SERVICE BOARD

## POLICY

|   |                                 |                                     |
|---|---------------------------------|-------------------------------------|
| Policy Name: <b>USE OF POLICE SERVICE BOARD RESOURCES DURING AN ELECTION PERIOD</b> |                                 | Policy Number: <b>A-011</b>         |
| Responsible Manager: <b>Administrative Director WPSB</b>                            | Review Schedule: <b>5 Years</b> | Effective Date: <b>May 22, 2025</b> |
| Repeals: <b>New</b>   | Reporting: <b>NONE</b>          | Next Review Date: <b>May 2030</b>   |

### 1. PREAMBLE

1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1. Sched. 1, (the "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 Act;

1.2 AND AS Section 46 of the CSPA provides that a Police Service Board shall establish its own rules and procedures in performing its duties under the CSPA and the regulations;

1.3 AND AS Section 88.18 of the Municipal Elections Act, 1996 requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period;

1.4 AND AS the Board deems it expedient to adopt this policy for the use of Windsor Police Service Board ("Board") and Windsor Police Service ("Service") resources and infrastructure during an election period, in order to preserve the public trust and integrity in the elections process and to comply with the Municipal Elections Act, 1996 (the "Act").

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

### 2. DEFINITIONS

2.1 "Act" means the Municipal Elections Act, 1996, as amended, and includes any regulation made thereunder;



2.2 "Board" means the Windsor Police Service Board;

2.3 "Campaigning" means a municipal election-related activity for the purpose of supporting or opposing the election of a Candidate or a question on the ballot;

2.4 "Campaign-related materials" means those materials that promote or oppose the candidacy of a person for elected office;

2.5 "Candidate" means any person who is running for office in a municipal election, nominated under Section 33 or the Act;

2.6 "CSPA" means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;

2.7 "Employees" include full-time, part-time, and contract employees, paid by the City of Windsor, including members of the Police Service Board and the Windsor Police Service;

2.8 "Registered Third Party" means an individual, corporation or trade union that is registered with a local municipality under s. 88.6 of the Act;

2.9 "Service" or "Police Service" means the Windsor Police Service.

### **3. BOARD POLICY**

In compliance with the Municipal Elections Act, 1996, public funds are not to be used for election campaigns, including the promotion of or opposition to the candidacy of a person for an elected office, or in support of or opposition to a question on a ballot. Board resources including facilities, infrastructure, equipment, supplies, services, staff, or any resource that belongs to or is funded by the Board may not be used for the purposes of an election campaign or for any campaign-related activities.

3.1 Use of Board/Police Facilities: No person (including staff, candidate or registered third-party) may use any facility that is owned, leased, or occupied by either the Windsor Police Service or the Board for election campaigning purposes or for any campaign-related activities. Campaign signs and materials may not be displayed in/at any Board facilities. Election campaign material means those materials that promote or oppose the candidacy of a person for elected office, or that support or oppose a question on a ballot.

3.2 Board/Police Events: No person (including staff, candidate or registered third-party) may campaign or distribute election campaign materials at any event/function being hosted by the Windsor Police Service Board or the Windsor Police Service.

3.3 Board/Police Infrastructure, Equipment and Supplies: No person (including staff, candidate or registered third-party) may use any Board/Police infrastructure, equipment or supplies for election campaign purposes or for any campaign-related activities. This includes any physical or technology systems that support the operation of the Board/Police programs and services including but not limited to computer and telephone networks and

applications, photocopiers, fax machines, email system, voicemail, wireless equipment, internet, smart phones, tablets, and Board/Police provided electronic devices.

3.4 Board/Police Staff: A candidate or registered third-party may not use the services of staff during those hours in which staff receive any compensation from the Board or Service.

3.5 Printing and Distribution: No person (including staff, candidate or registered third-party) may print or distribute election campaign materials using Board/Police funds.

3.6 Websites/Social Media Websites, domain names and social media sites that are funded, owned, or operated by the Board or Police Service shall not include any election-related campaign material, refer to and/or identify any individual as a candidate or profile any slogan or symbol associated with a candidate.

3.7 Communications Materials: The Board and Police Service communications materials, whether for internal or public distribution, shall not:

3.7.1 Profile (name or photograph), refer to and/or identify any individual as a candidate.

3.7.2 Advocate for or against a particular candidate. (Communication materials include but are not limited to: news releases, advisories, invitations for special events, flyers, posters, banners, brochures, newsletters, enewsletters and social media accounts).

3.8 Photographs and Videos Photographs and videos produced for and owned by Board and the Police Service cannot be used for election campaign purposes.

3.9 Corporate Identifiers/Logos The corporate identifiers of the Board or the Police Service (i.e. crests, logo) may not be printed or distributed in election campaign material or included on an election campaign website. Links to the Board's or Police Service's websites are permitted from a candidate's or third-party's election website for the purpose of obtaining information about the municipal election or sharing Board/Police program/service information.

3.10 Contact Information: The Board or the Police Service email addresses, telephone numbers and facility addresses are not to be used by a candidate or registered third-party as his/her their election campaign contact information.

#### **4. IMPLEMENTATION**

4.1 Any Policy or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

4.2 This Policy shall come into force on May 22, 2025.

ADOPTED AND PASSED this 22<sup>nd</sup> day of May 2025.

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director

MAY 22, 2025

Date

May 22, 2025

Date



# WINDSOR POLICE SERVICE BOARD

## POLICY

|  |   |                                     |
|--|---|-------------------------------------|
| Policy Name: <b>MARKED PATROL VEHICLES</b>               |   | Policy Number: <b>A-012</b>         |
| Responsible Manager: <b>Administrative Director WPSB</b> | Review Schedule: <b>5 Years</b>                                     | Effective Date: <b>May 22, 2025</b> |
| Repeals: <b>Number: AR-AI008, March 25, 2004</b>         | Reporting: <b>Chief annual report to the Board as per Section 5</b> | Next Review Date: <b>May 2030</b>   |

### 1. PREAMBLE

1.1 WHEREAS 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 that it establish a policy regarding marked patrol vehicles;

1.5 AND AS Part AI-008 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and Members relative to marked patrol vehicles.

**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 “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 “Marked Patrol Vehicle” means a vehicle used primarily for patrol/uniform function, which is conspicuously marked with police decals;

2.7 “Service” means the Windsor Police Service.

## **3. BOARD POLICY**

3.1 The Board recognizes that issues relating to the function of marked patrol vehicles are an important component of the provision of Police Services and it is therefore the policy of this Board that marked patrol vehicles be governed by and used only in accordance with the procedure set out by the Chief of Police as directed in this Policy.

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

### **4.1 PROCEDURES**

4.1.1 The Chief of Police shall develop and maintain written procedures that govern the use and function of marked patrol vehicles.

4.1.2 The procedures referred to above shall:

- (a) address the functions of marked patrol vehicles;
- (b) ensure that all marked patrol vehicles meet required specifications;
- (c) ensure that regular maintenance, inspection and replacement of the Service’s marked patrol vehicles;
- (d) ensure that marked patrol vehicle equipment is maintained in operable condition;
- (e) address the acquisition of patrol vehicles and related equipment;
- (f) ensure the resources required for marked patrol vehicles are within budgetary requirements;
- (g) ensure that any markings are limited to required police markings, Windsor Police division, unit and operational markings, emblems in honour of the country and/or the province; and emblems in recognition of the Windsor Police honours; and

(h) that alterations to the markings on patrol vehicles as set out in sub-section (g) not be permitted without prior approval of the Board.

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

#### 4.2 EQUIPMENT

4.2.1 The Chief shall ensure that Members involved with operating marked patrol vehicles have available and use appropriate tools and equipment in performing this function.

4.2.2 The procedures established 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 30th of each year. The report shall include:

- (a) a summary of the written procedures regarding marked patrol vehicles;
- (b) the status of Service compliance with said procedures;
- (c) the total number of police vehicles and kilometers travelled; and
- (d) as part of the budget and procurement process, the Chief shall report on the acquisition of police vehicles.

### 6. IMPLEMENTATION

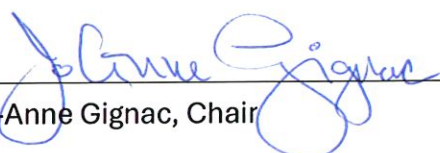
6.1 Windsor Police Service Board Policy – Adequacy O.REG.3/99 Number AR-AI008, March 25, 2004 and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

6.2 This Policy shall come into force on May 22, 2025.

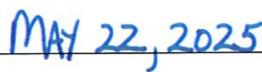
ADOPTED AND PASSED this 22<sup>nd</sup> day of May 2025.

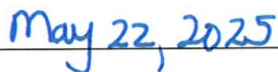
#### Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

  
\_\_\_\_\_  
Jo-Anne Gignac, Chair

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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

## Legislative/Regulatory Requirements

Under the *Police Services Act (PSA)*, municipalities are responsible for providing the infrastructure necessary to support adequate and effective police services, including vehicles.

Section 15 of the *Equipment and Use of Force Regulation* sets out what type of vehicle is not permitted to be used for general police patrol purposes.

In addition, the *Occupational Health and Safety Act* defines the responsibilities of employers, supervisors and workers with respect to the use of equipment related to the workplace.

**Note:** The subject of this guideline is limited to marked general patrol vehicles and does not address vehicles utilized for specialized functions (e.g., supervision, surveillance, canines). In these areas, police services maintain full flexibility and discretion in their choice of vehicles.

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to marked general patrol vehicles that the Chief of Police will:

- a) establish procedures that set out the functions of marked general patrol vehicles;
- b) ensure that the police service's marked general patrol vehicles meet required specifications;
- c) ensure the regular maintenance, inspection and replacement of the police service's marked general patrol vehicles; and
- d) consult with designated employee representatives regarding the acquisition of patrol vehicles and related equipment.

## Police Service Guidelines

- Procedures**
1. Every police services procedures should address the functions of marked general patrol vehicles, including the following:
    - a) general patrol and general calls for service;
    - b) emergency response;
    - c) transportation of personnel and equipment;
    - d) suspect apprehension pursuit;
    - e) protection, including protection of a vehicle collision scene;

- f) provision of sufficient space to allow for interviewing and report preparation; and
- g) temporary detention.

- Equipment** 2. Every Chief of Police should ensure that all marked general patrol vehicles acquired by the police service, and utilized for the functions set out in section 1, meet the following specifications:
- a) the vehicle is designated by the manufacturer as a “*police package*”, and that compact and sub-compact vehicles (as defined by the U.S. Environmental Protection Agency) should not be operated as patrol vehicles;
  - b) the vehicle is solid white in colour, clearly marked and identifiable as a police vehicle (i.e., with the word “*police*” appearing on the vehicle);
  - c) municipal police services are to utilize a combination of blue and red reflective striping and the Ontario Provincial Police are to utilize a combination of blue and gold reflective striping for the purposes of identification and visibility;
  - d) standard equipment should include, but not be limited to, police service compatible, and heavy duty, where applicable:
    - i) engine;
    - ii) automatic transmission;
    - iii) power steering and police suspension;
    - iv) power hydraulic ABS braking system;
    - v) highest output alternator available;
    - vi) highest amp-hr, CCA, battery available;
    - vii) cooling system;
    - viii) engine and transmission coolers;
    - ix) frame, body mounts, and/or unibody undercarriage;
    - x) police speed rated tires;
    - xi) tilt/adjustable steering wheel;
    - xii) air conditioning;
    - xiii) dual airbags;
    - xiv) dash-mounted driver and passenger accessible deck lid release;
    - xv) power door locks and windows;
    - xvi) electric remote outside mirrors;
    - xvii) trim panel mounted door front/window lock controls front-operated only, with rear locks inoperative;
    - xviii) certified speedometer calibration;
    - xix) police radio frequency/electronic equipment interference protection; and
    - xx) high quality driver and passenger seats with individual 6-way adjustable power controls, where available;
  - e) where applicable, police services that typically utilize single-officer patrols may choose to equip only the driver’s seat to the specifications set out in section d);
  - f) the vehicle is equipped with adequate emergency lighting visible from 360 degrees in accordance with the provisions of the *Highway Traffic Act*;



- g) the vehicle is equipped with 100 watt minimum, forward-facing siren that is situated ahead of the vehicle's front wheels and positioned in such a way as not to interfere with air flow to the radiator;
  - h) the vehicle is equipped with a public address system (i.e., loud hailer);
  - i) equipment and controls in the vehicle are properly secured and mounted/installed in such a way as not to interfere with the safe operation of the vehicle, including the deployment of airbags; and
  - j) the vehicle is supplied with safety equipment to fulfill general patrol functions.
3. Every Chief of Police should ensure that:
- a) the police service meets or exceeds the manufacturer's maintenance schedule in servicing and maintaining its vehicles.
  - b) accurate and up-to-date maintenance, servicing and accident damage records are maintained;
  - c) emergency equipment is inspected and tested regularly;
  - d) inspections are performed on a regular basis by a qualified technician;
  - e) replaced parts meet or exceed the Original Equipment Manufacturer (OEM) police package designation for the specific vehicle model; and
  - f) the speed rating of replacement tires meet or exceed the vehicle performance capabilities as indicated by the manufacturer in relation to the specific vehicle model.
4. Every Chief of Police should ensure that, prior to making a final decision regarding the acquisition of patrol vehicles and related equipment, designated employee representatives are consulted.