



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: Adequate and Effective Policing		Policy Number: P-001
Responsible Manager: Administrative Director	Review Schedule: As CSPA amended	Effective Date: September 1, 2024
Repeals: NEW	Reporting: Chief Annual Report to Board – Section 5	Next Review Date:

1. PREAMBLE:

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

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

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

1.4 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 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 “Municipality” means the City of Windsor; and

2.7 “Service” means the Windsor Police Service.

3. POLICY:

3.1 The Board is dedicated to upholding a standard of excellence in the delivery of policing services by the Windsor Police Service. By implementing robust processes and mechanisms for adherence, review, and continuous enhancement, we strive to achieve improved policing outcomes and foster a safer community. The Board is committed to ensuring that all provisions outlined in Ontario Regulation 392/23 - Adequate and Effective Policing (General) are adhered to, to promote accountability, enhance public confidence, provide superior policing, and to meet the evolving needs of our community.

4. DIRECTION TO THE CHIEF:

4.1 The Chief of Police shall ensure that the Service complies with all provisions of Ontario Regulation 392/23: Adequate and Effective Policing (General), and will establish, communicate, and operate within the scope of the procedures in the areas described below. These procedures shall be reviewed and updated consistently and regularly to ensure that they are effective and efficient, reflect current best practices and incorporate improvements where it is determined that changes are required.

(a) Crime prevention, including:

- i. community-based crime prevention initiatives that seek to address the root causes of crime and involve stakeholders, consistent with the Strategic Plan and the policing needs of the community.

(b) Law enforcement, including:

- i. community patrol that addresses when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community;
- ii. traffic direction and enforcement, including traffic patrol;
- iii. situations when more than one police officer must respond to an occurrence or call for service;
- iv. internal task forces;
- v. joint forces operations;
- vi. undercover operations;
- vii. criminal intelligence, addressing the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures;
- viii. crime, call for service and public disorder analyses;
- ix. informants and agents;

- x. witness protection and security;
- xi. police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability;
- xii. search of the person;
- xiii. search of premises;
- xiv. arrest;
- xv. bail and violent crime;
- xvi. detainee care and control;
- xvii. detainee transportation;
- xviii. property and evidence control;
- xix. investigative supports;
- xx. the provision of law enforcement in respect of all navigable bodies and courses of water within the Service's area of responsibility.

(c) Maintaining the public peace, including:

- i. functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team;
- ii. the deployment of a public order unit for planned and unplanned public order incidents, and debriefing following deployment, including the preparation of a summary and analysis of the outcome and recommendations for improvement;
- iii. police action in respect of labour disputes;
- iv. police action in respect of protests, demonstrations, and occupations.

(d) Emergency response, including:

- i. the functions and deployment of any tactical unit, hostage rescue team, incident commander, crisis negotiator, explosives disposal, and containment team;
- ii. preliminary perimeter control and containment;
- iii. extreme incidents that are consistent with the Extreme Incident Response Plan;
- iv. the functions and provisions of any mobile mental health and addictions crisis team;
- v. explosive forced entry and explosive disposal;
- vi. responses to a chemical, biological, radiological, nuclear or explosive incident;
- vii. emergency ground search, rescue and recovery;
- viii. emergency waterways search, rescue and recovery, including underwater search and recovery;
- ix. canine units.

(e) Providing assistance to victims of crime, including

- i. referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations;
- ii. responsibilities of members of the Police Service in providing assistance to victims

(f) Additional policing functions, including:

- i. communications and dispatch services
- ii. supervision in accordance with Ontario Regulation 392/23.

4.2. The Chief of Police shall prepare an emergency plan for the Service setting out the roles and responsibilities of the Service during an emergency and the procedures to be followed during an emergency. In developing the emergency plan, the Chief of Police shall consult with the City of Windsor and any other applicable emergency service providers.

4.3 The Chief of Police shall ensure that members of the Service, or persons performing a policing function under the direction of a member, are capable of performing the functions assigned to them.

4.4 The Chief of Police shall ensure that the equipment and other resources provided to members of the Service for the purpose of providing a policing function shall include at least the equipment and resources set out in Schedule 1 of the Adequate and Effective Policing (General) Regulation.

4.5 (a) The Chief of Police shall develop an Operational Plan for the following incidents:

- i. an incident that requires multiple members of a Chief of Police's Service to provide emergency response or maintain the public peace policing functions outside of the Service's area of policing responsibility; and
- ii. the provision of policing functions by the Service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved members of the Service.

(b) The Operational Plan shall have regard to the collective agreements with members, and address, without limitation, breaks and meals for members of the Police Service who are deployed in relation to the incident.

(c) The Chief of Police shall comply with the requirements in the Operational Plan.

4.6 The Chief of Police shall implement a quality assurance process relating to the provision of adequate and effective policing in accordance with the Act and Regulations and any Board policies in respect of quality assurance.

4.7 The Chief of Police shall ensure that members have the necessary training, knowledge, skills, and abilities to perform the duties required by the Act and its Regulations.

5. REPORTING REQUIREMENTS :

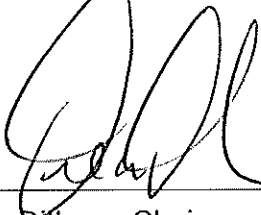
5.1 The Chief of Police shall provide the Board with an annual report on crime analysis, call analysis and public disorder analysis data, and of information on crime trends, and shall ensure that the report is published on the Internet.

6. IMPLEMENTATION

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

ADOPTED AND PASSED THIS 29th day of August 2024

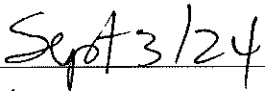
WINDSOR POLICE SERVICE BOARD



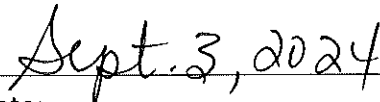
Drew Bilkens, Chair



Norma Coleman, Administrative Director



Date:



Date:



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: Disclosure of Personal Information About Individuals		Policy Number: P-002
Responsible Manager: Administrative Director	Review Schedule: As required under the CSPA	Effective Date: September 1, 2024
Repeals: NEW	Reporting: Chief to WPSB the need arises (Section 5)	Next Review Date:

1. PREAMBLE:

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

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

1.3 AND AS subsection 80 (1) of the *CSPA* provides that a chief of police, or a person designated by him or her for the purpose of this subsection, may disclose personal information about an individual in accordance with the regulations;

1.4 AND AS O. Reg. 412/23: establishes to whom and in what circumstances personal information may be disclosed by a chief of police or a designate for the purposes of subsection (80) (1) of the Act;;

1.5 AND AS the Board has deemed it appropriate that it establish a policy that provides clear criteria and conditions for the disclosure of personal information;

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.

2.3 "Board" means the Windsor Police Service Board.

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

2.5 "Designate" means a member of the Windsor Police Service designated by the Chief of Police.

2.7 "Service" means the Windsor Police Service.

3. POLICY:

3.1 The Board recognizes that when releasing personal information about an individual, numerous factors must be carefully considered within the parameters of legislative frameworks that seek to respect the balance between the right to privacy and the public interest.

4 DIRECTION TO THE CHIEF:

4.1 PROCEDURES

4.1.1 The Chief of Police shall develop processes and procedures consistent with subsection 80 of the *CSPA* and with relevant regulation O. Reg. 412/23 Disclosure of Personal Information.

4.1.2 The Chief of Police or a designate shall consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and public interest, what is necessary to ensure that the resolution of criminal proceedings is not delayed, and whether the disclosure is for one or more of the following purposes:

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

4.2 The Chief of Police or a designate may disclose any personal information about any person if:

- (a) The individual has been convicted or found guilty of an offence under any federal or provincial Act.
- (b) The Chief of Police or designate reasonably believes that the individual poses a significant risk to other persons or to property; and
- (c) The Chief of Police or designate reasonably believes that the disclosure of the personal information is necessary to reduce the risk described in clause (b).

4.3 The Chief of Police or designate may disclose to any person the following personal information about an individual who has been charged with, convicted of, or found guilty of an offence under any federal or provincial Act:

- (a) The individual's name, age, date of birth, and address.
- (b) The offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed.
- (c) The outcome of all judicial proceedings relevant to the offence.
- (d) The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody.
- (e) The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.

4.4 If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by the Chief of Police or designate, to the victim:

- (a) The progress of investigations that relate to the offence.
- (b) The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid.
- (c) The dates and places of all proceedings that relate to the prosecution of the offence.
- (d) The outcome of all proceedings, including the outcome of any proceedings on appeal.
- (e) Any pretrial arrangements that are made that relate to a plea that may be entered at the trial by the individual.
- (f) The interim release and, in the event of conviction, the sentencing of the individual.
- (g) If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or an unescorted temporary absence.

- (h) If the individual is charged with or convicted of the offence, any escape from custody of the individual.
- (i) If the individual is found unfit to stand trial or is found not criminally responsible on account of mental disorder:
 - (1) Any disposition provided for under the *Criminal Code* (Canada) that is made in respect of the individual, and
 - (2) Any hearing held with respect to the individual by the Review Board established or designated for Ontario under the *Criminal Code* (Canada).

4.5 Subject to sections 8(2) and 8(3) of Ontario Regulation 412/23, the Chief of Police or designate may disclose personal information about an individual who is under investigation for having committed an offence under any federal or provincial Act, or is charged with, convicted of, or found guilty of such an offence to:

- (a) Any police service in Canada.
- (b) Any correctional or parole authority in Canada.
- (c) Any person or agency engaged in the protection of the public or the administration of justice; or
- (d) Any person or agency engaged in the enforcement of, or compliance with, any federal or provincial Act, regulation, or government program.

5. REPORT TO THE BOARD

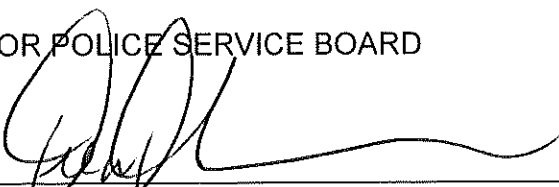
5.1 The Chief shall report to the Board any matters of significance to the public interest as the need arises.

6. IMPLEMENTATION

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

ADOPTED AND PASSED this 29th day of August 2024

WINDSOR POLICE SERVICE BOARD



Drew Dilkens, Chair

Sept 3/24

Date



Norma Coleman, Administrative Director

Sept. 3, 2024

Date



WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: The Administration of the Disclosure of Secondary Activities to the Chief of Police		Policy Number: P-003
Responsible Manager: Administrative Director	Review Schedule: As required by CSPA/Regulations	Effective Date: September 1, 2024
Repeals: NEW	Reporting: Chief – Annual Reports – Section 4	Next Review Date:

1. PREAMBLE:

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

1.2 AND AS subsection 38 (1) (d) of the CSPA provides a Police Service Board shall establish policies respecting disclosure of secondary activities under Section 89 and decisions under that section;

1.3 AND AS subsection 39 (1) (h) provides that a Police Service Board shall monitor the Chief of Police’s decisions regarding the restrictions on secondary activities set out in Section 89 and review the reports from the Chief of Police on those decisions;

1.4 AND AS the Board deems it expedient to pass a Policy to establish guidelines relating to secondary activities to the Chief of Police.

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 Police of the Windsor Police Service;

2.4 “Member” means a Member of the Windsor Service as defined in the CSPA;

2.5 "Secondary Activities" means off-duty employment/activities other than the duties performed for the Service;

2.6 "Service" means the Windsor Police Service.

3. DIRECTION TO THE CHIEF:

3.1 The Chief shall develop and implement a procedure requiring full disclosure of the details on any secondary activity in which a Member is engaged.

3.2 When a Member has disclosed full particulars of an activity to the Chief, the Chief shall first determine whether the provisions of Section 89 of the CSPA prohibits the activity.

3.3 Where the Chief determines the activity is prohibited by subsection 89 (1) of the CSPA, the Member shall not be permitted to engage in that activity.

3.4 The Chief shall take such steps as are necessary to determine that his or her decision has been complied with.

4. REPORT TO THE BOARD:

4.1 The Chief shall submit to the Board annual reports on disclosures and decisions made pursuant to Section 89 of the CSPA and the provisions of this Policy, which shall appear on the public agenda.

4.2 The annual report shall be divided into two sections entitled "Uniform" and "Civilian" and shall contain the following information:

- (a) the total number of applications or disclosures of secondary activities made to the Chief of Police;
- (b) the nature or type of each of the secondary activities applied for or disclosed;
- (c) the total number of secondary activities approved by the Chief of Police;
- (d) the nature or type of each of the secondary activities approved by the Chief of Police;
- (e) the total number of secondary activities denied by the Chief of Police;
- (f) the nature or type of each of the secondary activities denied by the Chief of Police;
- (g) the reasons for each of the denials referred to in subparagraph (f) above;
- (h) the total number of applications or disclosures of secondary activities presently pending.

5. IMPLEMENTATION :

5.1 This Policy shall come into force on September 1, 2024.

ADOPTED AND PASSED this 29th day of August 2024

WINDSOR POLICE SERVICE BOARD



Drew Dilkens, Chair

Date: Sept 3/24


Norma Coleman, Administrative Director

Date: Sept. 3, 2024



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: POLICE RESPONSE TO PERSONS IN CRISIS – MENTAL ILLNESS – NEURODEVELOPMENTAL DISABILITY		Policy Number: P-004
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: September 1, 2024
Repeals: Number: AR-LE013, March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: September 2027

1. PREAMBLE

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

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

1.3 AND AS subsection 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, interactions with persons who appear to have a mental health condition;

1.4 AND AS subsection 6 (1) 4. viii O. Reg. 392/23: Adequate and Effective Policing (General) requires the Chief of Police to establish written procedures respecting police response to persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability,

1.5 AND AS subsection 39 (1) 4 of the CSPA requires that the Strategic Plan of the Police Service Board address, inter alia, police interactions with persons who appear to have a mental illness or a neurodevelopmental disability;

1.6 AND AS Part LE-013 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix “A”, contains guidelines directing the Chief and the police

service relative to police response to persons who are emotionally disturbed or who have a mental illness or a developmental 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 “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 It is the policy of this Board that investigations involving persons who are in crisis, including those persons appear to have a mental illness or a neurodevelopmental disability be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

3.2 The Board is committed to working in partnership with community mental health agencies to provide prompt coordinated service delivery.

3.3 The Board is committed to working with community agencies, persons with mental illnesses and their families to reduce the stigma of mental illness and to share the responsibility for improving the quality of life for persons who suffer from mental illnesses and disorders.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain written procedures that address the police response to persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability.

4.1.2 The procedures referred to in Section 4.1.1 shall be in accordance with Appendix “A” and subsection 6 (1) 4. viii of O. Reg. O. Reg. 392/23: Adequate and Effective Policing (General).

4.2 COMMUNITY PARTNERSHIP

4.2.1 The Chief shall, where possible, work with appropriate community members and agencies, healthcare providers, government agencies, municipal officials, other criminal justice agencies, and the local Crown Attorney to address Service issues relating to persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability.

4.3 TRAINING

4.3.1 The Chief shall ensure that all Members have the requisite knowledge, skills, and abilities to deal with persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability.

4.3.2 The Chief shall ensure that the Service's skills development and learning plan addresses training of Members, on:

(a) local protocols;

(b) conflict resolution and use of force in situations involving persons who are in crisis, including those persons appear to have a mental illness or a neurodevelopmental disability; and

(c) the provisions of the Mental Health Act.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of police response to persons who are in crisis, including those persons appear to have a mental illness or a neurodevelopmental disability. The report shall include:

(a) a summary of the written procedures concerning police response to persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability;

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

(c) a summary of the training given to Members with respect to police response to persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability;

(d) a summary of issues raised and/or discussed with community partners relating to police response to persons who are in crisis, including those persons who appear to have a mental illness or a neurodevelopmental disability.

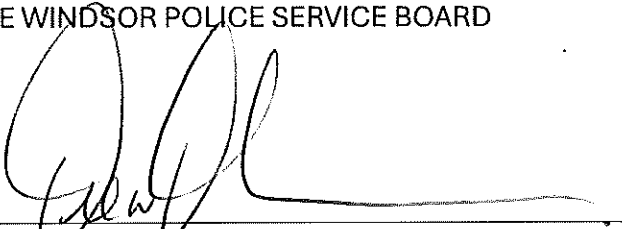
6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-LE013, March 23, 2000, and any other policy, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective August 29, 2024.

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

ADOPTED AND PASSED this 29th day of August, 2024.

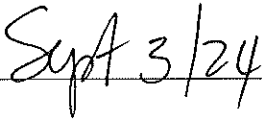
THE WINDSOR POLICE SERVICE BOARD



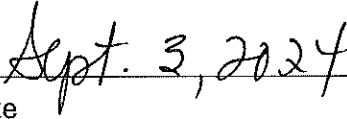
Drew Dikens, Chair



Norma Coleman, Administrative Director



Date



Date

Attachment (1)

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability. In addition, section 13(1)(g) requires the Chief of Police to establish procedures and processes in respect of the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability that the Chief of Police will:

- a) work, where possible, with appropriate community members and agencies, health care providers, government agencies, municipal officials, other criminal justice agencies, and the local Crown to address service issues relating to persons who have a mental illness or developmental disability;
- b) establish procedures and processes that address the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability; and
- c) ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communications operators /dispatchers and supervisors on:
 - i) local protocols; and
 - ii) conflict resolution and use of force in situations involving persons who may be emotionally disturbed, or may have a mental illness or developmental disability.

Police Service Guidelines

Local Service Coordination

1. Every Chief of Police, or designate, should work, where possible, with appropriate community members and agencies, health care providers, government agencies, municipal officials, other criminal justice agencies, and the local Crown to address service issues relating to persons who have a mental illness or developmental disability in that community.

Protocol

2. Every Chief of Police should work, where possible, with local hospitals and psychiatric facilities, where ones exist, towards developing a protocol that should address:



- a) the admission of a person who is emotionally disturbed or has a mental illness who has been arrested or transported by the police;
- b) criminal offences by a person who is emotionally disturbed or has a mental illness within that facility/hospital; and
- c) unauthorized absences by persons who are emotionally disturbed or have a mental illness from that facility/hospital.

Procedures 3. Every police service's procedures and processes on the police response to persons who may be emotionally disturbed, or may have a mental illness or developmental disability should:

- a) require communications operators/dispatchers to provide information to officers, if known, on:
 - i) any medications being taken by the person or that are prescribed;
 - ii) whether the individual is under the influence of illicit drugs and/or alcohol;
 - iii) whether the individual has a history of violence;
 - iv) whether the individual is presently armed or may have access to a firearm;
 - v) whether the individual is in a public/open area or is barricaded;
 - vi) whether there are any reported injuries;
 - vii) whether the individual is involved with any community agencies or local health care providers; and
 - viii) whether the police have previously attended the same address or had prior contacts with the same individual(s) involved;
- b) address the steps for a police officer, or communications operator/dispatcher to obtain assistance from, or refer a call/situation to, another agency;
- c) set out the circumstances in which more than one officer should be dispatched to a call, where practical, or where containment or tactical support should be provided;
- d) set out the steps to be taken by a police officer when invoking the provisions under the *Mental Health Act*;
- e) require that, where an officer has reasonable grounds to believe that the individual has committed a violent crime, the officer should consider charging the individual and not consider voluntary or involuntary hospitalization as a substitute to laying a charge, absent compelling circumstances;
- f) require that in those circumstances where the suspect is taken to a hospital, the police officer shall advise the hospital as to the circumstances of the occurrence, the background of the person, whether he or she may be suicidal, and other such information as may be provided;
- g) address the transportation of persons who may be emotionally disturbed, or may have a mental illness to a psychiatric facility or hospital; and
- h) set out the procedures for responding to calls for service at a local psychiatric facility, where one exists, or hospital, including where the call relates to an



unauthorized absence of an individual who is emotionally disturbed or has a mental illness from the facility.

- Training**
4. Every Chief of Police should ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communications operators/dispatchers and supervisors on:
- a) local protocols;
 - b) conflict resolution and use of force in situations involving persons who may be emotionally disturbed, or may have a mental illness or developmental disability;
 - c) the relevant provisions of the *Mental Health Act*, *Substitute Decisions Act* and *Health Care Consent Act*;
 - d) the recognition of common mental illnesses; and
 - e) providing assistance to families of persons who have a mental illness.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: CHILD ABUSE AND NEGLECT		Policy Number: P-005
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: November 1, 2024
Repeals: AR-LE027, Jan. 24, 2013; August 10, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

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

1.4 AS the Board deems it appropriate that the Chief of Police develop and maintain procedures on and processes for undertaking and managing investigations into child abuse and neglect;

1.5 AS Part LE-027 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix "A", contains guidelines directing the Chief and police service relative to investigations into child abuse and neglect.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. BOARD POLICY

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

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1. The Chief shall develop and maintain procedures for undertaking and managing investigations into child abuse and neglect. These procedures shall be in accordance with Appendix A.

4.1.2 The Chief shall ensure that the procedures referred to in section 4.1.1 above include a clear delineation of duties and responsibilities for all Members who come into contact with victims of child abuse and neglect.

4.2 PROTOCOL

4.2.1 The Chief shall ensure that the Police Service enters into a child abuse protocol with Windsor-Essex Children’s Aid Society and the Crown Attorney with respect to investigations into complaints of child abuse and neglect and the sudden unexpected death of any child.

4.2.2 The Chief shall ensure that the protocol referred to in section 4.2.1 is reviewed on an annual basis.

4.3 TRAINING

4.3.1. The Chief shall ensure that Members involved in the investigations of child abuse and neglect have the requisite knowledge, skills and abilities required.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of investigations into child abuse and neglect. The report shall include:

- (a) a summary of the written procedures concerning investigations into child abuse and neglect;
- (b) confirmation that the procedures and protocol are being complied with; and
- (c) a summary of the training given to Members regarding investigations into child abuse and neglect.

5.2 The Chief shall ensure that a proposed protocol is presented to the Board for review and approval.

6. IMPLEMENTATION

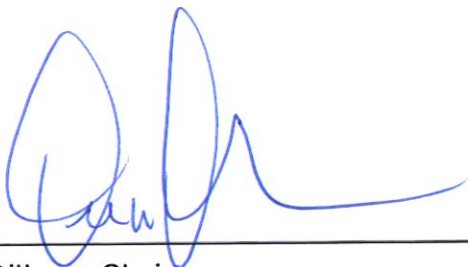
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-LE027, and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

This By-law shall come into force on November 1, 2024.

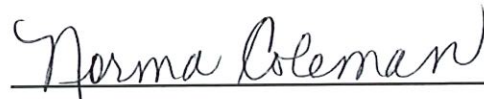
ADOPTED AND PASSED this 31st day of October, 2024.

THE WINDSOR POLICE SERVICE BOARD

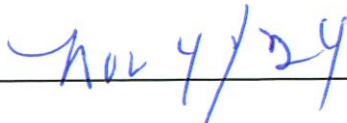
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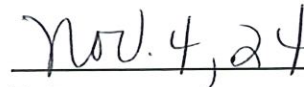
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into the physical and sexual abuse of children. In addition, section 12(1)(a) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into the physical and sexual abuse of children.

Furthermore, the *Child and Family Services Act (CFSA)* mandates that the paramount purpose of any child abuse and neglect investigation is to promote the best interests, protection and well being of the child.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to child abuse and neglect investigations that the Chief of Police will:

- a) in partnership with the local Crown, Children's Aid Societies, municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
- b) develop and maintain procedures on and processes for undertaking and managing child abuse and neglect investigations;
- c) enter into a child abuse protocol with their local Children's Aid Societies with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child; and
- d) if the alleged child abuse fits the definition of a major case, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Police Service Guidelines

Multi-Disciplinary Coordination

1. Every Chief of Police should, in partnership with the local Crown, Children's Aid Societies (CAS), municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to coordinate the development of a local strategy for preventing, and responding to issues and complaints of, child abuse and neglect.

2. The mandate of the committee should include:
 - a) addressing information sharing among the member organizations, in order to facilitate a coordinated response to child abuse and neglect;
 - b) the implementation of local community strategies and education/awareness initiatives/programs for addressing issues related to child abuse and neglect; and
 - c) liaising with the local Child Abuse Review Team(s) (CART), where one(s) exists within the community.
3. The mandate of the above committee may be fulfilled through an existing CART, or other planning and review committee, already established within the community (in which case the committee (referred to in sections 1 and 2) need not be established).

**Child Abuse
Protocol**

4. Every Chief of Police shall enter into a child abuse protocol with their local Children's Aid Societies (CAS), which should:
 - a) include a statement of principles consistent with prevailing legislation;
 - b) provide definitions of terms consistent with current applicable legislation, including:
 - i) child;
 - ii) neglect;
 - iii) sexual abuse and assault;
 - iv) physical abuse;
 - v) assault;
 - vi) emotional abuse and assault;
 - vii) child at risk;
 - viii) place of safety;
 - ix) child in need of protection;
 - x) criminal negligence;
 - xi) abandonment;
 - xii) failure to provide the necessities of life;
 - xiii) duty to report, including an officer's legislative duty to report;
 - xiv) person having charge of a child;
 - xv) sudden infant death and sudden unexpected death; and
 - xvi) major case and threshold major case;
 - c) provide for police participation in the local Child Abuse Review Team(s) (CART), including in every child abuse and neglect case in which there is a history of domestic violence or a firearm is known to be in the home;
 - d) set out the circumstances in which each organization will notify the other regarding a case/occurrence where children may be at risk of physical or emotional abuse or otherwise in need of protection as set out in the section 37(2) of the *CFSA*, including in domestic violence occurrences;
 - e) set out the initial response procedures:

- i) when a Children's Aid Society contacts the police regarding a case, including where applicable the use of a referral form if one has been developed;
 - ii) when the police contact a Children's Aid Society, including in domestic violence occurrences where children, in the care of the victim or suspect, may be at risk of physical or emotional abuse or otherwise in need of protection as set out in the section 37(2) of the *CFSA*; and
 - iii) for consultation between police and CAS workers regarding the extent of police involvement;
- f) require procedures for undertaking and managing joint investigations that:
- i) set out the respective roles and responsibilities;
 - ii) address interviewing children, non-offending parents and/or person having charge of the child and alleged offenders, including the use of audio/videotaping and *R. v. K.G.B.* statements where appropriate; and
 - iii) set out the procedures for the collection, handling and preservation of evidence taking into consideration the unique circumstances of child physical and sexual abuse investigations, including for arranging for the child to be medically examined;
- g) address information sharing and disclosure at the time of initial notification, during the joint investigation and after the investigation has been completed, including the sharing of information on any legal proceedings arising from the investigation;
- h) set out procedures for the apprehension of children with and without a warrant;
- i) establish procedures for undertaking investigations involving suspects employed by a police service or a Children's Aid Society;
- j) address the investigation requirements/procedures following the death of a child, including where foul play is suspected or the death is sudden and unexpected, in accordance with the *Ontario Major Case Management Manual* and the Chief Coroner's memorandum on the protocol to be used in the investigation of the Sudden and unexpected death of any child under 5 years of age;
- k) address the requirement for an assessment of the risk to other children be completed in any case following the death of a child where foul play is suspected;
- l) address the procedures for the investigation of multiple victim incidents, including, but not limited to, those occurring at a school, residential facility or a correctional facility;
- m) address the duty to report that a child is or may be in need of protection, and the subsequent laying of charges in relation to a failure to report;
- n) if the alleged child abuse fits the definition of a major case, require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
- o) address compliance with the *ViCLAS Regulation*; and
- p) require the regular monitoring and evaluation of the effectiveness of the local protocol.

- Procedures** 5. Every police service's procedures on and processes for undertaking and managing child abuse and neglect investigations should:
- a) require that investigations be conducted in accordance with the police service's local child abuse protocol, the criminal investigation management plan, and where applicable the Ministry's designated *Ontario Major Case Management Manual* and the Chief Coroner's memorandum on the protocol to be followed during the investigation of a sudden and unexpected death of any child under 5 years of age;
 - b) require that the audio/videotaping of victim, suspect and witness statements be in accordance with the local child abuse protocol, and with *R. v. K.G.B.* guidelines where appropriate;
 - c) address the investigation into the past conduct by a suspect towards children, where necessary, including making appropriate checks with other agencies in communities where the suspect has previously resided;
 - d) address the legal duty to report when a child is in need of protection, including the requirements for officers;
 - e) address the unique circumstances involved in collecting, handling and preserving evidence in child physical and sexual abuse cases;
 - f) provide that officers are to take into account the statutory responsibilities of a Children's Aid Society when investigating a homicide or suspicious death of a child;
 - g) address the provision of victim services to the child, other siblings, and the non-offending parent and/or person having charge of the child; and
 - h) require the referral to a local Children's Aid Society in situations where children are involved in a domestic violence occurrence, and are believed to be at risk of physical or emotional harm or otherwise in need of protection as set out in the section 37(2) of the *CFSA*.
6. Every Chief of Police should ensure that police officers involved in the investigation of child physical and sexual abuse have the knowledge, skills and abilities required, including:
- a) knowledge of current relevant legislation and case law;
 - b) knowledge of local protocols with their Children's Aid Societies;
 - c) understanding of child development and implications for an investigation;
 - d) interviewing and investigative techniques relating to children, including children who have witnessed violence;
 - e) evidentiary procedures relating to child abuse and neglect, including knowledge of:
 - i) Munchausen Syndrome by Proxy;
 - ii) Shaken Baby Syndrome;
 - iii) Sudden Infant Death Syndrome; and
 - iv) Sudden Unexplained Death Syndrome;

- f) use of the Special Interest Police (SIP) category on CPIC; and
- g) the dynamics of child sexual abuse, child physical abuse and child neglect.

Appendix

FRAMEWORK FOR MODEL CHILD ABUSE PROTOCOL

Signatories

Statement of Principles

Introduction

- purpose of model protocol to:
 - assist in the greater safety and protection of children;
 - provide guidelines to support components of the revised Risk Assessment Model for Child Protection in Ontario;
 - provide direction on the components which should be included in all police/CAS protocols;
 - ensure that the fulfilment of all mandated requirements for all investigations involving children is facilitated, by:
 - providing for appropriate sharing and disclosure of information;
 - emphasizing the importance of joint consultation;
 - emphasizing the importance of teamwork; and
 - respecting requirements of both systems;
 - serve as a basis of review for current police/CAS protocols;
 - ensure consistency with the *Ontario Major Case Management Manual*; and
 - contribute to the overall integrity of the justice system.

Role and Mandate of Police Services

- *Criminal Code, Police Services Act* and its regulations and guidelines;
- to protect public;
- burden of proof (beyond a reasonable doubt);
- police powers/CFSA;
- duty to report;
- participate in the CART (at minimum in every child abuse and neglect case where there is a history of domestic violence or a firearm known to be in the home); and
- compliance with the *Ontario Major Case Management Manual*.

Role and Mandate of Children's Aid Societies

- principles of CFSA;
- functions of a CAS;
- grounds for protection;
- burden of proof (balance of probabilities);
- Risk Assessment Model for Child Protection In Ontario (revised 1999) and Standards:
 - Eligibility Spectrum; and
 - Requirements Regarding Protection Investigations;
- duty to report;
- Child Abuse Register;
- Child Welfare Information System; and
- role and mandate of Child Abuse Review Team (CART).

Definitions

- child;
- neglect;
- sexual abuse and assault;
- physical abuse;
- assault;
- emotional abuse and assault;
- child at risk;
- place of safety;
- child in need of protection;
- criminal negligence;
- failing to provide the necessities of life;
- duty to report, including a police officer's legislative duty to report;
- person having charge of the child;
- major cases and threshold major case;
- sudden infant death;
- sudden unexpected death; and
- domestic violence.

Initial Response Procedures

- circumstances in which each organization will notify the other, including in domestic violence cases where children may be at risk of physical or emotional abuse or otherwise in need of protection as set out in the section 37(2) of the *CFSA*; and
- initial consultation between police and CAS regarding police involvement.

The Investigation

A) Planning the Joint Investigation

- set out respective roles and responsibilities;
- how determination of response time is made;
- planning for the interview of victims, suspects and witnesses;
- how determination of where to conduct initial investigation interviews is made;
- how to determine who takes lead in interview;
- audio/videotaping of statements; and
- the need for and availability of an interpreter.

B) Collection and Preservation of Evidence

- unique circumstances for collecting, handling and preserving evidence in child physical and sexual abuse investigations, including:
 - warrants;
 - documentary evidence;
 - photographs; and
 - forensic evidence and medical evidence, including the use of a Sexual Assault Evidence Kit, and interviewing physicians regarding prior disclosures and examinations.

C) Conducting Joint Investigative Interviews of the Child(ren)

- review of interview lead;
- general considerations for interview of the child:
 - access to school-age child;
 - providing safe and comfortable environment;
- requirements regarding videotaping interviews; and
- requirements regarding audio taping interviews.

D) Post-Interview Consultation

- discussion on interview;
- discussion regarding the possibility of laying criminal charges;
- discussion on the need for additional interviews;
- discussion on the next steps for each system; and
- need for medical examination.

E) Interview with Non-Offending Parent

- when to interview;

- > preparation for the interview; and
- > roles and responsibilities of the police and CAS.

F) Interview of Alleged Offender

- > legal requirements relating to statements made to persons in authority, including:
 - when to be conducted;
 - who is present for interview;
 - preparation, lead, methodology, videotaping, etc.;
 - statements to CAS by an alleged offender who has not been cautioned; and
 - spontaneous utterances by an alleged offender.

G) Victims' Assistance

- > roles and responsibilities of police/CAS; and
- > information sharing and referrals.

H) Ongoing Consultation and Case Tracking

- > mutual notification of key events; and
- > CART.

Information Sharing and Disclosure

- > at time of initial notification;
- > dispositions of investigations, including consultation in cases involving a failure to report;
- > dispositions of court proceedings and/or orders;
- > during joint investigation; and
- > ongoing joint investigation.

Child Protection Proceedings

Joint Training Between Police and CAS

Special Circumstances

1. Investigation of Child Deaths

- > Sudden Infant Death and Sudden Unexplained Deaths;
- > role of police and CAS in respect to investigation of child homicides;
- > information sharing;
- > assessment of risk for other children; and

- role of local coroner, police/Coroner protocol.
- 2. Multiple Victim Investigation
 - at a school, residential facility, correctional facility, etc; and
 - applicability of the *Ontario Major Case Management Model*.
- 3. Investigations Involving Domestic Violence
- 4. Assistance with Apprehensions of Children
 - with a warrant; and
 - without a warrant.
- 5. Neglect
- 6. Duty to Report
- 7. Investigations Involving Police or CAS Staff
- 7. Major Cases
- 8. Historical
- 9. Monitoring and Evaluation

Appendices

- Applicable Criminal Charges for physical and sexual abuse, including child pornography;
- Consent no Defence;
- CFSA Grounds for Protection;
- Ministry of the Solicitor General guideline on *Child Abuse and Neglect*;
- Relevant agreements with other community organizations; and
- *Ontario Major Case Management Manual*.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: CHILD PORNOGRAPHY (Internet Child Exploitation)		Policy Number: P-006
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 years	Effective Date: November 1, 2024
Repeals: AE-LE036, Jan. 24, 2013; April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

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

1.4 AND AS the Board deems it appropriate that the Chief of Police develop and maintain procedures on and processes for undertaking and managing investigations into child pornography (Internet child exploitation);

1.5 AND AS Section 163.1 of the Criminal Code defines child pornography and related offences;

1.6 AND AS Section 172.1 of the Criminal Code defines child luring and prohibits the use of computers to communicate with an underage person or a person whom the accused believes to be underage for the purpose of facilitating the commission, with respect to that person of the specified sexual offences;

1.7 AND AS Part LE-036 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service and the Chief relative to investigations into child pornography (Internet child exploitation)

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

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

2.7 “Provincial Strategy Co-Ordinator” means the OPP Staff Sergeant, or other officer, designated from time to time by the OPP, responsible for the liaison and co-ordination between various policing agencies participating in the implementation of the project;

2.8 “Provincial Strategy” means the Ministry of the Solicitor General’s Provincial Strategy to protect children from sexual abuse and exploitation on the Internet. This is a unified team approach intended to support child victims of Internet exploitation. The Provincial Strategy will assist child victims of Internet sexual abuse and exploitation, and permit the justice system to build the capacity and sustainability to:

- Identify child victims through image analysis;
- Provide specialized child victim support;
- Identify and prosecute offenders which will assist in preventing children from being revictimized;
- Educate via awareness campaigns to assist victims to self-identify and thereby prevent both victimization and re-victimization (self-identification); and
- Engage in partnerships with key stakeholders, which will establish and maintain community and justice system linkages ensuring the reporting and prosecution of offences with a link to victim support;

2.9 “Service” means the Windsor Police Service.

3. POLICY

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

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain procedures relating to investigations into child pornography (Internet child exploitation). These procedures shall be in accordance with Appendix A and shall:

(a) require that investigations be undertaken in accordance with the Service's Criminal Investigation Management Plan; and

(b) require compliance with the procedures set out in the Ministry's designated Ontario Major Case Management Manual

4.1.2 The procedure referred to in Section 4.1.1 above shall require that the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) be immediately notified in all cases of suspected child pornography (Internet child exploitation).

4.2 TRAINING

4.2.1 The Chief shall ensure that Members involved in investigations into child pornography offences have the requisite knowledge, skills, and abilities.

4.2.2 The Chief shall ensure support is provided to manage the psychological well-being of Members to acknowledge risks associated with long-term effects from exposure to Internet child exploitation investigation related-activities.

4.2.3 The Chief shall ensure that the Skills Development and Learning Plan is consistent with Appendix A for Members performing this function.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of the investigations of child pornography (Internet child exploitation). The report shall include:

(a) a summary of the written procedures concerning child pornography (Internet child exploitation) investigations, including charges since the date of the last report;

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

(c) a summary of the steps taken by the Service to monitor and evaluate response to child pornography occurrences.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy -Adequacy 0.REG. 3/99 Policy Number: AR-LE036, January 24, 2013; April 27, 2000, and all Policies and all sections of Policies inconsistent with the provisions of this Policy are hereby repealed effective November 1, 2024.

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

ADOPTED AND PASSED this 31st day of October 2024.

THE WINDSOR POLICE SERVICE BOARD

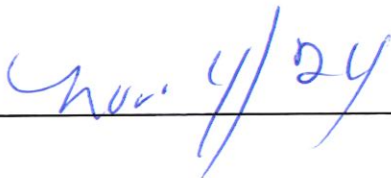
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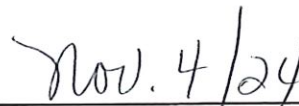
Drew Dilkins, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy and Effectiveness of Police Services Regulation made under the *Police Services Act*, requires a police services board to have a policy on investigations into child pornography.

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

Child pornography

In section 163.1 of the *Criminal Code*, child pornography means:

- a) a photographic, film, video or other visual representation, whether or not it was made by electronic or mechanical means,
 - (i) that shows a person who is or is depicted as being under the age of eighteen years and is engaged in or is depicted as engaged in explicit sexual activity, or
 - (ii) the dominant characteristic of which is the depiction, for a sexual purpose, of a sexual organ or the anal region of a person under the age of eighteen years;
- b) any written material, visual representation or audio recording that advocates or counsels sexual activity with a person under the age of eighteen years that would be an offence under this Act;
- c) any written material whose dominant characteristic is the description, for a sexual purpose, of sexual activity with a person under the age of eighteen years that would be an offence under this Act; or
- d) any audio recording that has as its dominant characteristic the description, presentation or representation, for a sexual purpose, of sexual activity with a person under the age of eighteen years that would be an offence under this Act.

The *Criminal Code* makes it an offence to:

- a) make, print, publish or possess for the purpose of publication any child pornography (section 163.1(2));
- b) transmit, make available, distribute, sell, advertise, import, export or possess for the purpose of transmission, making available, distribution, sale, advertising or exportation any child pornography (section 163.1(3));
- c) possess any child pornography (section 163.1(4));
- d) access any child pornography (section 163.1(4.1)).

Child Luring

Section 172.1 of the *Criminal Code* prohibits the use of **telecommunications systems** to communicate with an underage person or a person whom the accused believes to be underage for the purpose of facilitating the commission, with respect to that person, of the specified sexual offences.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to child pornography (Internet child exploitation) investigations that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
- b) notify the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) in all cases of suspected child pornography (Internet child exploitation); and
- c) ensure support is provided to manage the psychological well-being of members to acknowledge risks associated with long-term effects from exposure to Internet child exploitation investigation-related activities.

Police Service Guidelines

For the purpose of this guideline, Internet child exploitation means that type of child pornography which victimizes children using the Internet.

Procedures

1. Every police service's procedures on the investigation of child pornography (Internet child exploitation) should:
 - a) require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - b) provide that if the police service does not have the resources to undertake an investigation into child pornography (Internet child exploitation) it should make arrangements with the Provincial Strategy Coordinator to transfer responsibility for the investigation to another law enforcement agency;
 - c) where the child pornography (Internet child exploitation) investigation meets the criteria of a major case, require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - d) require officers to follow the police service's procedures on child abuse and neglect, including local protocols with the Children's Aid Societies and victim services; and
 - e) provide that the Provincial Strategy Coordinator be contacted upon identifying a victim of child pornography (Internet child exploitation) to ensure any images or videos of the identified victim get added to the International Child Sexual Exploitation database.

2. If assistance is required, the Provincial Strategy Coordinator may be consulted to contact a law enforcement and any other relevant agency outside of Ontario in relation to a child pornography (Internet child exploitation) investigation.

Training

3. Every Chief of Police should ensure that the police service's skills development and learning plan addresses the training for child pornography (Internet child exploitation) investigators either through formal training or work under the supervision or in consultation with a trained investigator.





WINDSOR POLICE SERVICE BOARD POLICY

Policy Name: Active Attacker Incidents		Policy Number P-007
Responsible Manager: Administrative Director	Review Schedule: As required by CSPA/Regulations	Effective Date: November 1, 2024
Repeals: NEW	Reporting: Chief to WPSB pursuant to Section 5	Next Review Date:

1. PREAMBLE:

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

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

1.3 AND AS O. Reg. 393/23: Active Attacker Incidents prescribes standards for responding to incidents involving an Active Attacker;

1.4 AND AS Section 7 of the said O. Reg. 393/23 requires that a Chief of Police shall develop procedures for responding to incidents involving an Active Attacker, which must address the matters set out in that section;

1.5 AND AS the Board has deemed it appropriate that it establish a policy that contains guidelines directing the Chief of Police regarding Active Attacker Incidents.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS:

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

2.2 "Active Attacker" means an individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect that, (a) the attack will be sustained, (b) the attacker will cause serious bodily harm or death to other individuals, and (c) the attacker will continue to attack more individuals if the attacker is not stopped.

2.3 "Board" means the Windsor Police Service Board.

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

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

2.6 "Ministry" means the Ministry of the Solicitor General.

2.7 "Service" means the Windsor Police Service.

3. BOARD POLICY:

3.1 The Board recognizes that being fully prepared for potential Active Attacker situations is paramount to protecting the community's safety. The Board is unwavering in its dedication to ensuring that the Windsor Police Service is equipped and trained to handle such crises. With robust processes in place, our goal is not only to restore safety and order swiftly but also to provide unwavering support to victims and Members of the Service throughout the incident.

4 DIRECTION TO THE CHIEF:

4.1 PROCEDURES

4.1.1 The Chief shall comply with Ontario Regulation 393/23 – Active Attacker Incidents and develop written procedures in accordance with the said O. Reg. 393/23 which shall address, at a minimum, the following:

- (a) deployment of Officers
- (b) assistance to Victims
- (c) coordinated response arrangements with external service providers
- (d) public alerts and information dissemination
- (e) all matters referenced in Section 7 of the said O. Reg. 393/23
- (f) reporting requirements of Section 8 of the said O.Reg.393/23;
- (g) any other matters which the Chief feels are appropriate and necessary for the protection of the public, external service providers and members of the public.

5. REPORT TO THE BOARD

5.1 The Chief shall provide the Board with the report within 30 days after approval of the report by the Chief.

5.2 The Board shall publish the report on the Internet, subject to the following:

- (a) The Board shall consult with the Chief respecting any proposed redaction.
- (b) When consulted, the Chief shall advise the Board respecting the proposed redaction. If the Chief was required to consult with the Chiefs of other police services in preparing the report, the Chief shall consult with them respecting the proposed redaction before advising the Board.
- (c) The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the Municipal Freedom of Information and Protection of Privacy Act or the Freedom of Information and Protection of Privacy Act, as the case may be.

6. IMPLEMENTATION

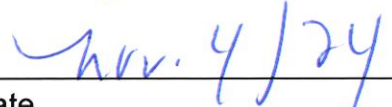
6.1 This Policy shall come into force on November 1, 2024.

ADOPTED AND PASSED this 31st day of October 2024

WINDSOR POLICE SERVICE BOARD



Drew Dilkens, Chair



Date



Norma Coleman
Administrative Assistant



Date



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: Respecting Extreme Incident Response		Policy Number: P-008
Responsible Manager: Administrative Director	Review Schedule: As required under CSPA/Regulation	Effective Date: November 1, 2024
Repeals: NEW	Reporting: Chief -Written Report at time of incident	Next Review Date:

1. PREAMBLE:

- 1.1 AS subsection 37 (1) of the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 AND AS subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 AND AS O. Reg. 392/23: Adequate and Effective Policing (General) ("the Adequacy Regulation") prescribes standards for adequacy and effectiveness of police services;
- 1.4 AND AS Section 12 of the Adequacy Regulation requires every Police Service Board to comply with any obligations of Police Service Boards set out in the Extreme Incident Response Plan;
- 1.5 AND AS the Board has deemed it appropriate that it establish a policy respecting Extreme Incident Response Plan;
- 1.6 AND AS the Ministry of the Solicitor General has approved the Provincial Extreme Incident Response Plan for the purpose of the Adequacy Regulation;

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Extreme incident” means a situation in which there is reason to suspect either:

(a) a terrorism offence within the meaning of Section 2 of the Criminal Code (Canada) that will cause or has caused casualties or negative impacts to critical infrastructure in the Police Service’s area of policing responsibility will be or has been committed;

(b) a criminal offence that will cause or has caused mass casualties will be or has been committed, and the effects of that offence could potentially exceed the capacity of the Police Service;

(c) a criminal offence that will cause or has caused negative impacts to critical infrastructure, requiring a response by the Police Service that could potentially exceed its capacity, will be or has been committed;

(d) multiple active attacker incidents, at least one of which is in the Police Service’s area of policing responsibility, will occur or are occurring, simultaneously, and there is reason to suspect the incidents are related;

(e) a protest, demonstration or occupation that will pose a serious threat to human life or critical infrastructure will occur or is occurring.

2.5 “Extreme Incident Response Plan (EIRP)” means the Provincial Plan approved by the Ministry of the Solicitor General dated November 2023 and available on a website of the Government of Ontario, as amended;

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

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

2.8 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board enacts this policy in accordance with its obligations under Section 12 of the Adequacy Regulation, and the Provincial Extreme Incident Response Plan, as approved by the Ministry of Solicitor General, and as described in Ontario Regulation 392/23: Adequate and Effective Policing (General). The Board is committed to requiring the Chief to implement a systematic, unified, and efficient response to any Extreme Incident to ensure comprehensive preparedness and effective crisis management, in accordance with all

stipulations outlined within the Provincial Extreme Incident Response Plan and the Adequacy Regulation, with the goal of preventing the continuation of the incident, safeguarding human life and property and restoring order.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief, or designate, shall establish procedures relating to Extreme Incidents that are consistent with the EIRP and the Adequacy Regulation, which procedures shall include, at a minimum, the following:

- (a) Procedures respecting planning for response to Extreme Incidents as required by Section 2 of the EIRP; Operational Response Procedures as required by Section 3 of the EIRP;
- (b) Inter-agency cooperation, information sharing and intelligence sharing protocols as required by Section 4 of the EIRP;
- (c) Procedures respecting public communications and media relations as referenced in Section 5 of the EIRP;
- (d) Post incident review procedures as required by Section 6 of the EIRP.

5. REPORTING REQUIREMENTS OF CHIEF

5.1 The Chief or designate shall inform the Board of the Extreme Incident in real time, where applicable, and shall continue to provide appropriate updates through the Board Chair.

5.2 The purpose of the real time reporting is to ensure that the Board is aware of the Extreme Incident, and to facilitate the provision of additional resources to address the Extreme Incident, if required.

5.3 The Chief shall make a written report to the Board following an Extreme Incident within the times specified in Section 6 of the EIRP to review and evaluate the Police Service's response to the incident. The report must include at a minimum, the matters addressed in Section 6 of the EIRP, and:

- (a) Budget impacts of the response to the Extreme Incident;
- (b) Comment on the sufficiency of available personnel, including personnel from the Service and other agencies, training of such personnel, and equipment available for use during the Extreme Incident, and if insufficient, recommendations to address the insufficiency.
- (c) Any other information which the Chief deems appropriate to enable the Board to carry out its oversight responsibilities.

6. REPORTING REQUIREMENTS OF BOARD

6.1 The Board shall not make any information from the report available to the public without consulting the Chief regarding;

- (1) whether any information from the report should not be disclosed; and
- (2) whether the information could be redacted if access to the report were requested under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

7. IMPLEMENTATION

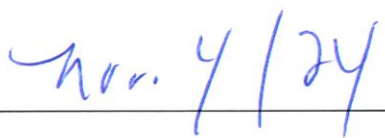
7.1 This Policy will come into force on the date it is enacted.

ADOPTED AND PASSED this 31st day of October, 2024.

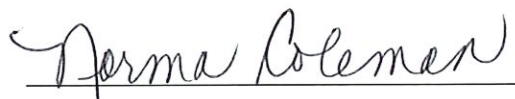
THE WINDSOR POLICE SERVICE BOARD



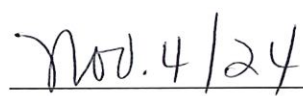
Drew Dilkens, Chair



Date



Norma Coleman, Administrative Director



Date



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: VICTIMS' ASSISTANCE		Policy Number: P-009
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: November 1, 2024
Repeals: AR-VA001, August 7, 2014; January 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

1.3 AND AS subsection 39 (1) of the CSPA requires the Board's Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, police assistance to victims of crime and re-victimization rates;

1.4 AND AS subsection 1. 4 of the CSPA provides for the importance of respect for victims of crime and understanding of their needs;

1.5 AND AS subsection 82 (1) (c) of the CSPA provides that police officers have a duty to assist victims of crime;

1.6 AND AS subsection 11 (1) 5 of the CSPA provides that adequate and effective policing includes, inter alia, providing assistance to victims of crime;

1.7 AND AS subsection 13 (1) and (2) of O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequate and effective policing respecting assistance to victims of crime;

1.8 AND AS the Board deems it appropriate that the Chief of Police establish procedures on providing assistance to victims that reflect the principles of the Victims' Bill of Rights, 1995 and sets out the role and responsibilities of Members providing victims' assistance;

1.9 AND AS the Board deems it appropriate to have a policy on victims' assistance;

1.10 AND AS Part VA-001 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to victims' assistance.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 "Board" means the Windsor Police Service Board;

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

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

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

2.6 "Service" means the Windsor Police Service.

3. BOARD POLICY

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

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish procedures on providing assistance to victims in accordance with Appendix A, and the Community and Safety Well-Being Plan developed by the City of Windsor in accordance with Part XVI of the CSPA.

4.2 COMMUNITY PARTNERSHIP

4.2.1 The Chief shall work in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Program (VWAP) and agencies that deliver the Victim Crisis and Referral Service (VCARS) program, where available, and municipalities, community and social service agencies and other local organizations, to promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning.

4.3 TRAINING

4.3.1 The Chief shall ensure that Members are aware of victims' service providers or a victim referral service available in the area.

4.3.2 The Chief shall ensure that in each instance where there is police service contact with one or more victims of crime involving physical and/or psychological injury that such victims are referred to the appropriate community service available in their area.

4.3.3 The Chief shall ensure that Members are aware of the provisions of the Victims Bill of Rights, 1995, and are kept informed of changes in the law relating to victims' assistance.

5. REPORT TO THE BOARD

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

- (a) a summary of the written procedures concerning victims' assistance;
- (b) quantitative and qualitative performance objectives and indicators of outcomes relating to police assistance to victims of crime and re-victimization rates in accordance with subsection 39 (1) 3. vii of the CSPA; and
- (c) the status of Service compliance with the said procedures.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-VA001, August 7, 2014; January 1, 2000, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

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

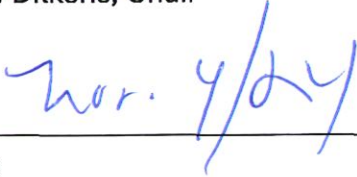
ADOPTED AND PASSED this 31st day of October 2024.

Attachment (1)

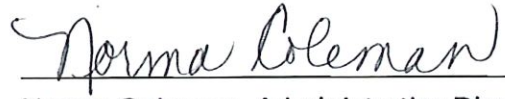
THE WINDSOR POLICE SERVICE BOARD



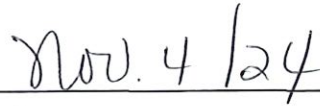
Drew Dilkens, Chair



Date



Norma Coleman, Administrative Director



Date

Legislative/Regulatory Requirements

Section 42(1)(c) of the *Police Services Act* provides that police officers have a duty to assist victims of crime.

Section 29 of the Adequacy and Effectiveness of Police Services Regulation requires a police services board have a policy on victims' assistance.

In addition, section 17 of the Regulation requires the Chief of Police establish procedures on providing assistance to victims that:

- reflect the principles of the *Victims' Bill of Rights, 1995*; and
- set out the roles and responsibilities of members for providing victims' assistance.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to providing assistance to victims that the Chief of Police will:

- a) working in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Program (V/WAP) and agencies that deliver the Victim Crisis and Referral Service (VCARS) program, where available, municipalities, community and social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;
- b) ensure that members of the police service are aware of victim service providers or a victim referral service available in the area;
- c) establish procedures on providing assistance to victims; and
- d) ensure that in each instance where there is police service contact with one or more victims of crime involving physical and/or psychological injury, that such victims are referred to the appropriate community service available in their area.

Police Service Guidelines

*Integrated
Service
Delivery*

1. Every Chief of Police should, working in partnership with the V/WAP and VCARS program, where available, municipalities, community and social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning.

- Procedures* 2. Every police service's procedures on providing assistance to victims should:
- a) reflect the principles of the *Victims' Bill of Rights, 1995 (Act Respecting Victims of Crime)*;
 - b) set out the roles and responsibilities of members for providing victims' assistance;
 - c) require confidentiality to the extent consistent with applicable law;
 - d) require that a victim's property be promptly returned, where the property is no longer needed for the purposes of the justice system;
 - e) set out the procedures for notifying next-of-kin of deceased, seriously injured or seriously ill persons;
 - f) address direct services to victims, including:
 - i) providing victims, in accordance with local protocols, with the following information, where applicable:
 - arrests and charges laid with respect to the crime, and, if no charges are laid, the reasons why no charges are laid;
 - the progress of investigations that relate to the crime;
 - the protection available to victims to prevent unlawful intimidation;
 - interim release of the accused and any conditions;
 - prior to leaving the scene, officers' names and badge numbers; and
 - at the request of the victim, the date of all court appearances of the accused;
 - ii) providing information to the victim on available community services;
 - iii) upon notice to the victim, providing the following victim related information, on a timely basis, to an appropriate community agency (such as a VCARS agency), unless the victim specifically declines this assistance:
 - Victim's name,
 - Victim's telephone number,
 - Victim's address,
 - Spoken language (so the service can arrange for an interpreter if required),
 - Accommodation needs (if victim requires a disability accommodation),
 - The *Criminal Code* offence for which charges have been laid, and
 - The release status of the accused, if deemed necessary.
 - iv) providing the victim with information on safety planning, or on the availability of safety planning information and assistance within the community;
 - v) in cases involving domestic violence occurrences, providing assistance to victims in accordance with the police service's procedures on domestic violence occurrences;
 - vi) requiring officers to remain at a scene until satisfied that there is no imminent threat to the victim and issues related to the victim's safety have been addressed;

- vii) arranging transportation of a victim to a shelter or place of safety, if necessary, the location of which shall remain confidential to third parties;
 - viii) when a victim has a disability, contacting appropriate community resources or services to provide assistance, including suitable transportation, care and shelter, if necessary;
 - ix) if immigration status is an issue, advising the victim to seek independent legal advice;
 - x) if language is a barrier, making reasonable effort to obtain the services of an interpreter;
 - xi) requiring that victims of sexual assault, when resources and circumstances permit, should:
 - be interviewed during the investigation by members of the gender of their choice, upon request;
 - be interviewed in a private and victim appropriate environment that provides for the safety and security of the victim.
 - be advised regarding appropriate protective measures, which may be taken to enhance the victim's safety and/or reduce the accessibility of the victim to the suspect;
- (g) require that procedures be developed with the local Crown and VWAP (justice partners), where available, to provide timely victim related information to V/WAP and the Crown as part of the Early Victim Contact in Domestic Violence Cases Initiative and for other core cases where V/WAP provides services to victims, and to ensure the general provision of information to victims, including on:
- i) relevant provisions of the *Victims' Bill of Rights, 1995 (Act Respecting Victims of Crime)* and the *Compensation for Victims of Crime Act*;
 - ii) victims' role in the prosecution;
 - iii) court procedures that relate to prosecutions;
 - iv) interim release and, in the event of conviction, the sentencing of an accused;
 - v) dispositions made under sections 672.54 or 672.58 of the *Criminal Code* in respect of an accused who is found unfit to stand trial, or who is found not criminally responsible on account of a mental disorder;
 - vi) provisions of the *Criminal Code* that allow for the protection of the victim's identity; and
 - vii) rights of victims under the *Criminal Code* to make representation to the court by way of a victim impact statement, including the option of filing the statement in an alternate format; and
- (h) for major cases, require officers to also comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.
- (i) devise a policy to ensure that officers have:
- provided victims with information about victim assistance available through the police and through community agencies.

- provided victims with notice about sharing their contact information with community service providers for the purpose of victim assistance;
- shared victim contact information with the appropriate service providers, unless a victim has specifically declined this assistance; and
- indicated in writing, e.g. in their notebook, that the above notice has been given to victim.

Information 3) Every Chief of Police should ensure that members of the police service are aware of victim service providers or a victim referral service available in the area.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: CANINE UNITS		Policy Number: P-010
Responsible Manager: Administrative Director WPSB	Review Schedule: As required by CSPA/Regulation	Effective Date: November 1, 2024
Repeals: AR ER-010, February 28, 2008; April 21, 2005	Reporting: Chief annual report to the Board as per Section 6	Next Review Date:

1. PREAMBLE

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

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

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

1.4 AND AS subsection 5 (1) 2 of the Adequacy Regulation requires that police services have canine tracking investigative supports;

1.5 AND AS subsection 10 (1) 10 of the Adequacy Regulation requires the Chief of Police to develop procedures and processes in respect of the functions, responsibilities, deployment and reporting relationships of Canine Units and Teams as an investigative support;

1.6 AND AS subsection 7 (1) of Schedule 1 to the Adequacy Regulation prescribes equipment to be provided to every member of a Canine Unit;

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

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

38 of the CSPA to require the Chief of Police to ensure that persons who provide investigative supports have the knowledge, skills, and abilities and equipment to provide that support;

1.9 AND AS Part ER-010 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to canine tracking investigative supports.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

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

2.7 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that canine tracking investigative supports form an important part of policing, and it is therefore the policy of this Board that canine tracking as an investigative support be conducted in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this Policy.

4. PROVISION OF A CANINE UNIT

4.1 The Chief shall ensure that the Service will provide, within a reasonable response time, access to the services of a Canine Unit.

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

5. DIRECTION TO THE CHIEF

5.1 PROCEDURES

5.1.1 The Chief shall establish written procedures in accordance with subsections 5 (1) 2, and 10 (1) 10 of the O. Reg 392/23 and subsection 7 (1) of Schedule 1 to the said O. Reg 392/23 and Appendix A that set out the circumstances in which a Canine Unit will be deployed, including the process for obtaining the services and reporting relationships; and the deployment of other emergency response services, including receiving assistance from other agencies.

5.2 MANUAL

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

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

5.3 MEMBERSHIP AND TRAINING

5.3.1 The Chief shall establish a selection process for Members of the Unit, ensuring that Members who provide the service meet the requirements of O. Reg. 392/23: Adequate and Effective Policing (General).

5.3.2 The Chief shall ensure that all Members performing the functions of a Canine Team and/or Unit have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

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

5.4 EQUIPMENT

5.4.1 The Chief shall ensure the appropriate equipment, in accordance with the subsection 7 (1) of Schedule 1 to the said O. Reg 392/23 and the Ministry's designated equipment and facilities list, is used/available to Members who provide canine investigative tracking supports.

6. REPORT TO THE BOARD

6.1 The Chief shall make a written report to the Board each year in respect of the Canine Unit. The report shall include:

- (a) a summary of the procedures as required by this Policy;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation of the development and maintenance of the Manual on Canine Unit services;
- (d) a summary of the circumstances in which the Canine Unit has been deployed; and
- (e) confirmation that Members have been trained in accordance with Section 5.3.

7. IMPLEMENTATION

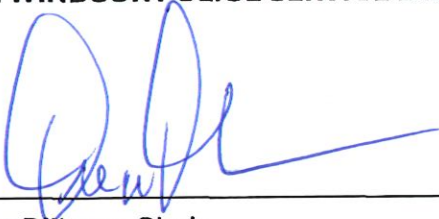
7.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, AR ER-010, February 28, 2008; April 21, 2005, and all policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

7.2 This Policy shall come into force on the 1st day of November 2024.

ADOPTED AND PASSED this 31st day of October.

Attachments (1)

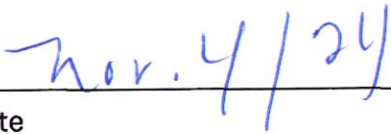
THE WINDSOR POLICE SERVICE BOARD



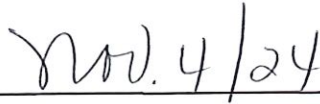
Drew Dilkins, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 5(1)(d) of the Adequacy Standards Regulation requires that police services have canine tracking investigative supports.

Under section 5(5), these supports may be provided by:

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

Section 14(1)(a) requires the Chief of Police to establish procedures and processes in respect of canine tracking as an investigative support. If a board obtains those supports by entering into an agreement with one or more persons or organizations other than police services to provide those supports by means of a person or organization that is not a police service, where it is legally permissible, the person providing the investigative support shall, according to section 14(2)(a) and (b):

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

Furthermore, section 14(4) requires the Chief of Police to ensure that persons who provide investigative supports have the knowledge, skills and abilities to provide that support. Finally, section 29 requires a police services board to establish a policy with respect to general investigative supports.

Definitions:

Throughout this guideline the terms "canine team" and "canine unit" have been used. The following definitions are provided to differentiate between these two terms.

Canine Team – made up of one dog and one handler.

Canine Unit – made up one or more canine teams.



Sample Board Policy

Board Policy # _____

**Contracted
Delivery**

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

- a) this Board will contract with the _____ Police Services Board/OPP to provide the services of a canine unit, available 24 hours per day and within a reasonable response time;
- b) this Board will contract with (identify service provider) to provide the services of a canine unit, available 24 hours per day, and within a reasonable response time;
- c) the Chief of Police, in consultation with the police service providing the service, will:
 - i. establish procedures that set out the circumstances in which the canine services will be deployed, including the process for obtaining the services and the reporting relationships;
 - ii. ensure members of the contracting police service train with the contracted canine team and/or unit that is providing the services of canine;
 - iii. ensure that members performing the functions of a canine team and/or unit have the knowledge, skills and abilities to provide the canine functions assigned;
 - iv. ensure the ongoing joint training of members who provide the functions of a canine team/unit;
 - v. establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies.

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

It is the policy of the _____ Police Services Board with respect to the services of canine tracking that:

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



- c) the Chief of Police will:
- i. establish procedures that set out the circumstances in which the services of the canine team will be deployed, including the process for obtaining the services and reporting relationships;
 - ii. establish procedures for the deployment of other emergency response services, including assistance from other agencies;
 - iii. develop and maintain a manual on canine services that is available to each member providing this service;
 - iv. ensure that members performing the functions of a canine team and/or unit have the knowledge, skills and abilities to provide the canine functions assigned;
 - v. ensure the ongoing (and joint if applicable) training of members who provide this service; and
 - vi. ensure that the appropriate equipment, consistent with the Ministry's recommended equipment list, is used/available to the members who provide this service.

Police Service Guidelines

Procedures

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

Manual

- 2) Where a police service has established its own canine team (dog and handler) and/or unit, or has officers who are members of a joint canine unit, a manual should be developed, maintained, and made available to the members of the team and/or unit that addresses:
 - a) general procedures for the canine unit, including:
 - i) the mandate, functions, and reporting relationships of the canine team and/or unit;
 - ii) call-out procedures for deployment;
 - iii) communications with members of the canine team and/or unit;
 - iv) operational procedures;
 - v) organizational charts for the emergency response function;
 - vi) the operational linkages between the canine team and/or unit, and other emergency response services;



- vii) a selection process for members of a canine team and/or unit, including that officers must meet the minimum requirements set out in the Adequacy Standards Regulation;
- viii) the recording and reporting of incidents involving a canine team and/or unit; and
- b) procedures specific to officers of a canine team and/or unit, including:
 - i) members' responsibilities;
 - ii) command and control;
 - iii) communication with team/unit members;
 - iv) incident assessment;
 - v) provision and use of equipment;
 - vi) operational training;
 - vii) hand-off/relief of teams within the canine unit;
 - viii) use of training, operational and equipment logs; and
 - ix) debriefing process; and
- c) responsibilities specific to police service dogs, including:
 - i) ownership and care of a police service dog;
 - ii) retirement of a police service dog;
 - iii) death of a police service dog;
 - iv) transportation of a police service dog;
 - v) veterinary care of a police service dog;
 - vi) boarding of a police service dog;
 - vii) police service dog nutrition;
 - viii) handler selection;
 - ix) trainer selection;
 - x) handler responsibilities;
 - xi) equipment issued to police service dog handlers;
 - xii) home kennels;
 - xiii) specific training for a police service dog; and
 - xiv) use of training logs.

Training

- 3) Where a police service has established its own canine team (dog and handler) and/or unit, or has officers who are members of a joint canine unit, the Chief of Police should ensure that the police service's skills development and learning plan includes the following requirements:
- a) initial qualification training
 - b) maintenance canine training occurring on average 2 days per month;
 - c) maintenance general canine team training, 4 consecutive days, once a year (or in lieu thereof 40 hours);
 - d) that the canine team (dog and handler) and unit can demonstrate annual proficiency to standard, as is outlined in Appendix A: *Training Guidelines* and any additional proficiencies identified by the individual service;



- e) annual participation, wherever possible, in joint training exercises involving crisis negotiators, major incident commanders, public order units, tactical units, hostage rescue teams, other police personnel, or outside emergency services deemed appropriate or subject of service delivery agreements; and
- f) that the training plan be reviewed annually, and revised when necessary.

Training Requirements

- 4) In addition to canine tracking, a police service may train a canine team to perform other investigative support functions, including:
 - a) open area search for persons;
 - b) building search for persons;
 - c) urban search and rescue (USAR)
 - d) cadaver detection;
 - e) criminal apprehension;
 - f) evidence search;
 - g) controlled drugs and substances detection;
 - h) explosives detection;
 - i) firearms detection; and
 - j) any other purpose for which the services of a canine team could be used, at the discretion of the Chief of Police.

Equipment

- 5) Where a police service has established its own canine team and/or unit, or has officers who are members of a joint canine unit, the Chief of Police should ensure that the members are provided, at minimum, with the equipment and facilities set out in the Ministry's recommended equipment and facilities list. The Chief of Police should also ensure that the appropriate task-specific equipment is provided for the proper functioning of the police service dog.



MINISTRY’S DESIGNATED EQUIPMENT LIST

Canine Units – Equipment and Facilities List

The equipment listed here is for use by canine units and/or teams. All equipment used by members of a canine unit and/or team shall be approved by the Canadian Standards Council (CSA), where appropriate. The following list is the minimum kit which members of a canine unit and/or team should have available in order to respond to a situation requiring the use of a canine unit.

BALLISTIC PROTECTION <i>(personal issue)</i>
Body Armour
<ul style="list-style-type: none"> • Threat level II (National Institute of Justice Standard (NIJ)) • Situationally and environmentally appropriate • “Police” identification markers on front and rear
CLOTHING <i>(personal issue)</i>
Canine Uniforms
<ul style="list-style-type: none"> • Rain, moisture and cold weather protection, which is situationally and environmentally appropriate • Two-piece fatigues in heavy-duty material • Police affiliation shoulder flashes
Foot Wear
<ul style="list-style-type: none"> • Rain, moisture and cold weather protection, which is situationally and environmentally appropriate
Gloves and Headgear
<ul style="list-style-type: none"> • Shall not impair use of weapons or safety equipment • Situationally and environmentally appropriate
OFFICER SAFETY EQUIPMENT <i>(personal issue)</i>
Holsters
<ul style="list-style-type: none"> • Ease of weapon removal when body armour worn
Eye Protection/Goggles
<ul style="list-style-type: none"> • Effective eye protection against fragmentation • Designed not to impair peripheral vision • Clear, anti-fogging lenses
Impact Weapons
<ul style="list-style-type: none"> • Collapsible baton
Multi-Purpose Provisional Tools
<ul style="list-style-type: none"> • Capable of being carried easily • Used to cut ropes and other utility uses
Arrest or Restraint Devices



<ul style="list-style-type: none"> • Handcuffs • When operationally required, specifically designed, disposable temporary restraints
OTHER SAFETY EQUIPMENT
First Aid
<ul style="list-style-type: none"> • Multi-purpose kit with wide assortment of bandages, disinfectant, etc. • Veterinary wrap • Water eyewash gear for OC decontamination
ILLUMINATION (<i>personal issue</i>)
<ul style="list-style-type: none"> • Handgun mounted flashlight and accommodating holster • Illuminated aiming system
RADIO EQUIPMENT
Portable Radios
<ul style="list-style-type: none"> • One per member, while on-duty • Dedicated operational channel capability (or access to OPC channel) • Ear-pieces or similar devices to eliminate noise • Capable of use with chemical or OC agent
Power Sources
<ul style="list-style-type: none"> • Extra batteries
TRANSPORTING
Canine Vehicle
<ul style="list-style-type: none"> • Dedicated to the canine unit • Capable of transporting team members efficiently to incident locations • Marked/unmarked police car, van or truck • Storage for other canine equipment • Rechargeable flashlight • Vehicle interior temperature detection and warning system



Additional Equipment Considerations

In addition to the above list, additional equipment considerations for canine units performing other investigative support functions are as follows:

EXPLOSIVES DETECTION

- Flame resistance protection (flame retardant clothing offering outer surface protection and flame resistant hood/balaclava and gloves)
- Explosives kit for training purposes, containing the following base components, at a minimum:
 - PETN
 - Nitro-glycerin
 - TNT
 - RDX
 - Smokeless powder
 - Black powder
 - Variety of detonating cord and safety fuse
- Secure storage for explosives training kit in the dedicated canine vehicle

CADAVER DETECTION

- First Aid: biohazard considerations (i.e. latex gloves, protective mask/shield) and/or a building
- Training aides for the purposes of ongoing training in cadaver detection
- Secure storage for bio-hazardous training aides in the dedicated canine vehicle

and/or a building

CONTROLLED DRUGS AND SUBSTANCES DETECTION

- Controlled drugs and substances kit for training purposes, containing the following base components, at a minimum:
 - Cannabis
 - Cocaine
 - Opiates
- Secure storage for controlled drugs and substances training kit in the dedicated

canine vehicle and/or a building

URBAN SEARCH AND RESCUE

- Helmet
- Gloves



- Long pants
- Long sleeve shirt
- Eye protection
- Safety toe-steel shank boots
- Knee protection



Appendix A – Training Guidelines

Canine teams and/or units that are specifically engaged in “general service training” functions will receive training in the areas outlined below, under “General Service Training.”

Canine teams and/or units that are specifically engaged in “specialty service training” functions will receive training in the areas outlined below under “Specialty Service Training.”

Canine teams and/or units may receive “general service training” and/or only “specialty service training.” The type of training the canine teams and/or units receive will depend on the requirements and needs of the police service. Training logs are mandatory for both types of training.

In summary, a canine team and/or unit may receive the General Service Training, the Specialty Training, or both, depending on the needs and requirements of the service.

Training Logs

Training logs should be kept each time the canine team (dog and handler) participates in training. Training logs should contain the following information, at a minimum:

- Date/time
- Handler and dog’s name
- Weather conditions at the time of the training session including the temperature, humidity and wind direction and velocity
- Location/surrounding environment, distances
- Equipment used (i.e. jumps, articles, boxes, etc.)
- Quarry information
- Any information the handler deems to be important
- Handler’s comments on the training scenario
- If witnessed by a member of the training staff, the member will include comments on the performance of the handler and the dog

All training logs should be kept up to date and stored appropriately.



GENERAL SERVICE TRAINING:Tracking Investigative Support

The Chief of Police should ensure that the canine team is able to follow an unknown track of human scent over various terrains with changes of direction at least 1000 meters (one kilometer) long and a minimum of thirty (30) minutes old, without being deterred by contamination or the crossing of the track by animals or other persons.

Obedience and Control

The Chief of Police should ensure that the canine team is able to perform (on and/or off-leash) the following by voice and/or hand command:

- Heel
- Sit
- Down
- Recall
- Right Turn
- Left Turn
- About Turn; and,
- Change of pace (normal, fast, slow)

The Chief of Police should ensure that the canine team is trained not to fear heights nor dark confined spaces, and will be made familiar with any other factors such as working in crowds, which may occur during the course of duties.

Agility

The Chief of Police should ensure that the canine team (dog) is able to overcome obstacles, including a 0.91 meter (3') vertical jump, a 1.83 meter (6') scale of a structure, a 1.83 meter (6') horizontal jump, a 1.83 meter (6') open staircase and a 2.44 meter (8') crawl.

Search for Persons

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search an open area of not less than 800 square meters in a controlled and systematic fashion and that the dog is able to locate and remain with any person found and make the presence of such person known to the handler.
- **Building Search:** the Chief of Police should ensure that the canine team is able to search any type of building not less than 270 square meters and that the dog is able to locate and remain with any person found and make the presence of such person known to the handler.

Criminal Apprehension

The Chief of Police should ensure that the canine team is able to chase and stop a fleeing suspect. The apprehension will be by bite and the dog will release on command. The dog will be able to apprehend while under gunfire or other threat.

Evidence Search

The Chief of Police should ensure that the canine team is able to search any area of not less than 100 square meters for evidence dropped or deposited from a human source and that the dog is able to locate such evidence in a controlled and systematic fashion and make the presence of such evidence known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

INVESTIGATIVE SUPPORT TRAINING:

Urban Search and Rescue (USAR)

The Chief of Police should ensure that the canine team is able to search a rubble site with a minimum average height of three (3) meters and consist of an area of 1,100 to 1,500 square meters for human scent. The rubble site should consist predominantly of concrete or a mixture of materials common to disaster sites. Banner tape should be used to reduce the search area when larger rubble sites are being used.



There should be new, unused victim locations created for the evaluation. There should be a minimum of two (2) victim locations. They should be created in accessible areas that are out of the handler's sight. The evaluator must have a clear view of the canine's work. Consideration should be given to appropriate site and personnel safety while participating in training exercises, including that paramedics and a heavy rescue team is available onsite during such training.

For the purposes of testing, the evaluator will determine the size of hides and time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

Controlled Drugs and Substances Detection

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 100 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of cannabis, cocaine and opiates and to make the presence of the controlled drug or substance found known to the handler.
- **Building Search:** the Chief of Police should ensure that the canine team is able to search any type of building of not less than 270 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of cannabis, cocaine and opiates and to make the presence of the controlled drug or substance found known to the handler.
- **Vehicle Search:** the Chief of Police should ensure that the canine team is able to search a minimum of three (3) standard-size passenger vehicles, with at least one negative hide, in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of cannabis, cocaine and opiates and to make the presence of the controlled drug or substance found known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.



Explosives Detection

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 100 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of the following explosive compounds: PETN, Nitro-Glycerin, TNT, RDX, smokeless powder, black powder, and a variety of detonating cord and safety fuse, and to make the presence of the explosive compound found known to the handler by passive indication.
- **Building Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 270 square meters in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of the following explosive compounds: PETN, Nitro-Glycerin, TNT, RDX, smokeless powder, black powder, ammonium nitrate and a variety of detonating cord and safety fuse, and to make the presence of the explosive compound found known to the handler by passive indication.
- **Vehicle Search:** the Chief of Police should ensure that the canine team is able to search a minimum of six (6) standard-size passenger vehicles, with at least one negative hide, in a controlled and systematic fashion and that the dog is able, at minimum, to locate the presence of the following explosive compounds: PETN; nitro-Glycerin; TNT; RDX; smokeless powder; black powder; and a variety of detonating cord and safety fuse, and to make the presence of the explosive compound found known to the handler by passive indication.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

Firearms Detection

- **Open Area Search:** the Chief of Police should ensure that the canine team is able to search any open area of not less than 100 square meters in a controlled and systematic fashion and that the dog is able to locate the presence of firearms, ammunition and ammunition casings and to make the presence of the firearms, ammunition and spent ammunition casings found known to the handler.



- **Building Search:** the Chief of Police should ensure that the canine team is able to search any type of building of not less than 270 square meters in a controlled and systematic fashion and that the dog is able to locate the presence of firearms, ammunition and ammunition casings and to make the presence of the firearms, ammunition and spent ammunition casings found known to the handler.
- **Vehicle Search:** the Chief of Police should ensure that the canine team is able to search a minimum of three (3) standard-size passenger vehicles, with at least one negative hide, in a controlled and systematic fashion and that the dog is able to locate the presence of firearms, ammunition and ammunition casings and to make the presence of the firearms, ammunition and spent ammunition casings found known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and the time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.

Cadaver Detection

- **Surface Area Search (Bush and Open Area):** the Chief of Police should ensure that the canine team is able to search any open area of not less than 500 square meters in a controlled and systematic fashion and that the dog is able to locate the presence of human remains and to make the presence of the human remains found known to the handler.
- **Buried Search (Below Surface):** the Chief of Police should ensure that the canine team (dog and handler) is able to search any open area of not less than 50 square meters wide and six inches deep, in a controlled and systematic fashion and that the dog is able to locate the presence of human remains and to make the presence of the human remains found known to the handler.

For the purposes of testing, the evaluator will determine the size of hides and time duration prior to the search, based on the conditions of the area being searched at that time. The evaluator will ensure that negative searches are also included in the testing and evaluation process.





WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: YOUTH CRIME		Policy Number: P-011
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: November 1, 2024
Repeals: AR-LE044, August 10, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

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

1.4 AND AS subsection 39 (1) 3) (vi) of the CSPA provides that a Board is to include in its Strategic Plan a requirement, inter alia, quantitative and qualitative performance objectives and indicators of outcomes relating to Youth Crime and clearance rates for Youth Crime;

1.5 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures on and processes for undertaking and managing investigations into Youth Crime;

1.6 AND AS Part LE-044 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A contains guidelines directing the Chief and the police service relative to investigations into Youth Crime.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service;

2.7 “Youth Crime” means offences, within the meaning of the Youth Criminal Justice Act (Canada), committed by a person while they were a young person within the meaning of that Act.

3. BOARD POLICY

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

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain procedures on and processes for undertaking and managing investigations into Youth Crime in accordance with Appendix A.

4.2 SCHOOL LIAISON PROGRAM

4.2.1 The Chief shall develop and maintain a school liaison program which includes establishing protocols for investigating school related occurrences.

4.2.2 The Chief shall ensure that the protocols referred to in section 4.2.1 above is reviewed on an annual basis.

4.3 COMMUNITY PARTNERSHIP

4.3.1 The Chief shall consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the Service’s procedures on crime prevention and problem-oriented policing.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of investigations into youth crime. The report shall include:

- (a) a summary of the written procedures concerning Youth Crime investigations;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of steps taken by the Service to monitor and evaluate Youth Crime;
and
- (d) reference to the requirement in section 4.3.1.

6. IMPLEMENTATION

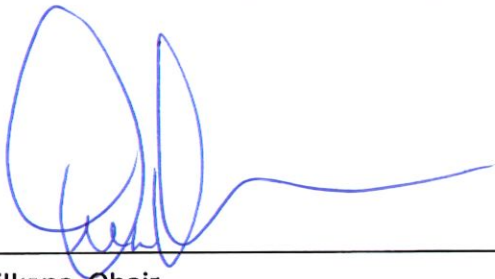
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-LE044, August 10, 2000 and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

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

ADOPTED AND PASSED this 31st day of October 2024.

Attachment (1)

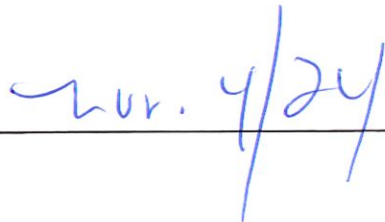
THE WINDSOR POLICE SERVICE BOARD



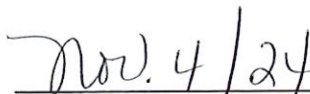
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

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

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

Sample Board Policy

Board Policy # _____

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

- a) develop and maintain procedures on and processes for undertaking and managing investigations into youth crime;
- b) work, where possible, with local school boards to develop programs for safe schools, including establishing protocols for investigating school-related occurrences; and
- c) consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the police service's procedures on crime prevention and problem-oriented policing.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on the investigation of offences committed by young persons should:
 - a) address compliance by members with the relevant federal legislation relating to young persons;
 - b) address the steps to be taken by officers, in accordance with local protocols, when responding to school-related occurrences;
 - c) require the sharing of information with intelligence personnel if it is believed that an offence committed by a young person is gang-related;
 - d) address the sharing of information with officers, appropriate members, other police services and relevant organizations on youth gang activities;
 - e) set out the steps to be followed if a young person should escape, be unlawfully at large or breach probation; and
 - f) require that young persons' records are flagged in order to avoid unlawful disclosure.

**Safe
Schools**

2. Every Chief of Police should work, where possible, with local school boards to develop programs for safe schools, including establishing a protocol for the investigation of school-related occurrences that is consistent with the Ministry of Education's policies relating to safe schools.

**Youth
Gangs**

3. Every Chief of Police should consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community, including working, where possible, with school boards, municipalities, youth and other community organizations, businesses and the Crown.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: DOMESTIC AND FAMILY VIOLENCE OCCURRENCES		Policy Number: P-012
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: November 1, 2024
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE024	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

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

1.4 AND AS the Board deems it appropriate to require the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into domestic violence/family occurrences;

1.5 AND AS Part LE-024 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to the police response to domestic/family violence occurrences;

1.6 AND AS it is the purpose of this Policy to ensure that the Service has a policy in place which aims to reduce violence against women by encouraging an effective and consistent response to domestic/family violence occurrences and by establishing a community protocol which takes a collaborative approach utilizing all available community resources.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Domestic Violence” means any use of physical or sexual force, actual or threatened, in an intimate relationship, including emotional, physiological abuse or harassing behaviour, attempted, or caused, between two people who are, or have been, involved in a relationship;

2.5 “Family Violence” means the use of any physical or sexual force, emotional/psychological or verbal abuse or threatening/harassing behaviour attempted or caused to a family member by another family member;

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

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

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

2.9 “Relationship” means persons who are associated to each other through a family relationship, whether or not they are living together. These relationships vary in duration and legal formality and include current and former dating. These relationships also include same sex relationships and persons who:

(a) are legally married to one another;

(b) were previously married to one another;

(c) have a child in common, regardless of whether such persons have been married or have lived together at one time;

(d) are not married but live together in a family-type relationship or, have lived together in a family-type relationship; and

(e) are not married but are currently or have been involved in a relationship with each other;

2.10 “Service” means the Windsor Police Service.

3. POLICY

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

4. DIRECTION TO THE CHIEF

4.1 DOMESTIC/FAMILY VIOLENCE CO-ORDINATING COMMITTEE

4.1.1 The Chief, in partnership with the local Crown Attorney, probation and parole services, victim/witness assistance program, victim crisis and referral service, local municipalities, local Children's Aid Society and other local service providers and community representatives responsible for issues related to Domestic/Family Violence, including women's shelters, work to establish and maintain a Domestic/Family Violence coordinating committee that covers the City of Windsor.

4.2.1 The Chief shall implement one or more of the models set out in the Ministry guidelines for the investigation of Domestic/Family Violence Occurrences and ensure that the Service has access to trained Domestic/Family Violence investigators.

4.3 PROCEDURES

4.3.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into Domestic/Family Violence occurrences. These procedures shall be in accordance with Appendix A and shall address:

- (a) communications and dispatch;
- (b) initial response;
- (c) enhanced investigative procedures;
- (d) the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or a restraining order;
- (e) the use of a risk indicator's tool;
- (f) children at risk;
- (g) high risk cases and repeat offenders;
- (h) occurrences involving members of a police service;
- (i) post-arrest procedures; and
- (j) victim assistance and safety planning.

4.3.2 The Chief shall develop and implement a written procedure to monitor all responses to complaints of Domestic/Family Violence to ensure compliance with the said procedures by Members.

4.4 MONITORING

4.4.1 The Chief shall ensure that the Service's response to Domestic/Family Violence Occurrences are monitored and evaluated.

4.5 TRAINING

4.5.1 The Chief shall ensure that Members receive the appropriate Ministry accredited training in dealing with Domestic/Family Violence Occurrences.

5 REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of the investigation of domestic/family violence occurrences. The report shall include:

- (a) a summary of the written procedures concerning Domestic/Family Violence investigations, including changes since the date of the last report;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of the training given to Members with respect to Domestic/Family Violence;
- (d) a summary of the steps taken by the Service to monitor and evaluate response to Domestic/Family Violence occurrences; and
- (e) a summary of the issues dealt with by the Domestic/Family Violence coordinating committee.

6. IMPLEMENTATION

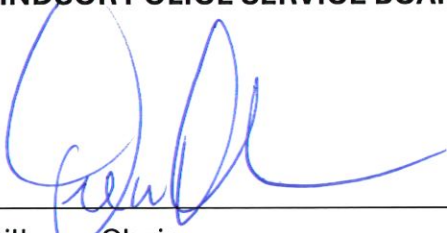
6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number: AR-LE024, March 29, 2001, and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed.

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

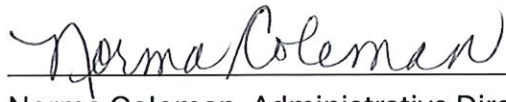
ADOPTED AND PASSED this 31st day of October 2024.

Attachments (1)

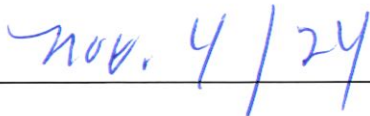
THE WINDSOR POLICE SERVICE BOARD



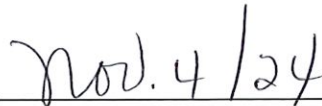
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into domestic violence occurrences. In addition, section 12(1)(d) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into domestic violence occurrences.

The focus of these policies and procedures should be on domestic violence occurrences. For the purposes of this guideline, domestic violence occurrence means:

Domestic violence is any use of physical or sexual force, actual or threatened, in an intimate relationship, including emotional/psychological abuse or harassing behaviour. Although both women and men can be victims of domestic violence, the overwhelming majority of this violence involves men abusing women.

Intimate relationships include those between the opposite-sex and same-sex partners. These relationships vary in duration and legal formality, and include current and former dating, common-law and married couples.

Criminal Code offences include, but are not limited to homicide, assault, sexual assault, threatening death or bodily harm, forcible confinement, harassment/stalking, abduction, breaches of court orders and property-related offences.

These crimes are often committed in a context where there is a pattern of assaultive and/or controlling behaviour. This violence may include physical assault, and emotional, psychological and sexual abuse. It can include threats to harm children, other family members, pets and property. The violence is used to intimidate, humiliate or frighten victims, or to make them powerless. Domestic violence may include a single act of abuse. It may also include a number of acts that may appear minor or trivial when viewed in isolation, but collectively form a pattern that amounts to abuse.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to domestic violence occurrences that the Chief of Police will:

- a) in partnership with the police service's local Crown, Probation and Parole Services, Victim/Witness Assistance Programme (VWAP), Victim Crisis and Referral

Service (VCARS), municipalities, local Children's Aid Societies and other local service providers and community representatives responsible for issues related to domestic violence, including women's shelters, work to establish and maintain one or more domestic violence coordinating committees that cover the geographic areas that fall within the jurisdiction of the police service;

- b) implement one or more of the models set out in Ministry guidelines for the investigation of domestic violence occurrences and ensure that the police service has access to trained domestic violence investigators;
- c) develop and maintain procedures for undertaking and managing investigations into domestic violence occurrences that address:
 - i) communications and dispatch;
 - ii) initial response;
 - iii) enhanced investigative procedures;
 - iv) the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or a restraining order;
 - v) the use of a risk indicators tool;
 - vi) children at risk;
 - vii) high risk cases and repeat offenders;
 - viii) occurrences involving members of a police service;
 - ix) post-arrest procedures;
 - x) victim assistance; and
 - xi) safety planning;
- d) ensure that the police service's response to domestic violence occurrences are monitored and evaluated; and
- e) ensure that officers and other appropriate members receive the appropriate Ministry accredited training.

Police Service Guidelines

1. Every Chief of Police, in partnership with the local Crown, Probation and Parole Services, VWAP, VCARS, local Children's Aid Society, municipalities, and other local service providers and community representatives responsible for issues related to domestic violence, including women's shelters, should work to establish one or more domestic violence coordinating committees that cover the geographic areas that fall within the jurisdiction of the police service. The suggested terms of reference for the domestic violence coordinating committee include:
 - a) establishing a protocol for the operation of the committee;
 - b) establishing criteria for case and/or systems review;
 - c) reviewing cases that meet the established criteria, and subject to confidentiality requirements, sharing case specific information among relevant member organizations in order to provide a coordinated response;

- d) monitoring and evaluating the response to cases by organizations participating on the domestic violence coordinating committee;
- e) reviewing the availability of services to victims of domestic violence, including the provision of safety planning;
- f) coordinating the development of local written protocols on domestic violence that address:
 - i) the roles and responsibilities of organizations involved in providing services to victims, including notifying and informing the victim about release of the accused, bail conditions, and the criminal justice process;
 - ii) information sharing among the organizations; and
 - iii) referrals for service, including the provision of assistance to victims and children in cases which do not proceed to court, or where no charges have been laid;
- g) developing local community strategies and responses to address and prevent repeat victimization, including promoting and supporting follow-up with victims of domestic violence; and
- h) developing initiatives/programs for the prevention and early intervention, including:
 - i) Domestic Violence Emergency Response System (DVERS), where practical;
 - ii) addressing the needs of child witnesses of violence; and
 - iii) awareness and information programs on domestic violence occurrences for students and other service providers.

*Domestic
Violence
Investigators*

2. Every police service should ensure that it has access to trained domestic violence investigators.
3. Domestic violence investigators will have the primary responsibility for undertaking, managing or reviewing the investigation of domestic violence occurrences, except where the type of occurrence involves an offence which is addressed by the police service's criminal investigation management plan established pursuant to section 11 of the *Regulation on the Adequacy and Effectiveness of Police Services* or is a threshold major case as defined in the *Ontario Major Case Management Manual*.
4. A Chief of Police should not designate a person as a domestic violence investigator unless that person is a police officer and has successfully completed the required training accredited by the Ministry or has equivalent qualifications and skills as designated by the Ministry.
5. A police service may meet its obligations under paragraph 2 by either:
 - a) ensuring that an adequate number of patrol officers are designated as domestic violence investigators;

- b) establishing a specialized unit of domestic violence investigators that will be responsible for undertaking, managing or reviewing the investigation of domestic violence occurrences;
- c) designating a domestic violence occurrence as a threshold occurrence under the police service's criminal investigation management plan, thereby requiring that the investigation be undertaken or managed by a criminal investigator; or
- d) designating patrol supervisors as domestic violence investigators who will be responsible for undertaking, managing or reviewing all domestic violence occurrence investigations.

6. Where a police service decides to meet its obligations under paragraph 2 by one of the methods set out in paragraph 5(b)-(d), it should also ensure that its patrol officers receive the required training accredited by the Ministry on the police response to domestic violence occurrences.

Follow-Up

7. Every police service, in conjunction with the domestic violence coordinating committee and local community and social service agencies, should consider the need for, and the feasibility of, implementing a multi-disciplinary follow-up support for victims of domestic violence in their jurisdiction. This support could focus on victims' assistance, counselling, attendance at court, children who witness violence, and intervention strategies, such as safety planning, in cases where there is repeat victimization or high risk to the victim.

*Communications
and Dispatch
Procedures*

8. Every police service's procedures should:

- a) require that all domestic violence occurrence calls be responded to as a priority call for service even if the call is withdrawn, including calls relating to a possible breach of a bail, parole or probation condition, peace bond or a restraining order;
- b) require that when a call is received and the suspect has threatened violence and there is reason to believe that the suspect intends to go to the victim's location the police will go to the victim's location;
- c) set out the number of police officers to attend at the scene, with two as a minimum;
- d) indicate the type of information to be gathered by communications and dispatch personnel and provided to responding officers, including at minimum:
 - i) caller's name, address, telephone number and relation to the incident (e. g., witness, victim);
 - ii) information about the suspect (e.g., relationship to victim, current location, description, any known mental illnesses, suicidal threats, history of abuse/violence);
 - iii) extent of injuries, if known;
 - iv) whether the suspect or other residents of the household are under the influence of drugs or alcohol;

- v) whether firearms or other weapons are known to be present at the scene or accessible to the suspect from some other location;
 - vi) whether the suspect or anyone in the household has been issued or refused an authorization to acquire a firearm, Firearms Licence or registration certificate;
 - vii) whether the suspect is known to have access to firearms;
 - viii) whether children or other persons are present in the household and their location within the dwelling;
 - ix) whether there has been one or more previous domestic violence occurrence calls to the address, the nature of previous incidents and whether weapons have been involved; and
 - x) whether a current peace bond/restraining order or bail/probation condition exists against anyone in the household or suspect; and
- e) require communications and dispatch personnel to be provided with a checklist or reference sheet that sets out the information to be gathered and provided to responding officers.

*Initial
Response
Procedures*

9. The procedures should provide that whenever possible at least one of the minimum two officers responding to a domestic violence occurrence should be a patrol officer who has received training on the police response to domestic violence occurrences or a domestic violence investigator.
10. The procedures should provide that upon arrival at the scene the officers should:
- a) try to quickly separate the parties;
 - b) assist any party in obtaining medical assistance, if necessary;
 - c) ensure that any children at the scene are provided with appropriate support/assistance; and
 - d) gather and preserve evidence in accordance with the police service's procedures on the collection, preservation and control of evidence and property.
11. The procedures should provide that:
- a) all officers responding to a domestic violence occurrence should make detailed notes, including on the actions and utterances of the parties; and
 - b) a detailed occurrence report should be completed for every domestic violence occurrence regardless of whether any charges were laid or an offence alleged.

*Interviewing
Procedures*

12. The procedures should address the interviewing of the victim(s), suspect and witnesses, including:
- a) where available, practical and appropriate, the use of audio or video taping of statements in accordance with the *R. v. KGB* guidelines;
 - b) separate interviews where practical and safe for officers and the parties;

- c) if required, the use of an interpreter by a person outside the family where practical;
- d) that the officers should ask the victim and other witnesses direct questions about:
 - i) any history of abuse/violence and stalking/criminal harassment;
 - ii) any history of personal threats, including threats to life;
 - iii) any concerns over the safety of the victim;
 - iv) the presence of, or access to, firearms and registration certificates;
 - v) the previous use of weapons;
 - vi) any history of drug or alcohol abuse; and
 - vii) any history of mental health or stability issues;
- e) the processes and considerations for interviewing child witnesses, including the appropriateness of asking the child any of the questions set out in (d);
- f) that the officer should ask the victim any other questions relevant to the completion of the risk indicators part of the domestic violence risk management report;
- g) requesting that the victim review and sign the officer's record of their statement, or any other statement that has been provided, and the statements should include the date; and
- h) interviewing third party witnesses, including neighbours, other emergency personnel who have responded to the scene and medical personnel who treat the victim.

**Evidence
Procedures**

13. The procedures should address the gathering and documenting of evidence, including:
- a) asking whether the victim was physically assaulted and whether any internal or external injuries occurred and noting their response (including where possible on a diagram);
 - b) photographing the crime scene (e.g., overturned furniture or destroyed property), including the use of video taping, where available and practical;
 - c) with the victim's consent, photographing the victim's injuries and taking additional photographs within 24-48 hours of the initial occurrence when the injuries are more visibly apparent (if possible by a member of the same gender; consideration should be given to using Polaroid photographs when appropriate);
 - d) gathering any other evidence, including answering machine tapes, hospital records, torn and/or blood stained clothing, or fingerprint evidence if the suspect has broken into the victim's residence (including any evidence obtained for a Sexual Assault Treatment Centre whose mandate has been expanded to include domestic violence);
 - e) the review and preserving of 911 tapes that record the call for service;
 - f) the names and date of birth of all children present, or who normally reside, in the home; and
 - g) the use of search warrants to obtain relevant evidence.

Mandatory
Charge
Policy

14. The procedures should provide that in any domestic violence occurrence, which is a threshold major case, the investigation will be in accordance with the Ministry's designated *Ontario Major Case Management Manual*.
15. The procedures should provide that in all domestic violence occurrences an officer is to lay a charge where there are reasonable grounds to do so, including:
- where a person has breached a condition of bail, parole, probation or a peace bond;
 - for any offence committed under the *Criminal Code*, including obstruction of justice (i.e., dissuading the victim from testifying); or
 - when there is a contravention of a valid order under sections 24 and 46 of the *Family Law Act* and section 35 of the *Children's Law Reform Act*.
16. A decision to lay charges should not be influenced by any of the following factors:
- marital status/cohabitation of the parties;
 - disposition of previous police calls involving the same victim and suspect;
 - the victim's unwillingness to attend court proceedings or the officer's belief that the victim will not cooperate;
 - likelihood of obtaining a conviction in court;
 - verbal assurances by either party that the violence will cease;
 - denial by either party that the violence occurred;
 - the officer's concern about reprisals against the victim by the suspect; or
 - gender, race, ethnicity, disability, socioeconomic status or occupation of the victim and suspect.
17. The procedures should provide that an officer should explain to both the victim and the suspect that it is their duty to lay a charge when there are reasonable grounds to believe that an offence has been committed, and that only a Crown can withdraw the charge.
18. The procedures should address the use of warrants to enter a dwelling house for the purpose of arrest or apprehension in accordance with the relevant sections of the *Criminal Code*.
19. The procedures should provide that if the suspect is not present when officers arrive, and reasonable grounds exist to lay a charge, a warrant for the arrest of the accused should be obtained as soon as possible. Once obtained, a warrant should be entered on CPIC as soon as practicable and no later than within 24 hours. Every reasonable effort should be made to locate and apprehend the suspect.
20. The procedures should address dual arrest, as well as the laying of counter-charges, and highlight the importance of determining the primary offender in order to distinguish assault from defensive self-protection.

**Criminal
Harassment**

21. The procedures should provide that in all domestic violence occurrences, officers should consider whether there is any evidence of criminal harassment, and should also follow the police service's procedures on criminal harassment investigations.

Firearms

22. The procedures should provide that in all domestic violence occurrences the officers involved will:
- follow the police service's procedures on preventing/responding to occurrences involving firearms, regardless of whether any charges are laid; and
 - where appropriate, determine whether there is compliance with the sections of the *Criminal Code* and *Firearms Act* relating to safe storage of firearms.

**Risk
Indicators
Tool**

23. The procedures should provide that, as soon as possible, whenever a charge is laid in a domestic violence occurrence, the domestic violence risk management report; will also be completed, including the part of the report relating to the risk indicators checklist. Where a suspect has been arrested, the procedures should provide that the risk indicators part of the report will be completed prior to any decision to release the suspect or detain for a bail hearing, and will be included with the Crown brief/show cause report.

24. The procedures should address the use of behavioural science services in domestic violence occurrences if the circumstances of the case require a risk assessment, and how these services can be accessed in accordance with the requirements of the *Regulation on the Adequacy and Effectiveness of Police Services*.

25. The domestic violence risk management report should be based on the Ministry's designated report form and should include, at minimum, the risk indicators set out by the Ministry.

**Children at
Risk**

26. The procedures should require police officers to address issues relating to children, who are under 16, in accordance with the police service's procedures on child abuse and neglect and the police service's protocol with the local Children's Aid Societies.

**High Risk
Cases and
Repeat
Offenders**

27. The procedures should address the investigative supports that may be available to assist in cases determined to be high risk, or where there is a repeat offender with a history of domestic violence with the same or multiple victims, including:
- the use of physical surveillance;
 - electronic interception;
 - video and photographic surveillance; and
 - victim/witness protection services.

28. The procedures should provide that in cases involving high risk, or where there is a repeat offender, that the offender should be entered into the 'SIP' category on CPIC as soon as possible, and no later than within 24 hours.
29. The procedures should provide that where an offender has engaged in a pattern of offending that may indicate hate/bias motivation towards women, that the domestic violence investigator raise with the Crown the possibility of introducing evidence of hate/bias motivation as an aggravating factor for the purposes of sentencing the offender if convicted.
- Occurrences Involving Members*
30. The procedures should set out the steps to be followed when a domestic violence occurrence involves a member of its police service or another police service.
- Bail Procedures*
31. The procedures should provide that in all domestic violence occurrences officers will comply with the police service's procedures relating to bail and violent crime.
32. The procedures should provide that in all domestic violence occurrences where there has been a breach of bail, or there is about to be a breach, officers will comply with the police service's procedures relating to breach of bail.
33. Consistent with local protocols, the procedures should set out the roles and responsibilities for notifying and informing the victim as soon as possible about the release of the accused, time and location of bail hearing, bail conditions and the criminal justice process.
- Victims' Assistance*
34. The procedures should provide that officers who respond to domestic violence occurrences will provide assistance to the victim based on the police service's local procedures, including:
- assisting the victim in obtaining medical assistance, if necessary;
 - remaining at the scene until they are satisfied that there is no further immediate threat to the victim;
 - addressing any special needs of the victim (e.g., dealing with communication barriers);
 - addressing the needs of child witnesses of domestic violence occurrences, including encouraging the child's primary caregiver to consider obtaining assistance for the child from a counsellor with experience in assisting child witnesses of domestic violence;
 - if requested by the victim, attending the residence of the victim to ensure peaceful entry when the victim or accused returns to take possession of personal belongings and when concerns for the victim's safety exist because of the presence of the accused in the residence, unless peaceful entry of the residence cannot be achieved, or the removal of certain property is contested by either party,

in which case the officers should advise the parties of the need to seek a civil remedy;

- f) arranging for transportation to a shelter or place of safety, if necessary, with the location remaining confidential to the suspect/accused and third parties; and
- g) providing information to the victim on services that are available, and offer to make initial contact with victims' services.

35. Police services should provide, in conjunction with local victims' services, a localized pamphlet on domestic violence that includes information on local resources to assist victims.

*Safety
Planning*

36. The procedures should provide that officers who respond to domestic violence occurrences should ensure that issues surrounding the victim's safety are addressed, including directly providing the victim with information on safety planning or providing information to the victim on the availability of safety planning information and assistance within the community.

37. The procedures should provide in cases where it is determined that there is a high risk, or repeat victimization, a domestic violence investigator or another member of the police service, should warn the victim about the potential risk to the victim or any children, and offer to meet with the victim to assist in developing or reviewing the victim's safety plan and to identify other measures that may be taken to help safeguard the victim and any children.

*Monitoring
and
Supervision*

38. Every police service shall require supervisors to monitor, and ensure, compliance with the police service's procedures related to domestic violence occurrences.

39. Every police service should designate a domestic violence coordinator who will be responsible for:
- a) monitoring the response to, and investigation of domestic violence occurrences, including compliance with the police service's procedures by supervisors, officers and other members;
 - b) monitoring and evaluating follow-up to domestic violence cases;
 - c) liaising with the Crown, Probation and Parole Services, VWAP, VCARS, the local Children's Aid Society, and other local services and community representatives responsible for responding to issues related to domestic violence occurrences;
 - d) informing the public and media about the police service's domestic violence occurrences procedures; and
 - e) ensuring that statistical data are kept on domestic violence occurrences.

40. Every police service should periodically review the police service's procedures to ensure consistency with legislative and case law changes.
41. Every police service should ensure that persons who provide communications and dispatch functions are trained regarding domestic violence occurrence calls for service.
42. Every police service should ensure that its domestic violence investigators have successfully completed Ministry accredited training, or have the equivalent qualifications and skills designated by the Ministry, that addresses:
- a) the dynamics of abusive relationships including the effects of physical assault and psychological abuse;
 - b) the initial police response to domestic violence occurrences, including officer safety;
 - c) interviewing, including interviewing child witnesses;
 - d) collection, care and handling of evidence;
 - e) search, seizure and warrants;
 - f) firearms seizures and legislation;
 - g) the mandatory charge policy, dual arrest and counter-charging;
 - h) court orders (e.g., restraining orders), judicial interim release orders, parole certificates, other relevant legislation and probation;
 - i) victim assistance and local victim services, as well as victims with special needs;
 - j) risk indicators and assessment, including the completion of the domestic violence risk management report;
 - k) procedures relating to post-arrest;
 - l) strategies for addressing repeat victimization and high risk cases;
 - m) safety planning; and
 - n) issues relating to children who witness violence.
43. Where a police service decides to meet its obligations under paragraph 2 by one of the methods set out in paragraph 5(b)-(d), it should also ensure that an adequate number of its patrol officers have received Ministry accredited training on the police response to domestic violence occurrences that addresses:
- a) the dynamics of abusive relationships including the effects of physical assault and psychological abuse;
 - b) the initial police response to domestic violence occurrences, including officer safety;
 - c) preservation of the crime scene, and initial collection of evidence and interviewing;
 - d) court orders (e.g., restraining orders), judicial interim release orders, parole certificates, other relevant legislation and probation;
 - e) firearms seizures and legislation;

*Ministry
Accredited
Training*

- f) the role of the domestic violence investigator;
- g) procedures relating to children at risk;
- h) the completion of the domestic violence-risk management report, including risk indicators;
- i) procedures relating to post-arrest;
- j) victims' assistance and local victim services, as well as victims with special needs; and
- k) issues relating to children who witness violence.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: USE OF FORCE AND WEAPONS		Policy Number: P-013
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: November 1, 2024
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-AI1012	Reporting: Chief report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

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

1.4 AND AS Ontario Regulation 391/23 Use of Force and Weapons prescribes standards for use of force and weapons;

1.5 AND AS the Board deems it appropriate to require the Chief of Police to develop and maintain procedures on and processes that adhere to the Policy developed by the Board and Ontario Regulation 391/23;

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Firearm” means a firearm as defined in section 2 of the Criminal Code (Canada), except that it does not include a firearm listed in section 1 of Part 1 of the schedule to the Regulations Prescribing Certain Firearms and other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited or Restricted, SOR/98-462, made under the Criminal Code (Canada) and does not include a PepperBall launcher;

2.5 “Handgun” means a firearm that is designed, altered or intended to be aimed and fired by the action of one hand;

2.6 “Less lethal projectile” means a projectile designed to be discharged from a firearm that is less likely to cause death or serious injury than conventional ammunition and includes projectiles that contain a gas.

2.7 “Member” means a member of the Windsor Police Service, including police officers, special constables, cadets and auxiliary members;

2.8 “Service” means the Windsor Police Service.

2.9 “Ministry” means the Ministry of the Solicitor General

2.10 “Minister” means Solicitor General

3. POLICY

3.1 The Board recognizes that statutory and common law grant the police authority to utilize force, including lethal force, in carrying out their duties. This authority must be exercised with the utmost levels of respect and accountability to maintain the trust and confidence of the community. The use of force must be necessary, proportionate, and reasonable, recognizing the dynamic nature of situations encountered by police officers.

The protection of life and the safety of both the members of the Windsor Police Service and the public is paramount. The Board is unwavering in its commitment to the highest standards of performance, training, accountability, and transparency concerning the use of force by its members. The Board recognizes the significance of de-escalation techniques in the education and training of its members, particularly in situations that could lead to potential violence.

4. DIRECTION TO THE CHIEF

4.1 The Chief of Police shall ensure that:

4.1.1 The Service's policies regarding the use of force and weapons adhere to this Policy and the requirements of the Community Safety and Policing Act and/or any regulations.

4.1.2 Every member of the Service who may be required to use force on another person is in compliance with prescribed training requirements on the use of force.

4.1.3 Before a firearm is issued to a member of the Police Service, the member is in compliance with the applicable training requirements prescribed by the Minister and is competent in the use of firearms.

4.2.4 Every member of the Police Service who is authorized to carry or use a firearm is in compliance with the prescribed training requirements on the use of firearms.

4.2.5 Every member of the Police Service who is authorized to carry or use a weapon that is not a firearm, is in compliance with the prescribed training requirements on the use of the weapon.

4.2.6 Records are maintained of the training taken by members of the Police Service on the use of force, the use of firearms, and the use of weapons that are not firearms, and when each training was taken.

4.2.7 All weapons authorized and distributed for use within the Service adhere to the technical specifications in Ontario Regulation 391/23 – Use of Force and Weapons.

4.2.8 Provide the Minister, within 30 days of authorizing a member of the Police Service to carry a firearm under subsection 3(2) of Ontario Regulation 391/23 – Use of Force and Weapons – a report identifying:

(i) the type of firearm

(ii) the ammunition that may be used with the firearm

(iii) the special purpose for which the firearm is authorized to be carried

4.2.9 An investigation is commenced, and a report is filed to the Board where a member, by the discharge of a firearm in the performance of his or her duties, kills or injures another person.

4.2.10 The Board is promptly informed when the Chief of Police discharges a firearm in the performance of the Chief's duties. The Board shall cause an investigation to be made into the circumstances should such an incident occur.

4.2.11 Ongoing review and evaluation of local use of force procedures, training and reporting occurs.

5. REPORT TO THE BOARD

5.1 The Chief shall provide a copy of the Service's annual Use of Force report to the Board, which shall include:

- (i) the number of use of force incidents and reports
- (ii) a description of the type of force used
- (iii) time of day of the use of force
- (iv) the number of armed and unarmed subjects
- (v) the unit the member worked in at the time the use of force occurred
- (vi) the number of years of service the member had at the time the use of force occurred
- (vii) member injuries and subject injuries related to use of force
- (viii) the perceived race of the subject of the use of force
- (ix) details of de-escalation training provided to member and the number of members who received such training

Data shall be provided for the five previous years where applicable to enable comparisons.

The Chief of Police shall provide any other relevant information that may assist the Board in understanding the application of the use of force and possible trends, to the extent permitted by law and operational requirements.


6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Policy Number: AR-AI1012, December 8, 2014 August 8, 2014, June 21, 2012, October 26, 2006, and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed.

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

ADOPTED AND PASSED this 31st day of October 2024.

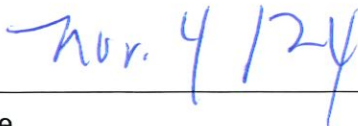
THE WINDSOR POLICE SERVICE BOARD



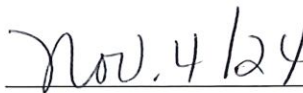
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: COMMUNITY-BASED CRIME PREVENTION		Policy Number: P-014
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 3 Years	Effective Date: November 1, 2024
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-CP002	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2027

1. PREAMBLE

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

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

1.3 AND AS subsection 39 (1) of the CSPA requires the Board’s Strategic Plan include quantitative and qualitative performance objectives and indicators of outcomes relating to, inter alia, community-based crime prevention initiatives;

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

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to provide community-based crime prevention initiatives;

1.6 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to use members of the police service, auxiliary members, special constables and volunteers in community-based crime prevention initiatives;

1.7 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes on community-based crime prevention initiatives;

1.8 AND AS the Board has deemed it appropriate that it establish a policy on community-based crime prevention initiatives;

1.9 AND AS Part CP-002 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and the Police Service relative to community-based crime prevention initiatives.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 Public safety, quality of life and the prevention of crime are of the utmost importance to the Board, and it is therefore the policy of this Board that community-based crime prevention procedures be established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish written procedures on community-based crime prevention initiatives in accordance with Appendix A.

4.2 SERVICE DELIVERY

4.2.1 The Chief shall identify the need, and recommend service delivery options, for community-based crime prevention initiatives based on crime, calls and public disorder analysis, criminal intelligence, road safety and community needs.

4.3 COMMUNITY PARTNERSHIP

4.3.1 The Chief shall ensure that the Service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives.

4.4 COMMUNITY-BASED CRIME PREVENTION OFFICER

4.4.1 The Chief shall designate a Member who, in addition to other duties, will have overall responsibility for the Service’s involvement in community-based crime prevention initiatives.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of community-based crime prevention initiatives. The report shall include:

- (a) a summary of the written procedures concerning community-based crime prevention initiatives;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of current crime prevention initiatives and an indication of their success; and
- (d) a summary of current concerns, as voiced by the community through the community partnership initiatives.

6. IMPLEMENTATION

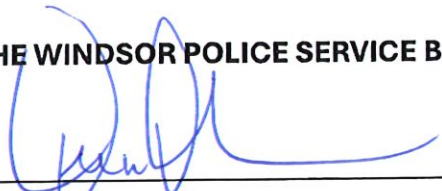
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, Policy Number: AR-CP002, August 7, 2014, and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 3, 2024.

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

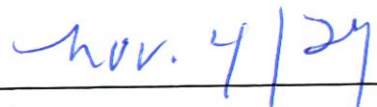
ADOPTED AND PASSED this 31st day of October 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



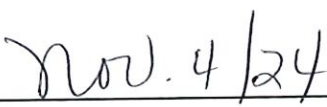
 Drew Dilkens, Chair



 Date



 Norma Coleman, Administrative Director



 Date

Legislative/Regulatory Requirements

Section 1(1) of the Adequacy Standards Regulation requires a police service to provide community-based crime prevention initiatives.

Section 1(2)(a) and 1(2)(b) allows a police service to provide community-based crime prevention initiatives by contracting with another police service, entering into arrangements to provide community-based crime prevention initiatives on a combined, regional or cooperative basis, or entering into an agreement with one or more organizations to provide community-based crime prevention initiatives.

Section 2 provides that a police service may use members of the police service, auxiliary members, special constables and volunteers in community-based crime prevention initiatives.

Furthermore, section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on community-based crime prevention initiatives. In addition, section 3 requires the Chief of Police to establish procedures and processes on community-based crime prevention initiatives.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to providing community-based crime prevention initiatives that:

- a) the Chief of Police will:
 - i) identify the need, and recommend service delivery options, in accordance with the Adequacy Standards Regulation, for community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs;
 - ii) ensure that the police service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
 - iii) designate a member to have overall responsibility for the police service's involvement in community-based crime prevention initiatives; and
 - iv) establish procedures on crime prevention initiatives; and

- b) this policy does not apply to local crime prevention activities being undertaken by front-line officers and supervisors in accordance with the police service's procedures on problem-oriented policing.

Police Service Guidelines

Procedures

1. Every Chief of Police should:
 - a) identify the need, and recommend service delivery options to the board, in accordance with the Adequacy Standards Regulation, for community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs; and
 - b) designate a member to have overall responsibility for the police service's involvement in community-based crime prevention initiatives.

2. Every police service's procedures on crime prevention should:
 - a) set out the role of the member who has overall responsibility for the police service's involvement in community-based crime prevention initiatives, including:
 - i) ensuring that the police service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
 - ii) regularly monitoring and evaluating the effectiveness and on-going need for community-based crime prevention initiatives in collaboration with the municipalities, school boards, businesses and community organizations;
 - iii) sharing information with front-line officers and other appropriate members on community-based crime prevention initiatives, including best practices; and
 - iv) sharing information on community-based crime prevention initiatives with other police services, municipalities, government agencies and relevant community and business organizations; and
 - b) address the supervision and use of auxiliaries, special constables and volunteers who are involved in the delivery of the police service's community-based crime prevention initiatives.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: COMMUNITY PATROL		Policy Number: P-015
Responsible Manager: Administrative Director WPSB	Review Schedule: Every 5 Years	Effective Date: November 1, 2024
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE001	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: November 2029

1. PREAMBLE

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

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

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

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

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to provide community patrol consisting of General Patrol and Directed Patrol;

1.6 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to establish procedures and processes on community patrol which address when and where Directed Patrol is considered necessary or appropriate, based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety;

1.7 AND AS the Board has deemed it appropriate that it establish a policy on community patrol;

1.8 AND AS the Ministry has published a Policing Standards Manual which provides direction to the Board in respect of certain administrative and personnel issues;

1.9 AND AS community policing including community patrol is of the highest priority to the Windsor Police Service Board.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “Community Patrol” means General Patrol and Directed Patrol;

2.5 “Cost of Directed Patrol” means those costs associated with the deployment of members on Directed Patrol where members are brought in on overtime for deployment;

2.6 “Directed Patrol” means those members of the patrol unit deployed in the areas and at the times where it is considered necessary and appropriate based on crime, call and public disorder analysis, criminal intelligence and road safety, but does not include members working on a privately funded project;

2.7 “General Patrol” means those members of the patrol unit responsible for responding to calls for service, follow-up for calls, preventative presence, and community policing;

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

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

2.10 “Minimum Staffing Numbers” means the number of patrol officers as agreed between the Board and the Association, on the advice of the Chief, who will be on duty at specified times;

2.11 “Service” means the Windsor Police Service.

3. POLICY

3.1 Public safety, quality of life and the prevention of crime are of the utmost importance to the Board, and it is therefore the policy of this Board that community patrol procedures be established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROTOCOL ON COMMUNITY PATROL

4.1.1 The Chief shall establish a protocol on Community Patrol which shall provide appropriate direction to patrol officers, and which shall include procedure on General Patrol and Directed Patrol as described in 4.2 and 4.3.

4.2 GENERAL PATROL

4.2.1 Non-Peak Periods - The Chief shall ensure that there are sufficient Members on General Patrol to ensure that the duties outlined in the definition of General Patrol are met during Non-Peak Periods, subject to any agreement in writing with the Association.

4.3 DIRECTED PATROL

4.3.1 The Chief shall develop a procedure relating to the deployment of Members on Directed Patrol.

4.3.2 The procedure referred to in paragraph 4.3.1 above shall include the protocol to be followed by a Supervisor for approval for the deployment of Members on Directed Patrol.

4.3.4 The Chief shall ensure that the procedure for deployment referred to in paragraph 4.3.1 above for the deployment of Members on Directed Patrol is followed.

4.3.5 The Chief shall ensure written arrangements are in place with other police services to obtain assistance or support in enhancing Directed Patrol in extraordinary circumstances.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of community patrol. The report shall include:

- (a) confirmation of compliance with the Directed Patrol procedure;
- (b) the high and low numbers of Members assigned to the patrol unit, with particulars and reasons for any period that the patrol unit numbers were less than those required under Section 4.3.1;
- (c) costs of Directed Patrol; and
- (d) the status of the outcome of the Directed Patrol initiative including the effect of Directed Patrol on crime, calls for service, public disorder analysis and road safety.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3.99 – Policy Number: AR-LE001, August 7, 2014 and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective October 31, 2024.

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

ADOPTED AND PASSED this 31st day of October 2024.

Attachment (1)

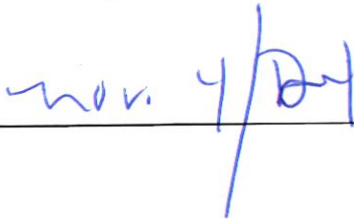
THE WINDSOR POLICE SERVICE BOARD



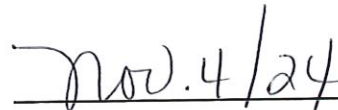
Drew Dilkens, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 4(2) of the Adequacy Standards Regulation requires a police service, using its own police officers, to provide community patrol consisting of:

- general patrol; and
- directed patrol in the areas and at the times where it is considered necessary or appropriate.

Section 29 of the regulation requires a police services board to have a policy on community patrol. In addition, section 4(3) requires the Chief of Police to establish procedures and processes relating to community patrol which address when and where directed patrol is considered necessary or appropriate, based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety.

Furthermore, section 4(4) allows a police service to obtain the assistance or support of another police service to enhance its capacity to undertake community patrol under extraordinary circumstances.

Sample Board Policy

Board Policy # _____

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

- a) establish procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety; and
- b) ensure that written arrangements are in place with other police services to obtain their assistance or support in enhancing the community patrol function in extraordinary circumstances.

Police Service Guidelines

- Procedures**
1. Every police service's procedures and processes on community patrol should address:
 - a) general patrol; and
 - b) directed patrol.

2. Every police service's procedures and processes on community patrol should require supervisors to:
 - a) use directed patrol in the areas and at the times where it is necessary or appropriate, based on crime, call, public disorder analysis, criminal intelligence and road safety; and
 - b) ensure that patrol officers are provided with relevant information to undertake the type of directed patrol that they have been assigned.

3. Every police service's procedures should set out the process for obtaining assistance or support from one or more police services to enhance the community patrol function in extraordinary circumstances in accordance with the written arrangements that are in place with those police services.



WINDSOR POLICE SERVICE BOARD

POLICY

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

1. PREAMBLE:

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

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

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

1.4 AND WHEREAS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Section 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes on problem-oriented policing;

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

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

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS:

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

2.2 "Board" means the Windsor Police Service Board;

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

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

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

2.6 "Service" means the Windsor Police Service.

3. POLICY

3.1 Public safety, quality of life, and prevention of crime are of the utmost importance to the Board, and it is therefore the policy of this Board to pursue problem-oriented policing in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF:

4.1 PROCEDURES

4.1.1 The Chief shall develop procedures to support the promotion and implementation of problem-oriented policing in accordance with Appendix A.

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

4.2 COMMUNITY PARTNERSHIP

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

4.3 INFORMATION ON PROBLEM-ORIENTED POLICING

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

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

4.4 IMPLEMENTATION

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

5. REPORT TO THE BOARD

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

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

6. IMPLEMENTATION

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

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

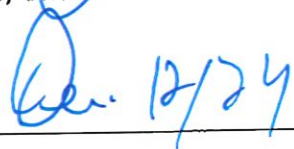
ADOPTED AND PASSED this 12th day of December 2024.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



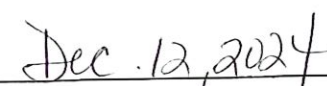
Drew Dilkens, Chair



Date



Norma Coleman, Administrative Director



Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on problem-oriented policing. In addition, section 3 requires the Chief of Police to establish procedures and processes on problem-oriented policing.

Sample Board Policy

Board Policy # _____

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

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

Police Service Guidelines

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

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

**Information
and
Resource
Material**

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



WINDSOR POLICE SERVICE BOARD

POLICY

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

1. PREAMBLE

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

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

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

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

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

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

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

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

1.8 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief to establish procedures on Public Order Units in accordance with Section 8 of the said Adequacy Regulation;

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

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 "Board" means the Windsor Police Service Board;

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

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

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

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

2.7 "Service" means the Windsor Police Service.

3. POLICY

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

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

(b) that the role of police at any public demonstration, protest or public safety incident is to preserve the peace, prevent offences and enforce the law including offences against, persons and property, in accordance with powers and direction available to the Chief of Police under the law and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief of Police will ensure that the Service provide its own Public Order Unit by using Service Members that will consist of a unit supervisor and at least four

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

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

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

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

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

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

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

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

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

4.2 MANUAL

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

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

4.3 TRAINING

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

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

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

4.4 EQUIPMENT

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

4.5 MONITORING AND REVIEW

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

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

4.6 ALTERNATIVE PROVISION OF PUBLIC ORDER UNIT FUNCTIONS

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

5. REPORT TO THE BOARD

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

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

5.2 EXCEPTION BASED REPORTING

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

6. IMPLEMENTATION


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

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

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (1)

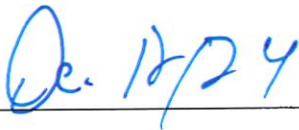
THE WINDSOR POLICE SERVICE BOARD



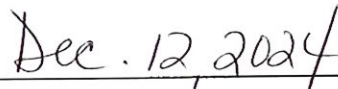
Drew Dilkins, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

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

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

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

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

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

Sample Board Policy

Board Policy # _____

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

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

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

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

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

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

Police Service Guidelines

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

**Public
Order Unit
Manual**

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

Training

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

Equipment

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

MINISTRY'S DESIGNATED EQUIPMENT LIST

Public Order Units – Equipment and Facilities List

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

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

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

OTHER COMMUNICATIONS
Loud Hailing System
• portable
<i>TACTICAL OPTIONS as identified in use of force standard</i>
Oleoresin Capsicum
• spares available
CS Agent
• canister system designed to be thrown • 37 mm delivery system
Impact Weapons
• 37 mm impact projectiles designed to be accurately fired directly at a threat
ADMINISTRATION
Records
• administrative area for storing training and operational records





WINDSOR POLICE SERVICE BOARD

POLICY

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

1. PREAMBLE

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

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

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

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

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

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

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

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

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require that, where a Police Service Board has court security obligations under Section 243 of the CSPA , the Chief shall:

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

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

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

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 "Board" means the Windsor Police Service Board;

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

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

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

2.76 "Service" means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that issues relating to court security are important to the administration of justice and it is therefore the policy of this Board that court security issues be dealt with in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 COURT SECURITY COMMITTEE

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

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

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

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

4.2 COURT SECURITY OFFICER

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

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

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

4.4 TRAINING

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

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

5. REPORT TO THE BOARD

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

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

6. IMPLEMENTATION

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

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

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

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



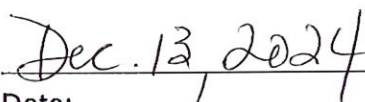
Drew Dilkins, Chair



Norma Coleman, Administrative Director



Date:



Date:

Legislative/Regulatory Requirements

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

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

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

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

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

Sample Board Policy

Board Policy # _____

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

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

Police Service Guidelines

Court Security Committee

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

Plan

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

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

Training

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



Purpose

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

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

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

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

The court security assessment tool considers the following:

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

Critical Incident Assessment

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

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

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

Nature of Cases Assessment

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

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

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

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



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

Security Personnel and Procedures Assessment

The effectiveness of the following factors should be assessed:

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

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

Emergency Plan Assessment

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

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

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

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

Physical Assessment

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

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

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

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



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



WINDSOR POLICE SERVICE BOARD

POLICY

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

1. PREAMBLE

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

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

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

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

1.5 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures on and processes for undertaking and managing investigations into hate propaganda offences and hate/bias motivated crimes;

1.6 AND AS Parts LE-007 and LE-008 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and Members relative to hate propaganda offences and hate/bias motivated crimes.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

2.1 "Act" or "CSPA" means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments thereto; 2

.2 "Board" means the Windsor Police Service Board;

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

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

2.5 "Hate Propaganda Offences" means:

(a) any offence that promotes or advocates genocide;

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

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

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

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

2.8 "Service" means the Windsor Police Service.

3. POLICY

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

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

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

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

3.5 It is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with the procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

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

4.2 MONITORING

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

4.3 INFORMATION TO THE COMMUNITY

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

4.4 COMMUNITY PLAN

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

4.5 TRAINING

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

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

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

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of the investigation of Hate Propaganda Offences and Hate/Bias Motivated Crimes. The report shall include:

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

6. IMPLEMENTATION

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

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

ADOPTED AND PASSED this 12th day of December 2024.

Attachment (2)

THE WINDSOR POLICE SERVICE BOARD



Drew Dilkens, Chair



Date



Norma Coleman, Administrative Director



Date

Legislative/Regulatory Requirements

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

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

Sample Board Policy

Board Policy # _____

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

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

Police Service Guidelines

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

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

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

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

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

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

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

Legislative/Regulatory Requirements

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

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

Sample Board Policy

Board Policy # _____

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

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

Police Service Guidelines

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

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

