



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: HOSTAGE RESCUE		Policy Number: P-039
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 21, 2025
Repeals: Number: AR—ER003, January 24, 2013	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS Section 9 of the Adequacy Regulation prescribes, inter alia, the functions and capacity of Hostage Rescue Teams;

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

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

1.7 AND AS the Board has deemed it appropriate that it establish a policy concerning Hostage Rescue;

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 establish procedures regarding selection, training, equipping and deployment of the Hostage Rescue Teams;

1.9 AND AS Part ER-003 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to Hostage Rescue.

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 Hostage Rescue is an important part of policing, and it is therefore the policy of this Board that Hostage Rescue be conducted professionally and thoroughly, and in accordance with the procedures established by the Chief as directed in this Policy, and in accordance with any protocol in force between the Service and an outside police service, if applicable.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall,

(i) establish procedures that are in accordance with Sections 9 and 10 of the Adequacy Regulation and Appendix A and that set out the circumstances in which the services of the Hostage Rescue Team will be deployed, including the process for obtaining the services and reporting relationships;

(ii) ensure that the hostage rescue team can undertake containment, the apprehension of an armed barricaded person, and hostage rescue;

(iii) develop and maintain a manual on hostage rescue team services that is available to each Member providing this service;

(iv) establish a selection process for members of the Hostage Rescue Team, including ensuring that Members who provide this service meet the requirements of the Adequacy Regulation;

Ensure ongoing training of Members

4.2 PROTOCOL

4.2.1 The Chief shall ensure that the protocol referred to in Section 3 and the procedures referred to in Section 4 above comply with the Adequacy Regulation in all aspects including:

- (a) the police service will provide the services of a hostage rescue team by using its own members;
- (b) that the services of a Hostage Rescue Team are available 24 hours a day;
- (c) that the services of a Hostage Rescue Team are available within a reasonable response time; and
- (d) the Hostage Rescue Team consists of a minimum of 12 full-time tactical officers, including a supervisor, who are dedicated to the team, but who, when not training or undertaking tactical or hostage rescue activities, may undertake community patrol.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of Hostage Rescue. 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 that the existing protocol with another service, if any, complies with legislative requirements; and
- (d) a summary of the circumstances in which Hostage Rescue services have been utilized.

6. IMPLEMENTATION

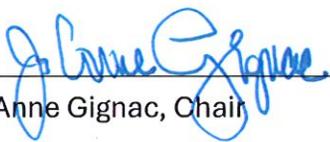
6.1 Windsor Police Service Board Policy - Adequacy O.REG. 3/99 – Number AR-ER003, January 1, 2013 and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director

March 25, 2025

Date

March 25, 2025

Date

Legislative/Regulatory Requirements

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

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

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

- containment;
- apprehension of an armed barricaded person; and
- hostage rescue.

Section 24(1) requires, when a board has entered into an agreement to provide the services of a hostage rescue team or has entered into arrangements to provide hostage rescue on a combined, regional or cooperative basis, the police service to:

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

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

Section 29 requires a board to have a policy concerning the deployment of a hostage rescue team. Also, section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which a hostage rescue team will be deployed.

Furthermore, section 29 requires a board to have a policy on the delegation to the tactical supervisor or major incident commander of responsibility for determining how many tactical officers are required to be deployed to a hostage rescue incident. Section

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

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

Note: The functions of a tactical unit and hostage rescue team may be provided by one unit or team that is capable of performing the functions of both a tactical unit and a hostage rescue team. Also, it is implicit that a hostage rescue team must have the capability to undertake explosive forced entry.

Sample Board Policy

Board Policy # _____

Contracted Delivery It is the policy of the _____ Police Services Board with respect to the services of a hostage rescue team that:

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

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

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

undertaking tactical or hostage rescue activities, may undertake community patrol; and

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

Police Service Guidelines

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

- Manual** 2. Where a police service has established its own hostage rescue team, or has officers who are members of joint hostage rescue team, a manual shall be developed, maintained and made available to the members of the unit that addresses:
- a) general procedures for the hostage rescue team, including:
 - i) the hostage rescue team's mandate, functions, and reporting relationships;
 - ii) call-out procedures;
 - iii) communications with members of the hostage rescue team;
 - iv) operational procedures;
 - v) organizational charts for the emergency response function;
 - vi) the operational linkages between the hostage rescue team, and other emergency response and public order unit services;
 - vii) a selection process for members of a hostage rescue team, including that officers must meet the minimum requirements set out in the Adequacy Standards Regulation;

- viii) reporting relationship regarding the hostage rescue team; and
 - ix) the recording and reporting of incidents involving a hostage rescue team; and
- b) procedures specific to members of a hostage rescue team, including:
- i) members' responsibilities;
 - ii) command and control;
 - iii) communications with team members;
 - iv) incident assessment;
 - v) provision and use of equipment;
 - vi) operational training;
 - vii) reporting relationships within the hostage rescue team;
 - viii) hand-off/relief of teams within the hostage rescue team;
 - ix) use of training, operational and equipment logs; and
 - x) debriefing process.

- Training**
3. Where a police service has established its own hostage rescue team, or has officers who are members of joint hostage rescue team, the Chief of Police should develop a skills development and learning plan that includes:
- a) training requirements set out in the Ministry's guideline on Tactical Units (ER-002); and
 - b) training specific to hostage rescue.

- Equipment**
4. Where a police service has established its own hostage rescue team, or has officers who are members of joint hostage rescue team, the Chief of Police should ensure that the members are provided, at minimum, with the equipment and facilities set out in the Ministry's designated equipment and facilities list contained in the guideline on Tactical Units (ER-002).



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: CRISIS NEGOTIATION		Policy Number: P-040
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 21, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-ER005	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS Section 9 (1) of the Adequacy Regulation requires the Police Service to deploy at least two crisis negotiators simultaneously to any incident requiring the functions of a Crisis Negotiator;

1.5 AND AS Sections 23 and 24 of O. Reg. 87/24: Training prescribes initial and ongoing training requirements for Crisis Negotiators;

1.6 AND AS Section 10 of the Adequacy Regulation requires the Chief of Police to establish a written procedure concerning:

- (a) the deployment of Crisis Negotiators; and
- (b) access to a procedures manual;

1.7 AND AS Part ER-005 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Police Service relative to Crisis Negotiation.

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 crisis negotiation is an important part of policing, and it is therefore the policy of this Board that 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 CRISIS NEGOTIATION

4.1.1 The Chief shall ensure the Service will provide, within a reasonable response time, access to the services of a Crisis Negotiator.

4.1.2 The Chief shall ensure the services of a Crisis Negotiator will be available 24 hours a day.

4.1.3 The Chief shall ensure the Crisis Negotiator will not perform any incident management role other than crisis negotiation.

4.2 PROCEDURES

4.2.1 The Chief shall develop procedures, in accordance with Appendix A, that address the circumstances in which the Crisis Negotiator is to be deployed.

4.3 MANUAL

4.3.1 The Chief shall develop a Manual on crisis management in accordance with Appendix A, that is available to each Member providing this service.

4.3.2 The Chief shall ensure that the manual referred to in section 4.3.1 is reviewed on an annual basis and amended as required.

4.4 MEMBERSHIP AND TRAINING

4.4.1 The Chief shall establish a selection process for Members who provide the service of crisis negotiation, including ensuring that Members who provide this service meet the requirements of O.Reg. 392/23: Adequate and Effective Policing (General) and O. Reg 87/24: Training.

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

4.5 EQUIPMENT

4.5.1 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 service of crisis negotiation.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of crisis negotiation. 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 crisis negotiation; and
- (d) a summary of the circumstances in which a Crisis Negotiator has been deployed.

6. IMPLEMENTATION

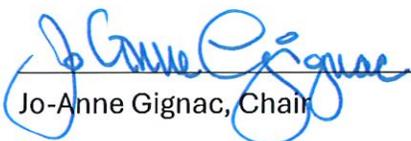
6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, Number AR-ER005, August 7, 2014; April 26, 2001 and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD


Jo-Anne Gignac, Chair


Norma Coleman, Administrative Director

March 25, 2025
Date

March 25, 2025
Date

Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a police service to provide, within a reasonable response time, the services of one or more crisis negotiators.

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

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

Furthermore, section 29 requires a board to have a policy concerning the deployment of crisis negotiators. Also, section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which crisis negotiators will be deployed.

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

Sample Board Policy

Board Policy # _____

Contracted Delivery It is the policy of the _____ Police Services Board with respect to crisis negotiation services that:

- a) this Board will contract with _____ Police Services Board/OPP to provide the services of a crisis negotiator, available 24 hours a day and within a reasonable response time; and
- b) the Chief of Police will, in consultation with the police service providing the service, establish procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the service and the reporting relationships.

**Direct, or
Combined or
Cooperative
Delivery**

It is the policy of the _____ Police Services Board with respect to crisis negotiation services that:

- a) the police service will provide the services of a crisis negotiator by (identify service delivery method - using its own members, or by entering into an agreement for a combined, regional or cooperative delivery);
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) a crisis negotiator will not perform any incident management role other than crisis negotiation;
- d) the Chief of Police will:
 - i) develop procedures that address the circumstances in which a crisis negotiator is to be deployed;
 - ii) develop and maintain a manual on crisis negotiation that is available to each member providing this service;
 - iii) establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - iv) ensure the ongoing training of members who provide this service; and
 - v) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members who provide this service.

Police Service Guidelines

- Procedures** 1. Every police service's procedures on crisis negotiation should address:
- a) the circumstances in which a crisis negotiator should be deployed;
 - b) operational responsibility within the police service for requesting the services of a crisis negotiator; and
 - c) the requirement that, wherever possible, two crisis negotiators attend an incident.
- Manual** 2. Where a police service provides crisis negotiation services using its own members, a manual shall be developed, a maintained and made available to the members providing that service, that addresses:
- a) general procedures for crisis negotiation, including:
 - i) mandate, functions and reporting relationships;
 - ii) call-out procedures;
 - iii) communications with the crisis negotiators;
 - iv) operational procedures;
 - v) organizational charts for the emergency response function;
 - vi) the operational linkages between crisis negotiators and other emergency response and public order unit services;



- vii) a selection process for crisis negotiators, including that members must meet the requirements set out in the Adequacy Standards Regulation; and
 - viii) the recording and reporting of incidents involving crisis negotiation; and
- b) procedures specific to members providing crisis negotiation, including:
- i) members' responsibilities;
 - ii) command and control functions;
 - iii) operational training;
 - iv) situation specific checklists;
 - v) incident assessment;
 - vi) provision and use of equipment;
 - vii) use of training, operational and equipment logs; and
 - viii) debriefing process.

Equipment 3. Where a police service provides crisis negotiation services using its own members, 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.

- Training** 4. Where a police service provides crisis negotiation services using its own members, the Chief of Police should develop a skills development and learning plan that, at minimum, addresses annual participation, wherever possible, in a joint training exercise involving major incident commanders, crisis negotiators, public order units, tactical units, hostage rescue teams, other police personnel, or outside emergency services deemed appropriate or subject of service delivery agreements.
5. The Chief of Police should review, as part of the skills development and learning plan, the extent to which the police service's crisis negotiators are making sufficient use of their skills.

MINISTRY'S DESIGNATED EQUIPMENT LIST

Crisis Negotiation – Equipment List

The following minimum equipment shall be made available to a crisis negotiator:

NEGOTIATION EQUIPMENT

- (optional) lap top computer with template forms, checklists and LENS database access capability
- clothing and accessories suitable for the varied weather conditions and situational circumstances, which may be encountered
- portable, easy to operate, field phone equipped with one-way monitoring capability
- consul phone for dedicated connection to the field phone complete with a logging monitor capable of recording, spare batteries and ample recording storage capability
- portable tape recorder
- current training manual (CPC/OPP) for crisis negotiators

Crisis Negotiators Deployed in the Inner Perimeter

- appropriate head and body protection and other safety equipment deemed necessary



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: ACOUSTIC AND HAILING DEVICES		Policy Number: P-041
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Windsor Police Service Board Policy – Adequacy R.R.O. 1990, Reg. 926	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

1.3 AND AS 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 establish requirements in relation to the use of acoustic hailing devices including the need for independent testing, for training and to develop standard operating procedures;

1.4 AND AS O. Reg. 405/23: Police Uniforms and Equipment (O. Reg. 405/23) to the CSPA prescribes a definition and use of acoustic hailing devices by Police Service Members;

1.5 AND AS the Board has deemed it appropriate that it establish a policy with respect to acoustic hailing devices for the purposes of workplace safety;

1.6 AND AS the Occupational Health and Safety Act, R.S.O. 1990, c.0.1 as amended, sets out the responsibilities of employers, supervisors and workers for workplace safety, and accordingly the Board requires the Chief of Police to establish procedures and processes with respect to acoustic hailing devices;

1.7 AND AS Part AI-017 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 acoustic hailing devices.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

2.1 “Acoustic Hailing Device” means a device that was designed for communicating voice messages or other sounds over long distances and that is capable of emitting, or was designed to emit, sounds that are 135 decibels or greater when measured at a distance of one metre from the device, but does not include a siren that was designed to be mounted on a vehicle;

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

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; and

2.7 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the importance of workplace and public safety, including safety with respect to long-range acoustic hailing devices, and therefore it is the policy of this Board to require the Chief to set out procedures as directed in this Policy with respect to the provision, use and function of long-range acoustic hailing devices.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain written procedures in accordance with O. Reg. 405/23 and Appendix A that govern the provision, use and function of acoustic hailing devices.

4.1.2 The Chief shall ensure that recorded voice announcements are recorded using good engineering practices and that existing and future recordings are reviewed to ensure messages are clear and do not result in higher than anticipated sound pressure levels.

4.2 MEMBERSHIP AND TRAINING

4.2.1 The Chief shall ensure that the procedures developed and maintained in section 4.1 above require that members receive the appropriate training in relation to acoustic hailing devices.

4.2.2 The Chief shall ensure that members operating the device have received training on the police service procedures, proper use of the device, and training on product information, warnings and practical application of the device.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year with respect to acoustic hailing devices. The report shall contain:

- (a) a summary of the written procedures relating to acoustic hailing devices;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation that Members have been trained in accordance with section
- (d) a summary of the circumstances in which acoustic hailing devices have been deployed; and
- (e) the results of the testing and recommendations relied on by the Service in relation to Sections 3 of O. Reg. 405/23

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy R.R.O. 1990, Reg. 926 and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair

March 25, 2025

Date



Norma Coleman, Administrative Director

March 25, 2025

Date

Legislative/Regulatory Requirements

The Equipment and Use of Force Regulation, as amended, under the *Police Services Act*, sets out the requirements in relation to the use of acoustic hailing devices including the need for independent testing, for training and to develop standard operating procedures.

The requirements of the Equipment and Use of Force Regulation in relation to the use of acoustic hailing devices do not replace an employer's obligations under the *Occupational Health and Safety Act* to provide information, instruction and supervision to a worker to protect the health or safety of the worker.

Sample Board Policy

Board Policy # _____

It is the Policy of the _____ Police Services Board with respect to long-range acoustic hailing devices that:

- a) Acoustic hailing devices will only be used in accordance with procedures that set out the supervisory, operating, reporting and training requirements for their deployment; and
- b) Police service procedures regarding the use of acoustic hailing devices are based on recommendations about the devices per section 16 (1)(c) of the Equipment and Use of Force Regulation.

Police Services Guidelines

1. Every police service's procedures on the use of acoustic hailing devices shall:
 - a) be established per section 16 (1)(d) of the Equipment and Use of Force Regulation; and
 - b) indicate the device is to be used only to communicate.
2. Every police service's procedures on the use of acoustic hailing devices should:
 - a) identify the type of incidents in which an acoustic hailing device may be used;
 - b) address the supervision of operators, including authorization(s) to be obtained prior to deploying the device;
 - c) require any recorded communication be followed by a period of silence to allow for effective communication while reducing bystander exposure;
 - d) require that the following information be documented:
 - i) the date, time and location of the deployment of the device;
 - ii) the purpose for which the device was used;
 - iii) the volume level(s) or setting(s) at which the device was used;

- iv) the approximate distance(s) and the decibel level(s) from the intended audience at which the device was used;
 - v) all messages and communications; and
 - vi) the authorizing member(s).
- e) require operators of the acoustic hailing devices wear appropriate hearing protection devices during equipment operation.
3. Every Chief of Police shall ensure members operating the device have received training on the police service's procedures and on proper use of the device. Training should include product information and warnings and practical application.
 4. Every Chief of Police should ensure that recorded voice announcements are recorded using good engineering practice. Existing and future recordings should be reviewed to ensure messages are clear and do not result in higher than anticipated sound pressure levels.
 5. Every Chief of Police should ensure the report of the testing and recommendations relied on by the police service in relation to sections 16 (1) (b) and (c) of the Equipment and Use of Force Regulation are available to the public.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: ELDER & VULNERABLE ADULT ABUSE		Policy Number: P-042
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-LE021, April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

1.2 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 elder abuse complete prescribed training;

1.5 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 elder abuse and vulnerable adult abuse;

1.6 AND AS Part LE-021 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 investigations of elder abuse and vulnerable adult abuse.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that matters of elder and vulnerable adult abuse 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 written procedures for undertaking and managing investigations into elder and vulnerable adult abuse.

4.2 MONITORING

4.2.1 The Chief shall develop and implement a written procedure to monitor all responses to complaints of elder and vulnerable adult abuse to ensure compliance with the said procedures by Members.

4.3 COMMUNITY PARTNERSHIP

4.3.1 The Chief shall, where possible, work in partnership with the local Crown Attorney, City of Windsor, community and social service agencies and other local organizations to develop programs for preventing and responding to complaints of elder and vulnerable adult abuse.

4.4 TRAINING

4.4.1 The Chief shall ensure that Members involved in the investigation of elder abuse and vulnerable adult abuse occurrences have the requisite knowledge, skills, and abilities.

4.5 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 elder and vulnerable adult abuse occurrences. This report will contain:

- (a) a summary of the written procedures concerning elder and vulnerable adult abuse investigations;
- (b) the status of Service compliance with the said procedures;
- (c) a summary of training given to Members regarding elder and vulnerable adult abuse;
- (d) a summary of the steps taken by the Service to monitor and evaluate responses to elder and vulnerable adult abuse; and
- (e) a summary of issues raised and/or discussed with community partners relating to elder and vulnerable adult abuse.

6. IMPLEMENTATION

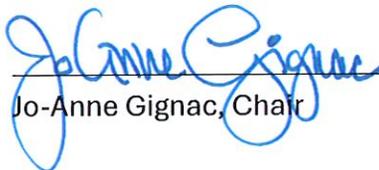
6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99, April 27, 2000, of the Board or any other policies or sections of policies inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachments (1)

WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director

March 25, 2025

Date

March 25, 2025

Date

Legislative/Regulatory Requirements

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

For the purposes of this guideline police services may wish to consider the following definition of elder abuse that is being used by the Ontario Seniors' Secretariat:

"Any act that harms or threatens to harm the health or well-being of an older adult. Forms of abuse include psychological, financial and physical abuse, as well as neglect and sexual assault."

Police services may also wish to apply this definition of abuse for vulnerable adults. For the purposes of this guideline, vulnerable adult means:

"A person who depends on others to meet every day needs because he/she has a mental illness or developmental disability, or requires long term or indefinite care due to age or medical condition."

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to elder and vulnerable adult abuse that the Chief of Police will:

- a) where possible, work in partnership with the local Crown, municipalities, community and social service agencies/providers, businesses, seniors' and other local organizations to develop programs for preventing and responding to complaints of elder and vulnerable adult abuse, including fraud awareness and prevention; and
- b) develop and maintain procedures that require that investigations into elder or vulnerable adult abuse be undertaken and managed in accordance with the police service's criminal investigation management plan.

Police Service Guidelines

**Multi-
disciplinary
Coordination**

1. Every Chief of Police should, where possible, work in partnership with the local Crown, municipalities, community and social service agencies/providers, businesses, seniors' and other local organizations to develop programs for preventing and responding to complaints of elder and vulnerable adult abuse, including fraud awareness and prevention.

Procedures

2. Every police service's procedures on elder and vulnerable adult abuse should:
 - a) require that an investigation be undertaken or managed in accordance with the police service's criminal investigation management plan;
 - b) require that officers responding to an occurrence or undertaking an investigation should:
 - i) ensure the safety of the victim;
 - ii) assess the needs of the victim such as emergency shelter, finances, food, clothing and legal advice; and
 - iii) refer the victim to access community and government resources for assistance when necessary;
 - c) set out the steps to be followed to respond to and investigate the abuse of elder and vulnerable adults in residential care facilities and institutional settings, including liaising with the Chief Coroner's Office, where appropriate;
 - d) require liaison and information sharing with other police services and government agencies on issues relating to elder and vulnerable adult abuse, including fraud; and
 - e) address the dissemination of information to the public on fraud against seniors, and other types of serial crime against seniors in the community.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: EMERGENCY PLANNING		Policy Number: P-043
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-ER008, April 26, 2001	Reporting	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS Section 20 of the Adequacy Regulation requires the Chief of Police to prepare an Emergency Plan for the Police Service that sets out the procedures to be followed during an emergency;

1.5 AND AS Part ER-008 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 an Emergency Plan.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Municipality” means the City of Windsor; and

2.7 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the importance of emergency planning, and it is therefore the policy of this Board that issues involving emergency planning be dealt with in a professional and thorough manner, 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 an Emergency Plan that is in accordance with Appendix A and Section 20 of the Adequacy Regulation and addresses the roles and duties of the Police Service during an emergency, and the procedures to be followed by Members during an emergency.

4.1.2 The Chief shall consult with the Municipality and other emergency services on the development of the Emergency Plan.

4.1.3 The Chief shall ensure that the Emergency Plan is reviewed on an annual basis and amended as required.

5. IMPLEMENTATION

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-ER008, April 26, 2001 and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair

March 25, 2025

Date



Norma Coleman, Administrative Director

March 25, 2025

Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy with respect to emergency planning by the police service.

In addition, section 26(1) requires the Chief of Police to prepare an emergency plan for the police service that sets out the procedures to be followed during an emergency.

Furthermore, under section 26(2), the Chief of Police may adopt the municipality's emergency plan as the police service's emergency plan if it addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to emergency planning that the Chief of Police will consult with the municipality and other emergency services on the development of an emergency plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Police Service Guidelines

Consultation

1. Every Chief of Police should consult with the municipality and other emergency services on the development of an emergency plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Plan

2. Every police service's emergency plan should address:
 - a) the role and duties of the police service during an emergency, including to:
 - i) maintain law and order within the community;
 - ii) notify and assist relevant emergency services, as required;
 - iii) establish a command post, as required;
 - iv) alert persons endangered by the emergency and coordinate evacuation procedures, as necessary;
 - v) establish inner and outer perimeters around the emergency site;
 - vi) notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin;

- vii) ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials;
 - viii) undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected;
 - ix) provide traffic control to facilitate the movement of emergency vehicles; and
 - x) liaise with other municipal, provincial and federal agencies, as required;
- b) the procedures to be followed by members of the police service during an emergency, including:
- i) initial response, including the role of the first officer on the scene;
 - ii) perimeter control and containment;
 - iii) communications and dispatch;
 - iv) incident command;
 - v) traffic control;
 - vi) evacuation, including community notification procedures, assistance services and forcible removal procedures;
 - vii) mobilization of police personnel;
 - viii) support/assistance to employees and the employees' families;
 - ix) media and public information; and
 - x) investigation;
- c) command/control of police personnel at an emergency;
- d) an up-to-date call-out list of police personnel;
- e) the implementation of an emergency classification system;
- f) arrangements for requesting assistance from other police services or organizations;
- g) undertaking a risk analysis to identify potential hazards in the community;
- h) compliance with appropriate regulatory requirements;
- i) cross references with other relevant emergency/operational plans;
- j) the use of checklists during an emergency;
- k) an up-to-date contact list for:
- i) Head of Council;
 - ii) Chief Administrative Officer/Clerk;
 - iii) Emergency Measures Ontario – Duty Officer and Ontario Provincial Police – Duty Officer after business hours;
 - iv) fire services;
 - v) ambulance services;
 - vi) Coroner;
 - vii) Justice(s) of the Peace;
 - viii) public works;
 - ix) hospitals;
 - x) social services;
 - xi) emergency shelters (schools, community centres, etc.);
 - xii) public utilities (gas, electrical, telephone);

- xiii) Spills Action Centre;
- xiv) CANUTEC; and
- xv) other contacts deemed appropriate;
- l) the periodic review and testing of the emergency plan and participation in municipal emergency plan exercises involving other agencies, e.g., other police services, fire, ambulance, public works and public utilities;
- m) the distribution of copies of the plan, including to communications/dispatch personnel;
- n) police training on emergency response;
- o) conducting an operational review at the conclusion of an emergency; and
- p) the equipment, facilities and clothing available for use by members during an emergency.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: COLLECTION PRESERVATION AND CONTROL OF EVIDENCE AND PROPERTY		Policy Number: P-044
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 2025
Repeals: AR-LE020, March 23, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS subsection 6 (1) 4 (xv) of O. Reg. 392/23: Adequacy and Effective Policing (General) requires the Chief of Police to establish written procedures in respect of property and evidence control;

1.5 AND AS Section 13 of O. Reg. 395/23: Investigations prescribes requirements respecting the collection and control of evidence in the course of investigations;

1.6 AND AS the Board deems it appropriate to require the Chief of Police to establish procedures and processes in respect of the collection, handling, preservation, documentation and analysis of physical evidence;

1.7 AND AS Part LE-020 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 collection, preservation and control of evidence and property.

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 “Property” means articles or personal property of all kinds that come into possession of the police pursuant to the CSPA and regulations made thereunder, but not including: a. licit and illicit drugs; and b. motor vehicles;

2.8 “Service” means the Windsor Police Service.

3. BOARD POLICY

3.1 The Board recognizes that the collection, preservation and control of evidence and property are important parts of both investigative policing and the prosecution of criminal offences, and it is therefore the policy of this Board that issues relating to collection, preservation and control of evidence and property 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 PROCEDURE FOR DEALING WITH COLLECTION, PRESERVATION AND CONTROL OF PROPERTY

4.1.1 The Chief shall establish a procedure for the secure collection, preservation, and control of Property.

4.1.2 The Chief shall ensure that the procedure outlined in section 4.1.1 above complies with Section 258 of the CSPA, Appendix A, O. Reg. 392/23: Adequacy and Effective Policing (General), and Section 13 of O. Reg. 395/23: Investigations.

4.1.3 The Chief shall ensure that an annual audit of Property held by the Police Service is conducted by Member(s) not routinely or directly connected with the Property.

4.2 EVIDENCE

4.2.1 The Chief shall establish procedures for the secure collection, preservation and control of evidence that comply with Appendix A O. Reg. 392/23: Adequacy and Effective Policing (General), and Section 13 of O. Reg. 395/23: Investigations.

4.2.2 The Chief shall ensure that an annual audit of evidence held by the Police Service is conducted by Member(s) not routinely or directly connected with the evidence control function.

4.3 MONITORING OF EVIDENCE AND PROPERTY

4.3.1 The Chief shall, where a Member who has responsibility for a Property or evidence storage area is transferred or replaced, ensure that an inventory is taken of the Property or evidence in that area.

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

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board each year in respect of the collection, preservation and control of property and evidence. The report shall include:

(a) a summary of the written procedures concerning the collection, preservation and control of Property and evidence;

(b) confirmation that the written procedures comply with Appendix A and Section 258 of the CSPA;

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

(d) the result of the annual audit of the Property and evidence held by the Police Service.

6. IMPLEMENTATION

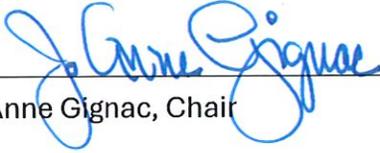
6.1 All Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

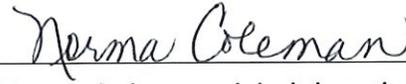
ADOPTED AND PASSED this 20th day of March 2025.

Attachments (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director

March 25, 2025

Date

March 25, 2025

Date

Legislative/Regulatory Requirements

Sections 132, 133 and 134 of the *Police Services Act* address the effective management, storage and disposition of personal property, money and firearms, which come into the possession of the police service.

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy with respect to property and evidence control and the collection, handling, preservation, documentation and analysis of physical evidence.

In addition, section 13(1)(n) requires the Chief of Police to establish procedures and processes in respect of property and evidence control. Furthermore, section 14(1)(b) requires the Chief of Police to establish procedures and processes in respect of the collection, handling, preservation, documentation and analysis of physical evidence.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to property and evidence control and the collection, preservation, documentation and analysis of physical evidence that the Chief of Police will:

- a) ensure and report back on compliance by members of the police service with sections 132, 133 and 134 of the *Police Services Act*;
- b) establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Laboratory Guide for the Investigator*, for the safe and secure collection, preservation, control, handling and packaging of evidence;
- c) establish procedures for the secure collection, preservation and control of property;
- d) ensure that an annual audit of the property/evidence held by the police service is conducted by a member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board; and
- e) where a member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of the property/evidence in that area.

Police Service Guidelines

- Procedures on Evidence Control**
1. Every police service's procedures should:
 - a) set out the procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Laboratory Guide for the Investigator*, for the safe and secure collection, preservation, control, handling and packaging of evidence;
 - b) require that in all cases a secure continuity of evidence be maintained and documented;
 - c) require that complete records be kept of the seizing, finding, retaining, storing, returning, disposing of, or destruction of, all evidence coming into the possession of the police service consistent with legal requirements;
 - d) require the establishment of designated secure areas for the storage of evidence, and ensure access by members is controlled and recorded; and
 - e) where an investigation falls within 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*.
- Local Protocol**
2. Every police service should enter into a local protocol with the Crown on the retention and release of evidence.
- Body Site Searches**
3. Every police service should establish and maintain procedures relating to body site and other major crime searches that address, where practicable, the use of:
 - a) a grid search;
 - b) methods to preserve the scene against inclement weather;
 - c) adequate lighting;
 - d) procedures for documenting any found evidence, including the precise locations and continuity of evidence;
 - e) photography and videotaping, where available, of the scene and any found evidence;
 - f) a method for indexing exhibits and photographs;
 - g) decontamination suits, where appropriate;
 - h) aerial and topographic mapping information, where available; and
 - i) resources to avoid cross-contamination of different sites, where appropriate.
- Procedures on Property Control**
4. Every police service's procedures for receiving, tracking and disposing of all property that comes into the police service's possession should:
 - a) address compliance by members with sections 132, 133 and 134 of the *Police Services Act*;
 - b) require that all property be logged into the police service's records, as soon as practicable;



- c) require that all property be placed under the control of personnel responsible for this function before the member obtaining the property reports off-duty, unless otherwise authorized by a supervisor;
 - d) require that a report be completed providing details regarding the circumstances by which the property came into the possession of the police service and a description of each item of property obtained;
 - e) address procedures for the packaging and labeling of all property prior to storage;
 - f) require members to make reasonable effort to identify and notify the owner of stolen or found property;
 - g) require the establishment of designated secure areas for the storage of property, with limited access by members;
 - h) set out procedures for the temporary and final release or disposition of all property; and
 - i) ensure that secure facilities are designated for the temporary storage of property when the property area is closed.
5. Every Chief of Police should ensure that an annual audit of the property/evidence control function is conducted by a member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board.
6. Where a member who has responsibility for a property/evidence storage area is transferred or replaced, every Chief of Police should ensure that an inventory is taken of the property/evidence in that area. The inventory should be jointly conducted by the newly appointed member responsible and a designee of the Chief of Police, in order to ensure that all records relating to the stored property/evidence are accurate.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: PERSONS IN CUSTODY/PRISONER TRANSPORTATION		Policy Number: P-045
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: AR-LE016, June 22, 2000	Reporting: Chief annual report to the Board as per Section 6	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA that the Board have a policy on persons in custody and prisoner care and control;

1.5 AND AS Part LE-016 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 prisoner care and control and Part LE-033, a copy of which is attached hereto as Appendix B, contains guidelines directing the Chief and the Service relative to prisoner transportation.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the rights of persons in custody, and it is therefore the policy of this Board that such persons be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop a procedure for the care and control of prisoners including a procedure for the effective monitoring of prisoners.

4.1.2 The procedure shall include ensuring the secure custody of persons in custody in respect of court proceedings in accordance with subsection 243 (1) 3 of the CSPA.

4.2 PROCEDURES – ESCAPE FROM CUSTODY

4.2.1 The Chief shall establish a procedure for responding to an escape from police custody.

4.3 PROCEDURES – PRISONER TRANSPORTATION

4.3.1 The Chief shall develop procedures on prisoner transportation.

4.4 TRAINING

4.4.1 The Chief shall ensure that Members involved in prisoner care and control have the knowledge, skills and abilities required for the care and control of prisoners.

4.4.2 The Chief shall ensure that Members used to escort persons in custody have the knowledge, skills and abilities required to perform the function.

4.5 EQUIPMENT

4.5.1 The Chief shall ensure that Members used to escort persons in custody have available and use the appropriate safety equipment in performing this function.

4.6 The procedures established above shall be in accordance with Appendix A and B.

5. REVIEW OF PROCEDURES

5.1 The Chief shall review the procedures, processes, and practices of the Service for prisoner care and control following an escape or in-custody death.

6. REPORT TO THE BOARD

6.1 REPORTING REQUIREMENTS – ESCAPE FROM CUSTODY

6.1.1 The Chief shall make a written report to the Board immediately following any escape from police custody or in-custody death.

6.2 REPORTING REQUIREMENTS – INQUEST

6.2.1 The Chief shall make a written report to the Board summarizing the findings of a coroner's jury following an inquest into the death of an individual in police custody and a further report within six (6) months reporting on compliance with the said recommendations.

6.3 ANNUAL REPORTING REQUIREMENTS

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

- (a) a summary of the written procedures regarding prisoner care and control including prisoner transportation;
- (b) confirmation of compliance with the procedures regarding prisoner care and control including prisoner transportation; and
- (c) a summary of the training given to Members involved in prisoner care and Members used to escort prisoners.

7. IMPLEMENTATION

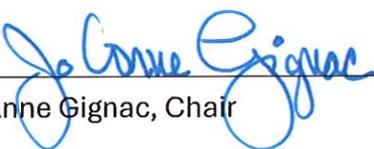
7.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99, Number AR-LE06, June, 22, 2000 and all policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachments (2)

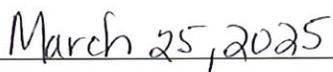
THE WINDSOR POLICE SERVICE BOARD



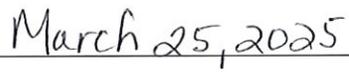
Jo-Anne Gignac, Chair



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 prisoner care and control. In addition, section 13(1)(l) requires the Chief of Police to establish procedures and processes in respect of prisoner care and control.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to prisoner care and control that the Chief of Police will:

- a) establish procedures and processes for:
 - i) the care and control of prisoners, including effective monitoring; and
 - ii) responding to an escape from police custody;
- b) ensure that members involved in prisoner care and control have the knowledge, skills and abilities required to perform this function; and
- c) following an escape or in-custody death, review the procedures, processes and practices of the police service for prisoner care and control and report back to the board.

Police Service Guidelines

- Procedures**
1. Every police service's procedures and processes should:
 - a) require that the officer in charge/supervisor or designate be immediately notified on, and the record of arrest updated when there are any changes relating to (and prior to transfer), a prisoner's:
 - i) injuries;
 - ii) medication, or whether any medication has been administered;
 - iii) impairment due to alcohol or drugs;
 - iv) potential for suicide, violence or risk of escape; and
 - v) emotional disturbance, any mental illness or developmental disability;
 - b) require the recording, and notification to the investigating officer, of any admissions or threats made by an arrested person at the time of processing;
 - c) require that all personal property, such as belts, ties, shoelaces or any article with which a prisoner could cause harm are removed and stored securely prior to the prisoner being placed in a cell;
 - d) require that the officer in charge/supervisor or designate ensure the performing and recording of regular prisoner visual and physical security checks;

- e) set out the special precautions to be implemented for prisoners who are known or suspected to:
 - i) be violent;
 - ii) be emotionally disturbed;
 - iii) have a mental illness;
 - iv) have a developmental disability;
 - v) be suicidal;
 - vi) have a communicable disease;
 - vii) be at risk of a medical emergency; or
 - viii) be under the influence of alcohol/drugs;
 - f) require that meals be provided at all regular meal times and recorded;
 - g) require the display of a "right to counsel" poster;
 - h) address issues relating to:
 - i) security, including firearms and lock-up areas;
 - ii) young persons;
 - iii) use of restraints;
 - iv) separation, by sight, of women, young persons and males from each other;
 - v) the release of a prisoners' personal property; and
 - vi) emergency procedures and processes, including medical emergencies, cell deaths and evacuations;
 - i) require that prisoner transportation personnel, and any person(s), organization or facility to which the prisoner is transferred, are provided with the appropriate documentation on the prisoner, and are alerted to any information on the prisoner referred to in section 1(a); and
 - j) require the officer in charge/supervisor to regularly audit compliance by members with the police service's procedures on prisoner care and control.
2. Every police service's procedures should address an escape from police custody, including, at minimum, that:
- a) upon discovering that a person in custody has escaped, a member shall immediately advise the communications centre of the escape and relevant information; and
 - b) the member, if the escapee cannot be immediately apprehended, shall:
 - i) ensure a CPIC Alert is issued if the person is believed to be a danger to themselves or other persons; and
 - ii) ensure the information on the escapee is entered on CPIC.
3. Every Chief of Police should ensure that members involved in prisoner care and control have the knowledge, skills and abilities required to perform this function, including knowledge of first aid/CPR, precautions for communicable diseases, suicide prevention, recognition of symptoms of excited delirium and positional

asphyxia and prevention, care for impaired persons and the maintenance and operation of safety equipment.

- Review** 4. Every Chief of Police should, following an escape or in-custody death, review the procedures, processes and practices of the police service for prisoner care and control and report back to the board.

Legislative/Regulatory Requirements

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

Furthermore, section 53(5) of the *Police Services Act* permits the use of special constables by police services to escort and convey persons in custody.

Sample Board Policy

Board Policy # _____

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

- a) establish procedures on prisoner transportation that require compliance by police officers/special constables with the police service's procedures on prisoner care and control;
- b) ensure that police officers/special constables used to escort persons in custody have the knowledge, skills and abilities required to perform this function; and
- c) ensure that appropriate safety equipment is used/available to police officers/special constables performing this function.

Police Service Guidelines

Procedures

1. Every police service's procedures on prisoner transportation should:
 - a) set out the circumstances when at least two police officers/special constables are required for a prisoner escort;
 - b) address issues relating to:
 - i) security, including firearms;
 - ii) transporting young persons;
 - iii) transporting prisoners of the opposite sex;
 - iv) transporting prisoners with physical disabilities; and
 - v) the use of restraints during transportation;
 - c) set out the special precautions and/or additional security measures to be implemented for transporting prisoners who are known or suspected to:
 - i) be violent;
 - ii) be an escape risk;
 - iii) be involved with organized crime or have other known criminal associates in the community;

- iv) be emotionally disturbed;
 - v) have a mental illness;
 - vi) have a developmental disability;
 - vii) be suicidal;
 - viii) have a communicable disease;
 - ix) be at risk of a medical emergency; or
 - x) be under the influence of alcohol/drugs;
- d) require that, when custody of a prisoner is transferred, any person(s), organization or facility receiving custody is provided with the appropriate documentation on the prisoner, and is alerted to any information on the prisoner regarding:
- i) injuries;
 - ii) medication, or whether any medication has been administered;
 - iii) impairment due to alcohol or drugs;
 - iv) potential for suicide, violence or risk of escape; and
 - v) emotional disturbance, any mental illness or developmental disability;
- e) require the maintenance of records concerning a prisoner's transportation;
- f) ensure the provision of meals to prisoners attending court;
- g) address the type of vehicles that should be used for prisoner transportation; and
- h) require police officers/special constables to comply with the police service's procedures on prisoner care and control.

2. Every Chief of Police should ensure that police officers/special constables used to escort persons in custody have the knowledge, skills and abilities required to perform this function, including knowledge of first aid/CPR, precautions for communicable diseases, suicide prevention, recognition of symptoms of excited delirium and positional asphyxia and prevention, care for impaired persons and the maintenance and operation of safety equipment.

- Equipment** 3. Every Chief of Police should ensure that the appropriate safety equipment is used/available to police officers/special constables performing this function, including communications access during transportation.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SEARCH AND SEIZURE		Policy Number: P-046
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-LE011, March 23, 2000	Reporting:	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to establish policies with respect of search of premises and search of persons;

1.5 AND AS Part LE-011 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 search of premises;

1.6 AND AS Part LE-012 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix B, contains guidelines directing the Chief and police service relative to search of persons.

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; 458-2024 2024.04.01 1

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that issues relating to search and seizure are of paramount importance in the investigation and prosecution of criminal offences, and it is therefore the policy of this Board that such issues be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 SEARCH OF THE PREMISES

4.1.1 The Chief shall establish procedures on search of premises that require compliance by Members with the legal, constitutional and caselaw requirements relating to search of the premises and in accordance with Appendix A.

4.2 SEARCH OF PERSONS

4.2.1 The Chief shall establish procedures on search of persons that comply with Appendix A and address:

- (a) the compliance by Members of the Service with the legal, constitutional and caselaw requirements relating to when and how searches of the persons are to be undertaken;
- (b) the circumstances in which an officer may undertake a search of person;
- (c) frisk/field searches;
- (d) strip/complete searches;
- (e) body cavity searches;
- (f) consent searches;
- (g) supervision of searches of persons; and
- (h) the documentation of searches of persons.

4.3 TRAINING

4.3.1 The Chief shall ensure that Members are kept informed of changes in the law relating to search and seizure.

5. IMPLEMENTATION

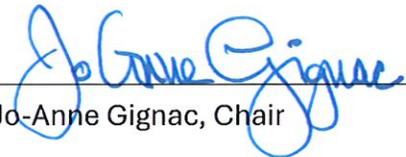
5.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-LE011, March 23, 2000, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

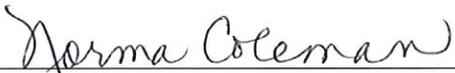
ADOPTED AND PASSED this 20th day of March 2025.

Attachments (2)

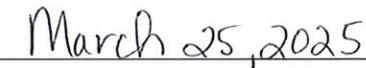
THE WINDSOR POLICE SERVICE BOARD



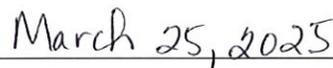
Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

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

Sample Board Policy

Board Policy # _____

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

- a) establish procedures on search of premises that require the compliance by members of the police service with the legal, constitutional and case law requirements relating to the search of premises; and
- b) ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on search of premises should:
 - a) require an officer to comply with legal, constitutional and case law requirements for undertaking a search of premise, as well as for vehicle /conveyance searches and the contents found within;
 - b) address the procedures for:
 - i) obtaining and executing search warrants; and
 - ii) undertaking a consent search;
 - c) provide that an officer shall not use a Coroner's warrant as a means of obtaining evidence in respect to a criminal act;
 - d) require that before conducting a search of a dwelling, the officer in possession of the search warrant will, where practicable and unless safety or operational requirements clearly dictate otherwise, indicate the reason for their attendance and request that the door be opened;
 - e) require that sufficient personnel be deployed to control the search and to provide adequate security;
 - f) require that seized evidence be collected, handled, packaged, marked, recorded, transported and stored in accordance with the police service's procedures for the collection, preservation and control of evidence and property;
 - g) require that all searches be conducted in accordance with the police service's procedures on communicable diseases;

- h) require that the results of any search be fully documented; and
- i) require that the search of a person found within a premise be conducted in accordance with the police service's procedures on the search of the person.

Information 2. Every Chief of Police should ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.

Legislative/Regulatory Requirements

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

Sample Board Policy

Board Policy # _____

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

- a) establish procedures that address:
 - i) the compliance by members of the police service with the legal, constitutional and case law requirements relating to when and how searches of persons are to be undertaken;
 - ii) the circumstances in which an officer may undertake a search of person;
 - iii) frisk/field searches;
 - iv) strip/complete searches;
 - v) body cavity searches;
 - vi) consent searches;
 - vii) the supervision of searches of persons; and
 - viii) the documentation of searches of persons; and
- b) ensure that officers and other members as appropriate are kept informed of changes in the law relating to the search of persons.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on the search of persons should:
 - a) require an officer when undertaking a search of person to comply with legal, constitutional and case law requirements;
 - b) address the circumstances in which an officer may undertake a search of person;
 - c) set out the procedures for undertaking:
 - i) frisk/field searches;
 - ii) strip/complete searches, including:
 - the circumstances under which a strip/complete search may be conducted;
 - the circumstances when a strip/complete search must be reported;
 - the circumstances, if any, where the permission of a supervisor must be obtained before a strip/complete search is conducted;
 - a requirement against conducting a strip/complete search while any person is present who is not a member of a police service, or whose attendance is



- not appropriate or required in the circumstances, unless safety requirements dictate otherwise;
 - that a search be conducted by a member of the same gender as the person to be searched, unless safety requirements dictate otherwise;
 - that a search be conducted in a place in which the privacy of the person can be reasonably assured, unless safety requirements dictate otherwise;
 - that the person be encouraged to remove their own clothing, unless safety requirements or destruction of evidence issues dictate otherwise; and
 - that the search be conducted in a manner which avoids unnecessary body contact;
- iii) body cavity searches, including:
- that such searches be conducted in private by a qualified medical practitioner and other medical staff as required, and in the presence of a member of the police service of the same gender as the person to be searched; and
 - operational responsibility for authorizing such a search; and
- iv) consent searches;
- d) address the search of a young person and a person with a disability which affects communication or comprehension; and
- e) require that the results of all searches be documented.

Information 2. Every Chief of Police should ensure that the members who may perform search of persons are kept informed of changes in the law with respect to the search of persons.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: Crime, Call and Public Disorder Analysis		Policy Number: P-047
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-LE003, August 7, 2024 and January 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

1.3 AND AS subsection 5 (1) 2 ii of O. Reg. 392/23: Adequate and Effective Policing (General) requires the police service to have a crime analysis, call analysis and public disorder analysis capacity;

1.4 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA that the Chief of Police establish procedures and processes in respect of crime, call and public disorder analysis;

1.5 AND AS subsection 38 (1) (g) of the CSPA and subsection 24 (1) of O. Reg. 392/23: Adequate and Effective Policing (General) require that a Chief of Police and a police service have a policy and procedure respecting the publication of crime analysis, call analysis and public disorder analysis data, and of information on crime trends;

1.6 AND AS Part LE-003 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 crime, call and public disorder analysis;

1.7 AND AS crime, call and public disorder analysis is an essential function of every law enforcement agency.

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 Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that crime, call and public disorder analysis form an important part of investigative and preventative policing, and it is therefore the policy of this Board that such information be collected, collated, analyzed and disseminated in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall establish written procedures for the collection, collation, analysis and dissemination of crime, call and public disorder data in accordance with Appendix A and subsection 24 (1) of O. Reg. 392/23: Adequate and Effective Policing (General).

4.2 TRAINING

4.2.1 The Chief shall ensure that Members involved in the collection, collation, analysis, and dissemination of crime, call and public disorder data have the requisite knowledge, skills and abilities to perform these functions.

4.3 EQUIPMENT

4.3.1 The Chief shall recommend that sufficient funding be included in the Board budget to ensure that the police service has the equipment necessary for the collection, collation, analysis and dissemination of crime, call and public disorder data.

4.4 USE OF CRIME ANALYSIS

4.4.1 The Chief shall ensure that crime analysis is used by Members to identify areas or issues requiring directed patrol, target enforcement, problem oriented or community based crime prevention initiatives.

4.5 SHARING OF DATA

4.5.1 The Chief shall ensure that the procedures referred to in section 4.1 above include a process to be used for sharing relevant crime, call and public disorder analysis with municipal councils and officials, school boards, community organizations and groups, businesses and members of the public.

5. REPORT TO THE BOARD

5.1 Chief shall make a written report to the Board each year in respect of crime, call and public disorder analysis. The report shall include:

- (a) a summary of the written procedures concerning crime, call and public disorder analysis;
- (b) confirmation of Service compliance with the said procedures;
- (c) an indication of the resources used, and costs associated with crime analysis;
- (d) the criteria and process to be used for sharing relevant crime, call and public disorder analysis with municipal councils and officials, school boards, community organizations and groups, businesses and members of the public; and
- (e) a summary of crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR:LE003 , August 7, 2024 and January 27, 2000, and all other Policies, sections of Policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20 day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair

March 25, 2025

Date



Norma Coleman, Administrative Director

March 25, 2025

Date

Legislative/Regulatory Requirements

Section 5(1)(c) of the Adequacy Standards Regulation requires a police service to have a crime analysis, call analysis and public disorder analysis capacity. Section 5(4) allows a police service to provide crime, call and public disorder analysis by contracting with another police service, or entering into arrangements to perform these services on a combined, regional or cooperative basis.

In addition, under section 7 of the regulation a police service may obtain the services of a crime analysis specialist who is not a member of a police service to assist with crime, call and public disorder analysis, subject to that individual being under the direction of a member of a police service.

Section 29 requires a police services board to have a policy on crime, call and public disorder analysis. Also, section 13(1)(d) requires the Chief of Police to establish procedures and processes in respect of crime, call, and public disorder analysis.

Furthermore, section 13(2) requires a board to have a policy that addresses the sharing of crime, call and public disorder analysis and information on crime trends with its municipal council, school boards, community organizations and groups, businesses and members of the public in the municipality it serves.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to crime, call and public disorder analysis that:

- a) crime, call and public disorder analysis will be provided by (identify service delivery method);
- b) the Chief of Police will:
 - i) establish systems and procedures for the collection, collation, analysis and dissemination of crime, call, and public disorder data;
 - ii) ensure, if the police service uses its own members to perform crime, call and public disorder analysis, and persons who assist, that they have the knowledge, skills and abilities to perform the functions, and have the necessary equipment;
 - iii) promote the use of crime analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented or community-based crime prevention initiatives;
 - iv) report back to the board on the criteria and process to be used for sharing relevant crime, call and public disorder analysis with municipal council and



- officials, school boards, community organizations and groups, businesses and members of the public; and
- v) provide information in the annual report on crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis.

Police Service Guidelines

Systems

1. Every Chief of Police should ensure that a crime analysis system is implemented that will assist in identifying, at minimum:
 - a) patterns of crime;
 - b) linked offences;
 - c) high crime or high occurrence places/areas and times;
 - d) methods of offending;
 - e) prolific criminal offenders and organizations who are active in the community;
 - f) type of individuals, businesses or property that may be at risk; and
 - g) repeat victimization.
2. Every Chief of Police should ensure that a call analysis system is implemented that will assist in analyzing calls-for-service data, including identifying repeat calls for service to the same address.
3. Every Chief of Police should ensure that a public disorder analysis system is implemented that will assist in identifying geographic locations that are perceived to be unsafe or disorderly, including geographic locations where there are high occurrences of:
 - a) vandalism and graffiti;
 - b) street prostitution, drug-dealing, loitering, aggressive solicitation, public drunkenness; and
 - c) unruly crowds.

Procedures

4. Every police service's procedures on crime, call and public disorder analysis should:
 - a) if the police service uses its own members, designate one or more positions in the police service that are responsible for:
 - i) overseeing the crime, call, and public disorder analysis functions;
 - ii) staying current on emerging trends and new techniques for analysis; and
 - iii) ensuring that the members performing these functions have the necessary knowledge, skills, abilities and equipment;
 - b) address the dissemination of crime, call and public disorder analysis within the police service and with other law enforcement agencies;

- c) require supervisors to use crime analysis for identifying areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing or community-based crime prevention initiatives;
- d) set out the criteria and process to be used for sharing relevant crime, call and public disorder analysis with municipal council and officials, school boards, community organizations and groups, businesses and members of the public; and
- e) address the storage and retention of crime, call and public disorder analysis.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SEX OFFENDER REGISTRY		Policy Number: P-048
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AE-LE046, June 21, 2012; October 26, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

1.3 AND AS the Ministry of the Solicitor General requires a Police Service Board to have a policy with respect to the Ontario Sex Offender Registry for the purpose of crime prevention or law enforcement and disclosures of personal information under the CSPA;

1.4 AND AS Part LE-046 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 Ontario Sex Offender Registry;

1.5 AND AS the Act known as Christopher's Law (Sex Offender Registry), 2000, S.O. 2000, chapter 1, as amended (Christopher's Law) sets out the responsibilities of police services in relation to sex offenders in the province of Ontario and requires, among other obligations, a sex offender, as defined in the Act, to report in person to the police service for the purposes of identification and registration and each police service is required to submit offender information to the Ministry of Solicitor General for inclusion in the Ontario Sex Offender Registry.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the importance of maintaining current information to facilitate timely and effective police investigations into sex-related occurrences and it is therefore the policy of the Board that the designation and maintenance of registration sites be conducted in accordance with the procedure set out by the Chief of Police as established in accordance with this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall designate and maintain a registration site(s).

4.1.2 The Chief shall establish written procedures and processes on the use of the Ontario Sex Offender Registry that are consistent with the requirements of Christopher’s Law, as amended.

4.1.3 The Chief shall establish written procedures and processes consistent with the requirements legislated by the federal Sex Offender Information Registration Act; SC 2004 c 10, as amended;

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

4.2 REGISTRATION SITE

4.2.1 The Chief shall designate and maintain a registration site(s), within the area where it provides police services, at which offenders may present themselves for the purposes described by the regulation.

4.3 TRAINING

4.3.1 The Chief shall ensure that appropriate members receive training on the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them for the purposes of managing the sex offenders in their jurisdiction.

4.3.2 The Chief shall ensure that appropriate members receive training from the Ontario Sex Offender Registry with respect to the federal legislation (Sex Offender Information Registration Act) for the purposes of managing the sex offenders in their jurisdiction.

4.4 EQUIPMENT

4.4.1 The Chief shall ensure that member involved with the Ontario Sex Offender Registry have available and use appropriate tools and equipment in performing this function.

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

5. REPORT TO THE BOARD

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

(a) A summary of the written procedures regarding the Ontario Sex Offender Registry;

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

(c) Confirmation that members have been trained with respect to the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them, and with respect to the federal legislation for the purposes of managing the sex offenders in their jurisdiction.

6. IMPLEMENTATION

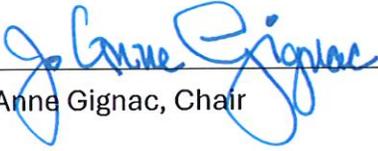
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-LE046; October 10, 2006, and all other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director

March 25, 2025

Date

March 25, 2025

Date

Legislative/Regulatory Requirements

The Act known as *Christopher's Law (Sex Offender Registry), 2000* sets out the responsibilities of police services in relation to sex offenders in the province of Ontario. Among other obligations, the Act requires a sex offender, as defined in the Act, to report in person to the police service for the purposes of identification and registration. Each police service is required to submit offender information to the Ministry of Community Safety and Correctional Services (Ministry) for inclusion in the Ontario Sex Offender Registry (OSOR).

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to the Ontario Sex Offender Registry that the Chief of Police will:

- a) designate and maintain a registration site(s);
- b) establish procedures and processes consistent with the requirements of *Christopher's Law (Sex Offender Registry), 2000*;
- c) establish procedures and processes consistent with the requirements legislated by the federal *Sex Offender Information Registration Act*;
- d) ensure that appropriate members receive training on the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them; and
- e) ensure that appropriate members receive training on both the provincial and federal Sex Offender legislative requirements.

Police Service Guidelines

Registration Site

1. Every Chief of Police shall designate and maintain a registration site(s), within the area where it provides police services, at which an offender may present himself or herself for the purpose of:
 - a) providing police with satisfactory proof of his or her:
 - i) identity;
 - ii) name(s);
 - iii) date of birth;
 - iv) addresses;
 - v) other information that may be prescribed by regulation; and
 - b) where applicable, provide police with proof of a pardon.

Legislative Requirements

2. Every police service shall:
 - a) make reasonable efforts to ensure that the police service provides written notice of the obligation to register (Ministry Form 5, Notification of Duty to Register) to

- every person charged by the police service with a sex offence as defined by the Act at the time of the charge;
- b) require the recording of the information provided by the offender as set out in section 1 above;
 - c) require satisfactory proof from the offender that the information provided by the offender is correct;
 - d) require the submission of information provided by the offender, upon satisfaction that the information is correct, to the Ministry in the manner approved by the Ministry;
 - e) ensure the accessibility of the Ontario Sex Offender Registry at all times by authorized members;
 - f) ensure the disclosure of, and access to, information contained in the Ontario Sex Offender Registry in accordance with *Christopher's Law (Sex Offender Registry), 2000*;
 - g) collect and submit additional information as prescribed by regulation;
 - h) make reasonable efforts to verify an offender's address, as provided to the police force by the offender, at least once after the offender last presented himself or herself to the police force.

- Procedures**
3. Every police service's procedures should:
 - a) identify designated staff position(s) with overall responsibility for the Ontario Sex Offender Registry, and legislative requirements of the federal *Sex Offender Information Registration Act*;
 - b) address the role and responsibilities of:
 - i) the registrar, including recording and submitting information provided by the offender, upon satisfaction that the information is correct, to the Ministry in the approved manner; and
 - ii) supervisors, investigators, police officers, communications operators/dispatchers and other members as appropriate;
 - c) address the security of the information collected for the Ontario and federal Sex Offender Registries, in accordance with the police service's procedures on the management of police records;
 - d) address the access authorization to the Ontario Sex Offender Registry by registrars, supervisors, investigators, police officers, communications operators/dispatchers and other members as appropriate;
 - e) set out the days and times when offenders may present themselves for the purpose of providing information;
 - f) address the mechanisms for tracking sex offenders, as defined by the Act, residing in the police service's jurisdiction;
 - g) set out the steps for initiating investigations and apprehensions of non-compliant offenders, including policies on the procedures for obtaining warrants;
 - h) set out the steps for accessing, recording, verifying and updating sex offender information, including the steps for:

- i) accessing offender information;
- ii) recording information obtained from the offender;
- iii) obtaining additional information on the offender (e.g., CPIC);
- iv) verifying information provided by the offender (i.e., name, date of birth);
- v) updating offender information, including status;
- vi) submitting offender information to the Ministry in an approved manner;
- i) ensure the entry of offenders on the Special Interest Police (SIP) category of CPIC in accordance with CPIC policy;
- j) address the use by supervisors of information obtained from the Ontario Sex Offender Registry for the purpose of crime prevention or law enforcement;
- k) require that appropriate information from the Ontario Sex Offender Registry be shared with patrol officers;
- l) address the sharing of information from the Ontario Sex Offender Registry with other police services in or outside of Canada and other relevant law enforcement agencies, where appropriate; and
- m) address the disclosure of personal information under section 41(1.1) of the *Police Services Act*.

Training 4. (1) Every Chief of Police should ensure that appropriate members receive training with respect to the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them.

(2) Every Chief of Police should ensure that appropriate members receive training from the Ontario Sex Offender Registry with respect to the federal legislation (*Sex Offender Information Registration Act*) for the purposes of managing the sex offenders in their jurisdiction.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: MISSING PERSONS		Policy Number: P-049
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-LE026, January 23, 2014; April 27, 2000; AR-ER007, August 10, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief of Police to establish procedures and processes for undertaking and managing investigations into missing persons;

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 objective sand priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief of Police to develop procedures on ground searches and promote through partnerships with other emergency providers and volunteer groups the co-ordination of ground searches;

1.6 AND AS the Board has deemed it appropriate that it establish a policy on investigations into missing persons;

1.7 AND AS Parts LE-026 and ER-007 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 managing investigations into missing persons and respecting ground searches for lost or missing persons;

1.8 AND AS the Missing Persons Act, 2018, (O. Reg. 182/19) was enacted on July 1, 2019 to assist Members of a Police Service when responding to missing persons occurrences;

1.9 AND AS Section 5 of O. Reg. 182/19, made under the Missing Persons Act, 2018, provides operational clarity about the requirements regarding urgent demands for records;

1.10 AND AS Section 8 of O. Reg. 182/19, made under the Missing Persons Act, 2018, requires the Chief of Police to report annually on the use of urgent demands for records by Members of the Police Service and the date by which the Board is required to make the annual report available to the public.

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;

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

2.5 “Missing Persons Act” includes O. Reg. 182/19 made under the Missing Persons Act, 2018;

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that matters of missing persons are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted 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 TO BE FOLLOWED WHEN INVESTIGATING A "MISSING PERSON" INCIDENT

4.1.1 The Chief shall develop and maintain procedures that set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers, and elder and vulnerable adults.

4.1.2 The Chief shall ensure that the procedures referred to in Section 4.1.1 above include a mechanism for investigative follow-up on outstanding missing person cases.

4.1.3 The Chief shall establish procedures and processes to recognize and deal with the circumstances where there is the possibility of foul play and comply with the Ministry's designated Ontario Major Case Management Manual.

4.1.4 The Chief shall ensure that an AMBER Alert activation is considered in all missing children investigations and Major Case Management is implemented in all cases involving AMBER Alert activation.

4.2 GROUND SEARCH

4.2.1 The Chief shall develop procedures on ground search for lost or missing persons.

4.2.2 The Chief shall promote, through partnerships with other emergency service providers and volunteer groups the co-ordination of ground search services in the City of Windsor.

4.3 TRAINING

4.3.1 The Chief shall ensure that search coordinators and team leaders involved in investigating a missing person incident and/or ground search incident have the requisite knowledge, skills, and abilities.

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

4.4 NUMBER OF URGENT DEMANDS

4.4.1 The Chief shall ensure that officers who make an urgent demand for records do so in accordance with Section 5 of the Missing Persons Act, 2018.

5. REPORT TO THE BOARD

5.1 ANNUAL REPORTING REQUIREMENTS The Chief shall make a written report to the Board on or before April 1st of each year. The report shall include:

(a) A summary of the written procedures concerning investigations into missing persons and ground searches for lost or missing persons;

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

(c) Under Section 8 of the Missing Persons Act, 2018 the Service is to report annually on the use of urgent demands for records by members of the Service, this includes:

(i) The total number of urgent demands made that year and the number of missing persons investigations to which they related; and,

(ii) A description of the types of records specified in the urgent demands for records made in that year; and,

(iii) The total number of times that different types of records listed in subsection 4 (2) of the Missing Persons Act were specified in the urgent demands made in that year; and if applicable, a description of any types of records not listed in subsection 4 (2) of the Missing Persons Act;

(d) The Annual Report must be provided to the Board by April 1st in a format approved by the Minister and made available to the public on the Police Service website by June 1st of the year it is received

(e) A copy of the Annual Report must be filed with the Ministry including the lead contact information of the Service.

6. IMPLEMENTATION

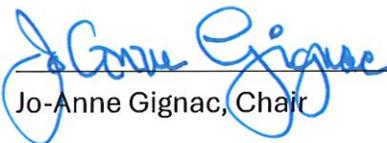
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number: AR-LE026, January 23, 2014, April 27, 2000; AR-ER007, August 10, 2000, and any other or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachments (2)

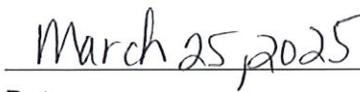
THE WINDSOR POLICE SERVICE BOARD



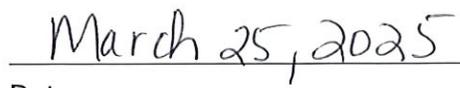
Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy and Effectiveness of Police Services Regulation requires a police services board to have a policy on investigations into missing persons.

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

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain procedures that:

- a) set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers and elder and vulnerable adults;
- b) ensure investigative follow-up on outstanding cases; and
- c) where circumstances indicate a strong possibility of foul play, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.
- d) ensure an AMBER Alert activation is considered in all missing children investigations, and Major Case Management is implemented in all cases involving AMBER Alert activation.

Police Service Guidelines

- Procedures**
1. Every police service's procedures should:
 - a) require that investigations be undertaken or managed in accordance with the police service's criminal investigation management plan;
 - b) require that, when information is received that a person is missing, a report be taken and an investigation undertaken to establish the missing person's identity, physical description, any medical condition, emotional disturbance, mental illness or developmental disability, and circumstances surrounding the disappearance;
 - c) require that appropriate information be entered on CPIC upon verification of the report;
 - d) require that interviews with the reporting individual(s) and associates of a missing person be conducted as soon as practicable;

- e) set out the steps to be followed for situations involving:
 - i) a report that a missing person from another jurisdiction was last seen in the police service's jurisdiction; and
 - ii) a report that a missing person from the police service's jurisdiction was last seen in another jurisdiction;
- f) set out the steps for collecting information to assist in the identification of a missing person, including any photographs, media reports, dental records, fingerprints and DNA samples;
- g) require that any evidence be collected, preserved and secured in accordance with the police service's procedures for the collection, preservation and control of evidence and property;
- h) set out the steps to be followed in situations in which a missing person is a:
 - i) child;
 - ii) teenager; or
 - iii) elder or vulnerable adult, including liaising with the person's caregivers;
- i) require officers to also follow the police service's procedures on parental and non-parental abductions;
- j) require that officers liaise with voluntary or community agencies that are involved in locating missing children, teenagers and adults;
- k) require that any searches undertaken during a missing persons investigation be supervised by a trained search co-ordinator and conducted in accordance with the police service's procedures on ground search for lost or missing persons;
- l) address the steps to be followed during investigative follow-up when a missing person is not located, including the mandatory retention of the complete file, which includes the original and subsequent reports, photos, media reports, missing person identifiers and CPIC messages;
- m) where circumstances indicate a strong possibility of foul play, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.
- n) consider AMBER Alert activation in all missing children investigations;
 - Before an Alert is initiated, these guidelines must be met:
 1. Law enforcement agency believes a child under 18 years of age has been abducted;
 2. Law enforcement agency believes the child is in danger;
 3. There is descriptive information about one or more of the following:
 - Child
 - Abductor
 - Vehicleto believe an immediate broadcast alert will help in locating the child.
- o) require Major Case Management be implemented in all cases involving AMBER Alert activation.

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on ground search.

Section 27(a) requires the Chief of Police to develop procedures on ground search. In addition, section 27(b) requires the Chief of Police to promote through partnerships with other emergency service providers and volunteer groups the coordination of ground search services in the municipality served by the police service.

For the purposes of this guideline ground search means ground search for lost or missing persons.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to ground search for lost or missing persons that the Chief of Police will:

- a) promote, through partnerships with other emergency service providers and volunteer groups, the coordination of ground search services in the jurisdiction served by the police service;
- b) develop procedures on ground search for lost or missing persons; and
- c) ensure that search coordinators and team leaders have the knowledge, skills and abilities required to perform these functions.

Police Service Guidelines

Coordination of Ground Search

1. Every Chief of Police will promote, through partnerships with other emergency service providers and trained volunteer groups, the coordination of ground search services in the jurisdiction served by the police service.

Procedures

2. Every police service's procedures on ground search for lost or missing persons should:
 - a) require the designation of a trained member to coordinate search efforts in an area, with responsibility for:
 - i) selecting trained members to lead and direct small teams of searchers;
 - ii) consulting with the Ontario Provincial Police (OPP) when local resources are determined insufficient to conduct the required ground search operation;



- iii) requesting the assistance of Emergency Measures Ontario (EMO), where required;
 - iv) requesting the assistance of trained volunteers or volunteer groups, where required;
 - v) coordinating information and actions between the police service, other police services, other emergency service providers, government agencies, municipal officials, volunteer groups and the family of the lost or missing person; and
 - vi) advising assisting agencies of the decision to terminate a search;
- b) where volunteers from the community, who are not part of an organized volunteer search and rescue group, are utilized in a ground search operation, require that the search coordinator ensure that each volunteer is:
- i) registered by name and address;
 - ii) properly dressed and equipped in accordance with environmental conditions;
 - iii) assigned to an area of search according to that person's capabilities; and
 - iv) supervised to the extent reasonable and practicable, to avoid injury and damage to property;
- c) require officers to follow the police service's procedures on missing persons;
- d) where a ground search operation involves a major case, require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
- e) set out the process for obtaining the assistance of canine tracking investigative support;
- f) where federal operational assistance/humanitarian aid is needed to assist with a ground search operation, require that notification be made to the OPP to contact the Federal Government directly, including notifying EMO, where appropriate; and
- g) require the provision of assistance to victims and victims' families, in accordance with the police service's procedures on victims' assistance.

Training

3. Every Chief of Police should ensure that search coordinators and team leaders have the knowledge skills and abilities to perform these functions.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SAFE STORAGE OF POLICE FIREARMS		Policy Number: P-050
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-AI009, October 26, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

1.3 AND AS Section 117 of the Firearms Act, S.C. 1995, c.39 sets out the requirements relating to the safe storage and transfer of firearms for both individual owners and public agents, including police officers;

1.4 AND AS Section 3 (1) of the Public Agents Firearms Regulations requires that a public agent shall store firearms when not in use in a container, receptacle, vault, safe or room that is kept securely locked and that is constructed so that it cannot be easily broken open or into;

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

1.6 AND AS O. Reg. 391/23: Use of Force and Weapons prescribes requirements for firearms training;

1.7 AND AS the Board has deemed it appropriate that it establish a policy with respect to the safe storage of police service firearms;

1.8 AND AS Part AI-009 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 safe storage of police service firearms.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes the importance of the safe storage of police service firearms, and it is therefore the policy of this Board that such storage of firearms be established and maintained in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop procedures and processes relating to the safe storage of police service firearms in accordance with Section 117 of the Firearms Act, Section 3 (1) of the Public Agents Firearms Regulations and Appendix A.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members receive the appropriate training in relation to firearms safety as required by the Adequacy Regulation, Section 117 of the Firearms Act, Section 3(1) of the Public Agents Firearms Regulations and Appendix A, and that Members have the requisite knowledge, skills, and abilities to perform this function.

5. REPORT TO THE BOARD

5.1 REPORTING REQUIREMENTS – EXCEPTION BASED REPORTING

5.1.1 The Chief shall make a written report to the Board immediately following any incidents involving the discharge of a firearm:

- (a) when a member of the police service, accidentally discharges a firearm during the ordinary firearm maintenance in accordance with the rules of the police service;
- (b) there has been property damage;
- (c) there has been a personal injury or death;
- (d) the procedures with respect to firearms safety were not followed; and
- (e) in any other circumstance where, in the opinion of the Chief, there is significant issue or potential liability to the Board or the Service.

5.2 ANNUAL REPORTING REQUIREMENTS

5.2.1 The Chief shall make a yearly written report to the Board with respect to the safe storage of police service firearms. The report shall contain:

- (a) a summary of the written procedures relating to the safe storage of police service firearms;
- (b) the status of Service compliance with the said procedures; and
- (c) confirmation that Members have been trained in accordance with Section 4.2.

6. IMPLEMENTATION

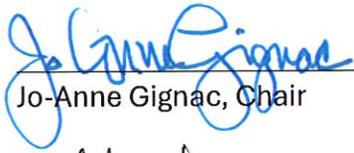
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-AI009, October 26, 2006, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

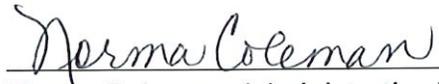
THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair

March 25, 2025

Date



Norma Coleman, Administrative Director

March 25, 2025

Date

Legislative/Regulatory Requirements

Section 117 of the *Firearms Act* provides the legislative authority for the regulations made under the *Firearms Act*. These regulations set out stringent requirements relating to the safe storage and transfer of firearms for both individual owners and public agents, including police officers.

Section 3 (1) of the *Public Agents Firearms Regulations* requires that a public agent shall store firearms when not in use in a container, receptacle, vault, safe or room that is kept securely locked and that is constructed so that it cannot easily be broken open or into.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to the safe storage of police service firearms that the Chief of Police will establish procedures that are consistent with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*.

Police Service Guidelines

Procedures

1. Every police service's procedures on the safe storage of firearms should:
 - a) require that unloading stations be available in police facilities;
 - b) require that the security measures for police firearms are consistent with the requirements set out in the *Firearms Act* and the *Public Agents Firearms Regulations*;
 - c) require that police officers do not store their service firearms in their private residence, or location other than a police facility, except where permitted by written policy of the police service, or specific written order of the Chief of Police or designate; and
 - d) require that when a police officer's service firearm is stored in a dwelling house it be stored in accordance with the requirements of the *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations*, including the following:
 - i) the firearm be unloaded;
 - ii) the firearm be:
 - rendered inoperable by means of a secure locking device; and
 - the firearm be stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open or into; and

- iii) the stored firearm not be readily accessible to ammunition, unless the ammunition is stored, together with or separately from the firearm, in a container or receptacle that is kept securely locked and that is constructed so that it cannot readily be broken open or into.



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: EXPLOSIVES FORCED ENTRY AND EXPLOSIVE DISPOSAL		Policy Number: P-051
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-ER006, June 28, 2001	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

1.3 AND AS Sections 37 and 39 of O. Reg. 87/24: Training prescribes training requirements for police officers whose duties include explosive forced entry or explosive disposal;

1.4 AND AS subsection 8 (2) of O. Reg. 392/23: Adequate and Effective Policing (General) (“the Adequacy Regulation”) prescribes equipment and resources to be provided to police officers whose duties include explosive forced entry or explosive disposal;

1.5 AND AS Section 10 (1) of the Adequacy Regulation requires the Chief of Police to establish procedures on explosive forced entry and explosive disposal;

1.6 AND AS Section 9 (1) of the Adequacy Regulation requires a Police Service to provide, within a reasonable time, the services of, inter alia, explosive disposal;

1.7 AND AS Part ER-006 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Police Service relative to explosives.

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 the services of police explosive forced entry technicians and police explosive disposal technicians are a required part of policing, and it is therefore the policy of this Board that this service 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 EXPLOSIVE FORCED ENTRY AND EXPLOSIVE DISPOSAL

4.1.1 The Chief shall ensure that the Service will provide, within a reasonable response time, access to the services of police explosive forced entry technician and police explosive disposal technician.

4.1.2 The Chief shall ensure that the services of police explosive forced entry technician and a police explosive disposal technician will be available 24 hours a day.

4.2 PROCEDURES

4.2.1 The Chief shall set out the circumstances when police forced entry explosives and explosive disposal services will be deployed.

4.2.2 The Chief shall develop procedures, in accordance with Appendix A, for the initial response to occurrences involving found or suspected explosives.

4.3 MANUAL

4.3.1 The Chief shall develop and maintain a Manual, in accordance with Appendix A and subsection 10 (1) 6 of the CSPA, setting out procedures regarding the use of

police forced entry explosives and explosive disposal services that is available to each Member providing this service.

4.3.2 The Chief shall ensure that the Manual referred to in section 4.3.1 is reviewed on an annual basis and amended as required.

4.4 MEMBERSHIP AND TRAINING

4.4.1 The Chief shall establish a selection process for forced entry explosive technicians and explosive disposal technicians, ensuring that Members who provide this service meet the requirements of Sections 37 and 39 of O. Reg. 87/24: Training.

4.4.2 The Chief shall ensure that Members who provide the services of forced entry or explosive disposal have the requisite knowledge, skills and receive training on an ongoing basis.

4.5 EQUIPMENT

4.5.1 The Chief shall ensure that appropriate equipment and resources as prescribed by subsection 8 (2) the Adequacy Regulation are provided to Members providing explosive forced entry or explosive disposal services.

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 explosive forced entry and disposal. 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 explosive forced entry and explosive disposal;
- (d) confirmation of training in accordance with section 4.4 above;
- (e) confirmation that required equipment and resources have been provided to Members who perform explosive forced entry and explosive disposal services in accordance with section 4.5 above; and
- (f) a summary of the circumstances in which forced entry and explosive disposal services have been deployed.

6. IMPLEMENTATION

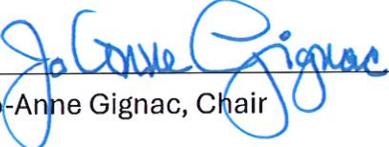
6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-ER006, June 28, 2001 and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair

March 25, 2025

Date



Norma Coleman, Administrative Director

March 25, 2025

Date

Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a police service to provide, within a reasonable response time, the services of police explosive forced entry technicians and explosive disposal technicians.

Section 21(2) of the regulation allows a police service to deliver the services of police explosive forced entry technicians or explosive disposal technicians by contracting with another police service, or entering into arrangements to provide these services on a combined, regional or cooperative basis.

Furthermore, section 21(4) allows a police service to enter into an agreement with the Canadian Armed Forces or another organization to provide explosive disposal technicians. In situations where the police service enters into an agreement with another organization to provide explosive disposal services, the explosive disposal technician must work under the direction of a member of the police service.

Section 29 of the regulation requires a police services board to have a policy on the services of police explosive forced entry technicians and explosive disposal technicians. In addition, section 25 requires the Chief of Police to establish procedures on the services of police explosive forced entry technicians and explosive disposal technicians which:

- set out the circumstances in which police explosive forced entry technicians and explosive disposal technicians will be deployed;
- require that, if the police service has its own police explosive forced entry technicians and explosive disposal technicians, the police service's procedures on these services are contained in a manual that is available to all members providing these services; and
- ensure that a person who is a police explosive forced entry technician or explosive disposal technician has the knowledge, skills and abilities to provide the specific service.

Note: It is the Ministry's position that, except in exceptional circumstances, the safe detonation, removal and disposal of improvised explosive devices should be undertaken by members of police services.

Sample Board Policy

Board Policy # _____

**Contracted
Delivery**

It is the policy of the _____ Police Services Board with respect to the services of police forced entry explosive technicians and explosive disposal technicians that:

- a) this Board will contract with _____ Police Services Board/OPP to provide the services of police forced entry explosive technicians, available 24 hours a day and within a reasonable response time;
- b) this Board will contract with (identify service provider) to provide the services of explosive disposal technicians, available 24 hours a day, within a reasonable response time; and
- c) the Chief of Police will, in consultation with the agencies providing the services, establish procedures that set out the circumstances in which the services will be deployed, including the steps for obtaining the services and the reporting relationships.

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

It is the policy of the _____ Police Services Board with respect to the services of police forced entry explosive technicians and explosive disposal technicians that:

- a) the police service will provide the services of police forced entry explosive technicians and explosive disposal technicians by (identify service delivery method - using its own members, or by entering into an agreement for a combined, regional or cooperative delivery);
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the Chief of Police will set out the circumstances when police forced entry explosives and explosive disposal services will be deployed; and
- d) the Chief of Police will:
 - i) develop procedures for the initial response to occurrences involving found or suspected explosives;
 - ii) develop and maintain a manual on the use of police forced entry explosives and explosives disposal services that is available to each member providing that service;
 - iii) develop a selection process to ensure that members who provide these services have the knowledge, skills and abilities required to deliver these services effectively and safely;
 - iv) ensure the ongoing training of members providing these services; and
 - v) ensure that appropriate equipment is used/available to members providing these services.

Police Service Guidelines

- Procedures** 1. Every police service's procedures should address:
- a) the initial response to occurrences involving found or suspected explosives;
 - b) the circumstances when police forced entry explosives and explosive disposal services should be deployed; and
 - c) the operational responsibility for authorizing the use of police forced entry explosives and explosive disposal services.
- Manual** 2. Where a police service provides police forced entry explosive services or explosive disposal services using its own members, a manual shall be developed, maintained and made available to the members providing that service, that addresses:
- a) mandate, functions and members' responsibilities;
 - b) call-out procedures;
 - c) command and control;
 - d) reporting relationships;
 - e) operational procedures and training;
 - f) provision and use of equipment;
 - g) the selection process to ensure that members who provide these services have the knowledge, skills and abilities required to deliver these services effectively and safely;
 - h) debriefing process; and
 - i) the recording and reporting of incidents involving police forced entry explosives and explosive disposal services.
- Equipment** 3. Where a police service provides police forced entry explosive services or explosive disposal services using its own members, the Chief of Police should ensure that appropriate equipment is used/available to members providing these services.
- Training** 4. Where a police service provides police forced entry explosive services or explosive disposal services using its own members, the Chief of Police should ensure the ongoing training of members providing these services.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: MAJOR INCIDENT COMMAND		Policy Number: P-052
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: March 20, 2025
Repeals: Number: AR-ER004, January 24, 2013; April 26, 2001	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: March 2028

1. PREAMBLE

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

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

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

1.4 AND AS subsections 9 (1) and 11 (1) of the Adequacy Regulation and subsection 5 (2) of Schedule 1 to the Adequacy Regulation prescribes standards for adequacy and effectiveness of police services, including the functions of Incident Commanders;

1.5 AND AS the Board has deemed it appropriate that it establish a policy with respect to access to the deployment and functions of Major Incident Commanders;

1.6 AND AS subsection 10 (1) of the Adequacy Regulation requires the Chief of Police to establish procedures that set out circumstances in which Major Incident Commanders will be deployed;

1.7 AND AS Part ER-004 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 Major Incident Command.

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 Major Incident Command is an important part of policing, and it is therefore the policy of this Board that the deployment of Major Incident Commanders be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this By-law, the Adequacy Regulation and Appendix A.

4. PROVISION OF MAJOR INCIDENT COMMAND

4.1 The Service will provide, within a reasonable response time, access to the services of Major Incident Commanders.

4.2 The services of Major Incident Commanders will be available 24 hours a day.

5. DIRECTION TO THE CHIEF

5.1 PROCEDURES

5.1.1 The Chief will develop written procedures in accordance with the Adequacy Regulation and Appendix “A” that set out the circumstances in which a Major Incident Commander is to be deployed.

5.2 MANUAL

5.2.1 The Chief shall develop and maintain a Manual, in accordance with the Adequacy Regulation and Appendix A, on Major Incident Command 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 Major Incident Commanders, ensuring that Major Incident Commanders who provide the service meet the requirements of the Adequacy Regulation.

5.3.2 The Chief shall ensure that Members who provide services of Major Incident Command have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

5.4 EQUIPMENT

5.4.1 The Chief shall ensure that appropriate equipment and resources, in accordance with subsection 5(2) of Schedule 1 to the Adequacy Regulation and the Ministry's designated equipment and facilities list, are used/available to Members providing Major Incident Command.

6 REPORT TO THE BOARD

6.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of major incident command. 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 Major Incident Command; and
- (d) a summary of the circumstances in which Major Incident Commanders have been deployed.

7. IMPLEMENTATION

7.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-ER004, January 24, 2013; April 26, 2001 and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective March 20, 2025.

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

ADOPTED AND PASSED this 20th day of March 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair

March 25, 2025

Date



Norma Coleman, Administrative Director

March 25, 2025

Date

Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a police service to provide within a reasonable response time access to the services of one or more major incident commanders.

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

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

Furthermore, section 29 requires a board to have a policy concerning the deployment of major incident commanders. Also, section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which major incident commanders will be deployed.

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

Sample Board Policy

Board Policy # _____

Contracted Delivery

It is the policy of the _____ Police Services Board with respect to major incident command services that:

- a) this Board will contract with _____ Police Services Board/OPP to provide the services of a major incident commander, available 24 hours a day and within a reasonable response time; and
- b) the Chief of Police will, in consultation with the police service providing the service, establish procedures that set out the circumstances, in which the service will be deployed, including the steps for obtaining the service and the reporting relationships.

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

It is the policy of the _____ Police Services Board with respect to major incident command services that:

- a) the police service will provide the services of a major incident commander by (identify service delivery method - using its own members, or by entering into an agreement for a combined, regional or cooperative delivery);
- b) the services will be available 24 hours a day and within a reasonable response time; and
- c) the Chief of Police will:
 - i) develop procedures that address the circumstances in which a major incident commander is to be deployed;
 - ii) develop and maintain a manual on major incident command that is available to each member providing this service;
 - iii) establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - iv) ensure the ongoing training of members who provide this service; and
 - v) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members who provide this service.

Police Service Guidelines

- Procedures** 1. Every police service's procedures on major incident command should address:
- a) the circumstances in which a major incident commander should be deployed; and
 - b) the operational responsibility within the police service for requesting the services of a major incident commander.

- Manual** 2. Where a police service provides major incident command services using its own members, a manual shall be developed, maintained and made available to the members providing that service, that addresses:
- a) general procedures for major incident command, including:
 - i) mandate, functions and reporting relationships;
 - ii) call-out procedures;
 - iii) processes for establishing a major incident command;
 - iv) communications with the major incident commanders;
 - v) taking precautionary measures that are adequate and effective, to secure communication between officers for tactical decisions and intelligence;
 - vi) communication protocols by police services to ensure that the police chief/commissioner or his/her designate including incident commanders are

- alert to the perception of political interference during incidents and take steps to avoid such interference;
- vii) operational procedures;
 - viii) organizational charts for the emergency response function;
 - ix) the operational linkages between major incident commanders and other emergency response and public order unit services;
 - x) a selection process for major incident commanders, including that members must meet the requirements of the Adequacy Standards Regulation; and
 - xi) the recording and reporting of incidents involving major incident command; and
- b) procedures specific to members of major incident command, including:
- i) members' responsibilities;
 - ii) command and control;
 - iii) operational training;
 - iv) situation specific checklists;
 - v) disaster response;
 - vi) acquiring medical support;
 - vii) incident assessment;
 - viii) provision and use of equipment;
 - ix) hand-off/relief of major incident commanders;
 - x) use of training, operational and equipment logs; and
 - xi) debriefing process.

**Equipment
and
Supports**

3. Where a police service provides major incident command services using its own members, 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.
4. Where a police service provides major incident command services using its own members, the Chief of Police should ensure that the following support resources, at minimum, are made available to a major incident commander:
- a) command post facilities and equipment;
 - b) media liaison;
 - c) police liaison officer(s);
 - d) communications advisor; and
 - e) scribe.

Training

5. Where a police service provides major incident command using its own members, the Chief of Police should develop a skills development and learning plan that, at minimum, addresses annual participation, wherever possible, in a joint training exercise involving major incident commanders, crisis negotiators, public order units, tactical units,

hostage rescue teams, other police personnel, or outside emergency services deemed appropriate or subject of service delivery agreements.

6. The Chief of Police should review, as part of the skills development and learning plan, the extent to which the police service's major incident commanders are making sufficient use of their skills.

MINISTRY'S DESIGNATED EQUIPMENT LIST

Incident Command – Equipment and Facilities List

The following minimum equipment shall be made available, as soon as practicable, to an incident commander. If a command centre is established at the discretion of an incident commander, it shall include the equipment and facilities outlined below:

COMMAND CENTRES

- access to Mobile Command Post (CP)
- self-sufficient
- capable of prolonged housing of minimum of six persons
- pre-configured or multi-channel communications (including mobile terminal)
- radio and video media monitoring capability
- dedicated phone line
- separate and secure area for negotiation team
- writing and recording facilities, wherever possible
- individually numbered authorization tags for entry into frozen zone
- data lines and facsimile system
- current training manual (CPC/OPP) for incident commanders