



WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: DRUG INVESTIGATION		Policy Number: P-053
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: Number: AR-LE031, April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 22, 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 develop and maintain procedures on and processes for undertaking and managing investigations into drug related offences other than simple possession;

1.5 AND AS the Board has deemed it appropriate that it establish policies into drug investigations;

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

1.7 AND AS Part LE-031 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to the investigation of drug offences.

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 drug investigations 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 establish procedures for undertaking and managing investigations into drug related offences other than simple possession. These procedures shall be in accordance with Appendix A.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members investigating drug related offences have the requisite knowledge, skills, and abilities.

5. REPORT TO THE BOARD

5.1 The Chief shall, as part of the budget process, provide the Board with the number of officers assigned to the investigations of drug related crime and the duration of their assignments.

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

- (a) a summary of the procedures for the investigations into drug related offences other than simple possession;
- (b) the status of Service compliance with said procedures; and
- (c) a summary of Service assistance to other police services in respect of drug investigations.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number: AR-LE031 dated April 27, 2000 and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

ADOPTED AND PASSED this 22nd day of May, 2025.

Attachments (1)

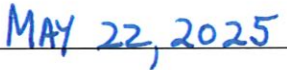
THE WINDSOR POLICE SERVICE BOARD



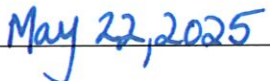
Jo-Anne Gignac, Chair



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 the investigation of drug-related offences other than simple possession.

In addition, section 12(1)(e) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into drug-related offences other than simple possession.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to undertaking and managing investigations into drug-related offences other than simple possession that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) ensure that officers investigating drug-related offences other than simple possession have the knowledge, skills and abilities required.

Police Service Guidelines

Procedures

1. Every police service's procedures should:
 - a) require that drug investigations other than simple possession be undertaken and managed in accordance with the police service's criminal investigation management plan;
 - b) address the accountability, control and planning required for drug surveillance, undercover and raid operations;
 - c) require that all officers conducting a planned drug raid be visually identifiable as police officers, except if wearing a visual identifier would put an undercover/plain clothes officer at risk;
 - d) where designated, set out the approval process for reverse undercover drug operations and controlled deliveries, including accountability and control for such operations;
 - e) set out the approval process for illicit drug purchases by officers for the purpose of obtaining evidence in a drug investigation, including the accountability and control over the use of "buy money" in drug investigations;



- f) require that consideration be given to undertaking a proceeds of crime investigation in accordance with the police service's procedures on proceeds of crime;
 - g) require compliance by officers with the police service's procedures on the collection, preservation and control of evidence and property;
 - h) require that the use of paid informants and agents in support of drug investigations is in accordance with the police service's procedures on paid informants and agents;
 - i) set out the circumstances and process for submitting drug exhibits for analysis in accordance with the requirements of Health and Welfare Canada;
 - j) set out the steps to be followed when it is necessary to contact an agency outside Canada for information in connection with a drug investigation;
 - k) set out the criteria and approvals process for participating in joint forces drug operations in accordance with the police service's procedures on joint forces operations; and
 - l) where designated, address the steps to be followed to conform to the provisions of the *Controlled Drugs and Substances Act* regarding the handling of state and street drugs.
2. Every Chief of Police should ensure that officers investigating drug-related offences other than simple possession have the knowledge, skills and abilities required.





WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SECURE HOLSTERS		Policy Number: P-054
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: Number: AR-AI014, October 26, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 2028

1. PREAMBLE

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

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

1.3 AND AS O. Reg. 405/23: Police Uniforms and Equipment of the CSPA, as amended, sets out requirements that the Board shall provide to all Members of a Police Service maintained by the Board articles of uniform and equipment necessary for the performance of duty;

1.4 AND AS the Board has deemed it appropriate that it establish a policy with respect to secure holsters for the purposes of workplace safety;

1.5 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, the Board prescribes the Chief of Police shall establish procedures and processes with respect to secure holsters;

1.6 AND AS Part AI-014 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 secure holsters.

NOW THEREFORE THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “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. BOARD POLICY

3.1 The Board recognizes the importance of workplace and public safety, including safety with respect to holsters, 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 secure holster equipment.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain written procedures in accordance with Appendix A that govern the provision, use and function of secure holster equipment.

4.1.2 The Chief shall consult with designated employee representatives regarding the acquisition of secure holsters.

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 secure holsters.

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30th of each year with respect to the secure holster equipment for Police Service firearms. The report shall contain:

(a) a summary of the written procedures relating to secure holster equipment for 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-AI014, October 26, 2006, and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

ADOPTED AND PASSED this 22nd day of May 2025.

Attachment (1)

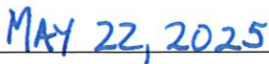
THE WINDSOR POLICE SERVICE BOARD




Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

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

Section 3 of O. Reg. 123/98 ("General"), made under the *Police Services Act (PSA)*, requires that all articles of uniform and equipment necessary for the performance of duty shall be provided by the municipality, but, where a uniform or equipment is damaged or lost through the fault of the member of a police force, the member shall bear the cost of replacement.

Section 135 of the *PSA* allows for the making of regulations regarding the use of any equipment by a police force or any of its members. "Regulation 926 ("Equipment and Use of Force")", under the *PSA*, sets out requirements in relation to the use of force, including use of approved weapons, training, reporting and use/technical specifications for handguns.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to secure holsters that:

1. The Chief of Police will:
 - a) ensure the provision of secure holster equipment that is constructed to provide the level of protection that is necessary for the performance of duty including:
 - i) inhibiting the handgun from being drawn inadvertently;
 - ii) inhibiting the handgun from being withdrawn by an unauthorized person; and
 - iii) permitting the rapid unimpeded drawing of the handgun should it be required;
 and
 - b) consult with designated employee representatives regarding the acquisition of secure holsters.

Police Service Guidelines

- | | |
|-----------------------|---|
| General | 1. Every Chief of Police should ensure that, at minimum, police officers and other appropriate members are issued a secure holster that: |
| Secure Holster | <ol style="list-style-type: none"> a) will be so constructed (so that both the holster and the finger-break) as to expose the handgun's butt so that the user's initial grip may remain unchanged during the handgun's removal and firing; |



- b) has no features that will inhibit the handgun's rapid withdrawal on those occasions where instantaneous access is required;
 - c) has safety features that inhibit the withdrawal of the gun inadvertently or by an unauthorized person;
 - d) must be constructed to allow quick and safe re-holstering and securing of the handgun with one hand;
 - e) allows for an optional belt loop mount to be provided for those officers who require the holster to be somewhat lower and capable of being mounted on a drop loop belt or straight belt; and
 - f) is inspected on an annual basis by a qualified person to ensure that it is in proper working condition.
2. Every Chief of Police should ensure that, prior to making a decision regarding the acquisition of secure holsters, designated employee representatives are consulted.
3. Every Chief of Police should ensure that, at minimum, police officers are issued secure holsters that have the following physical requirements:
- a) the main body of the holster is to be a unitary moulded pocket;
 - b) the holster is to be constructed of a material of high durability;
 - c) the holster is to be moulded for the particular make, model, and barrel length of the handgun carried within;
 - d) the holster is to provide a resilient squeezing effect to inhibit relative movement while in the holster, and to prevent the accidental removal of the handgun from the holster;
 - e) the holster is to be constructed so as to permit minimal moisture retention;
 - f) the holster is to be constructed with a provision to partially enclose the trigger guard in such a way that the trigger is fully covered;
 - g) a one or two-piece finger-break retention/release provision will be provided for the opening;
 - h) the holster will provide at least two separate and redundant safety features to prevent the withdrawal inadvertently or by an unauthorized person, even when one of the two systems are defeated;
 - i) the holster will be constructed to reduce the risk of an unauthorized forward release;
 - j) the holster will be constructed with safety features that are effective from a left hand or a right hand attack;
 - k) the holster will be constructed to permit withdrawal by the support hand if required in an emergent situation;
 - l) a belt mount will be provided of the same, or stronger material as the holster;
 - m) the belt mount will be so constructed that it will:
 - i) snugly fit the contours of the user's body;
 - ii) position the holster on the user's strong hand side;
 - iii) be affixed to and through the holster's inner-side with secure and durable fasteners, the heads being of such a size to minimize damage to clothing and to prevent pulling through belt loop mount;



- iv) must include an inner belt and minimum four belt keepers designed to secure the gun belt to the body; and
- v) accommodate a belt of high quality durable material, to be a maximum of 2 ¼" in width and a minimum of 2 ⅛" in width, and to be a maximum thickness of ¼" and a minimum thickness of ⅜" thick.

**Concealed
Carry and
Specialized
Units**

4. Every Chief of Police should ensure that police officers and other authorized members operating in a plain clothes or undercover capacity or operating in a specialized unit are issued a secure holster that:
 - a) is designed to meet the specific needs and requirements of the officer;
 - b) provides the level of protection that is necessary for the performance of the members non-uniform or specialized duty;
 - c) inhibits the handgun from being drawn inadvertently, or by an unauthorized person;
 - d) permits the rapid drawing of the handgun when required;
 - e) is approved by the police service; and
 - f) the police officer or authorized person has been provided with in service training on the type of secure holster issued for this specialized function.

Procedures

5. Every police service's procedures should ensure that police officers that are provided a secure holster:
 - a) use that type of secure holster in accordance with the manufacturers standards;
 - b) maintain and care for the secure holster that is issued to them; and
 - c) report to his or her supervisor the absence of, or defect in, any equipment or protective device of which the police officer is aware and which may endanger himself, herself or another worker.

**Training
and
Information**

6. Every police service's procedures on secure holsters shall ensure that police officers and appropriate members receive training in accordance with the requirements of the *Equipment and Use of Force Regulation* and accompanying guideline.
7. Every Chief of Police shall ensure that appropriate supervisors and police officers are provided with training and information in accordance with the *OHSA* that would include:
 - a) the proper use and care of secure holsters; and
 - b) the responsibilities and obligations of employers, supervisors and employees under the *Occupational Health and Safety Act*.





WINDSOR POLICE SERVICE BOARD

POLICY

Police Name: ILLEGAL GAMING		Policy Number: P-055
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: Number: AR—LE032, April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 22, 2028

1. PREAMBLE

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

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

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

1.4 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures and processes in respect of investigations into illegal gaming;

1.5 AND S Part LE-032 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to investigations into illegal gaming.

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 illegal gaming 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 specific procedures to be followed during investigations into illegal gaming. These procedures shall be in accordance with Appendix A.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members receive the appropriate training in gaming and licencing requirements.

5. REPORTING REQUIREMENTS

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

- (a) a summary of the written procedures concerning investigations into illegal gaming; and
- (b) the status of Service compliance with the said procedures.

6. IMPLEMENTATION

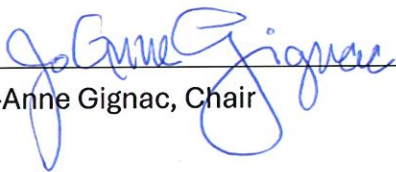
6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-LE032, April 27, 2000, and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

ADOPTED AND PASSED this 22nd day of May, 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD


Jo-Anne Gignac, Chair

MAY 22, 2025
Date


Norma Coleman, Administrative Director

May 22, 2025
Date

Legislative/Regulatory Requirements

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

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

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to illegal gaming that the Chief of Police will develop and maintain procedures that require that:

- a) investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) information on illegal gaming shall be shared with the *Ontario Illegal Gaming Enforcement Unit (OIGEU)*.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on illegal gaming should:
 - a) require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan, including notifying the *Ontario Illegal Gaming Enforcement Unit (OIGEU)* upon discovery of illegal gaming activities for the appropriate assistance or investigative procedure to follow; and
 - b) require that information on illegal gaming shall be shared with OIGEU on:
 - i) the type of gaming offence;
 - ii) date and location of offence;
 - iii) key principals or organization running the illegal activity;
 - iv) name and phone number of the investigating officer(s);
 - v) approximate value of the illegal gaming equipment and/or money seized, where applicable; and
 - vi) number of illegal gaming devices seized, where applicable.





WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: COMMUNICABLE DISEASES		Policy Number: P-056
Responsible Manager: Administrative Director WPSB	Review Schedule: 5 Years	Effective Date: May 22, 2025
Repeals: Windsor Police Service Board Policy – Adequacy O.REG 3/99 – Policy Number: AR-AI004, October 26, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 2030

1. PREAMBLE

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

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

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

1.4 AND AS the Board deems it appropriate to have a policy with respect to communicable diseases for the purpose of workplace safety;

1.5 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, the Board prescribes that the Chief of Police shall establish procedures and processes with respect to communicable diseases;

1.6 AND AS Part AI-004 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 with respect to communicable diseases.

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 “Exposure to Communicable Disease” means when a Member of the Service has been exposed, during the course of carrying out the Member’s duties, to a person known to be or suspected to be a vehicle of transmission for either blood borne diseases or diseases spread by the respiratory route, which include but are not limited to HIV, Hepatitis-B, Hepatitis-C, and Tuberculosis, or any other communicable diseases as designated by the Medical Officer of Health for the Region;

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 Uniform and Civilian Police Services Members are at risk for exposure to communicable diseases in the workplace, and that the level of risk is related to the individual’s role and responsibilities within the Police Service.

3.2 The Board is committed to addressing this issue in a responsible and humane way to enhance the safety of Members.

3.3 The Board believes that the Board and the Members share responsibility for following established policy, procedures, and protocols to safeguard themselves and others against occupational exposure to communicable diseases.

3.4 It is therefore the policy of the Board that the designation and maintenance of a system dealing with these types of matters be conducted professionally and thoroughly and in accordance with the procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain written procedures that address occupational exposure to communicable diseases that are in accordance with Appendix A and the Occupational Health and Safety Act, R.S.O. 1990, c.O.1.

4.1.2 The procedures referred to above shall:

(a) provide ongoing training in the prevention of communicable diseases;

(b) provide necessary equipment and procedures to minimize the risk of occupational exposure;

(c) offer a voluntary Hepatitis B vaccination program for all potentially affected members; and

d) enter into a partnership and protocol with the Medical Officer of Health to activate a post-exposure plan regarding communicable diseases.

4.2 CO-ORDINATION DESIGNATED OFFICER

4.2.1 The Chief shall designate a Member of the Service with overall responsibilities for developing and maintaining a system for promptly initiating evaluation, medical documentation, counseling, and follow-up after a reported occupational exposure to communicable diseases.

4.3 COMMUNITY PARTNERSHIP – LOCAL MEDICAL OFFICER OF HEALTH

4.3.1 The Chief, where possible, work with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

4.4 MANUAL

4.4.1 The Chief shall ensure that the Ministry of Health and Long-Term Care's Preventing and Assessing Occupational Exposures to Selected Communicable Diseases Manual is available to each Member providing that service.

4.4.2 The Chief shall ensure that the manual referred to in section 4.4.1 above is reviewed on an annual basis and the most recent edition of the manual is on file.

4.5 TRAINING

4.5.1 The Chief shall ensure that Members who may be at risk of exposure to communicable diseases receive the appropriate training on communicable diseases and universal precautions to protect against Member exposure to these types of occurrences.

4.5.2 The Chief shall ensure that the management and effectiveness of the Service procedures on communicable diseases is regularly monitored and evaluated.

4.6 EQUIPMENT

4.6.1 The Chief shall ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to Members who are at risk of occupational exposure to communicable diseases.

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

5. REPORT TO THE BOARD

5.1 ANNUAL REPORTING REQUIREMENTS

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

- (a) a summary of the written procedures concerning occupational exposure to communicable diseases;
- (b) the status of Service compliance with said procedures; and
- (c) a summary of the training given to Members with respect to exposure to communicable diseases and universal precautions to protect against exposure to communicable diseases.

6. IMPLEMENTATION


6.1 Windsor Police Service Board Policy – Adequacy O.Reg. 3/99 – Policy Number AR-AI004, Oct. 26, 2006 and all other Policies or sections of Policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

ADOPTED AND PASSED this 22nd day of May 2025.

Attachments (1)

THE WINDSOR POLICE SERVICE BOARD



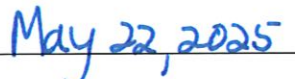
Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

The *Occupational Health and Safety Act* sets out the responsibilities of employers, supervisors and workers for workplace safety. Among other obligations the Act requires employers to "take every precaution reasonable in the circumstances for the protection of a worker" and to "acquaint a worker or a person in authority over a worker with any hazard in the workplace and in the handling, storage, use, disposal and transport" of biological agents.

Sample Board Policy

Board Policy # _____

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

- a) develop and maintain procedures that are consistent with the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*;
- b) designate and train one or more members as a Communicable Disease Coordinator(s);
- c) ensure that each Communicable Disease Coordinator is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*; and
- d) work, where possible, with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

Police Service Guidelines

- Coordination**
1. Every Chief of Police should designate and train one or more members as a Communicable Disease Coordinator(s) who would be responsible for:
 - a) receiving reports from members who believe they may have been exposed to a communicable disease;
 - b) assessing, given the situation and circumstances, whether an exposure could have occurred;
 - c) if an exposure could have occurred, liaising with the local medical officer of health; and



- d) following liaison with the local medical officer of health, providing information and advice to the member about the possible exposure.
- 2. Every Chief of Police should ensure that each Communicable Disease Coordinator is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*.
- 3. Every Chief of Police should work, where possible, with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

Procedures 4. Every police service's procedures should:

- a) be consistent with the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*;
- b) set out procedures to be followed by a member who believes that he or she may have been exposed to a communicable disease.
- c) require that all police officers and civilian members who may be exposed to blood/bodily fluids in the workplace are offered a voluntary Hepatitis B vaccination at no cost to the worker;
- d) set out the workplace controls for minimizing and preventing the risk of occupational exposure, including:
 - i) the handling and storage of contaminated forensic exhibits, in accordance with the police service's procedures on the collection, preservation and control of evidence and property;
 - ii) undertaking search of persons or premises;
 - iii) the custody and transportation of prisoners, in accordance with the police service's procedures on prisoner care and control and prisoner transportation, including the implementation of special precautions for dealing with prisoners with a known or suspected communicable disease;
 - iv) the handling of sharps, including syringes; and
 - v) practices around blood/bodily fluid;
- e) set out the workplace procedures and controls for post-exposure management, including the requirement that:
 - i) potential exposures are managed promptly, in collaboration with the local medical officer of health;
 - ii) the appropriate first aid measures are delivered immediately;
 - iii) the role of supervisors in managing exposure incidents is clearly defined and communicated to all workers;



- iv) the role of the Communicable Disease Coordinator(s) is clearly defined and communicated to all workers;
- v) the established protocol for assessing and reporting a possible exposure is followed;
- vi) follow-up planning is undertaken for each individual who has experienced a potential exposure, based on a reasonable assessment of their needs; and
- vii) a record keeping procedure is established for the following purposes:
 - training;
 - maintaining confidential records for affected workers; and
 - problem identification, resolution and evaluation; and
- f) set out the workplace procedures and controls that address general infection control, including:
 - i) the cleaning of unprotected skin;
 - ii) hand washing procedures;
 - iii) the removal and disposal of anti-microbial gloves;
 - iv) handling contaminated work clothing;
 - v) disinfection methods for surfaces and police vehicles, both interior and exterior;
 - vi) disinfection of holding facilities;
 - vii) handling and disinfection of non-disposable equipment; and
 - viii) handling and disposal of biological waste and non-reusable equipment.

Training

5. Every Chief of Police should ensure that police officers and civilian members who may be at risk of exposure to communicable diseases receive training on communicable diseases and their prevention, including information on:
- a) bloodborne diseases, including, at minimum, Hepatitis B (HBV), Hepatitis C (HCV) and HIV/Aids, including:
 - i) overview, incidence and prevalence of disease in the population;
 - ii) sero-conversion rates for HBV, HCV and HIV;
 - iii) modes of transmission and incubation period;
 - iv) the risk of infection when exposed to infected blood/bodily fluids;
 - v) assessing and reducing the risks;
 - vi) identification and symptoms; and
 - vii) post-exposure management; and
 - b) airborne infections, including, at minimum, Meningitis, Tuberculosis (TB) including:
 - i) overview, incidence and prevalence of disease in the population;
 - ii) modes of transmission and incubation period;
 - iii) risk of acquiring the disease;
 - iv) differentiation between what is TB infection versus the disease;
 - v) reducing the risks;
 - vi) identification and symptoms; and



vii) post-exposure management.

6. Every Chief of Police should ensure that all police officers and civilian members who may be at risk of exposure to communicable diseases are provided with current information, including information on emerging trends.

7. Every Chief of Police, in cooperation with the local medical officer of health, should ensure that there is a mechanism to share information on a regular basis and to ensure that the staff training being provided is current, accurate and sufficient.

**Monitoring
and
Evaluation**

8. Every Chief of Police should periodically monitor and evaluate the effectiveness of the police service's procedures on communicable diseases.

Equipment

9. Every Chief of Police should ensure that every police officer and civilian members who may be at risk of exposure to communicable diseases have available to them the personal protective equipment set out in the Ministry's designated equipment list on communicable diseases.

10. Every Chief of Police should also ensure that police officers and civilian members who may at risk of exposure to communicable diseases are trained on the use of the personal protective equipment set out in the Ministry's designated equipment list on communicable diseases, and where appropriate, are properly fitted and sized for the protective equipment.



MINISTRY'S DESIGNATED EQUIPMENT LIST

Communicable Diseases – Equipment and Facilities List

The following minimum equipment should be contained in biohazard kits that are made available to police officers and appropriate civilian members of a police service.

PERSONAL ISSUE
<ul style="list-style-type: none"> • disposable medical grade non-sterile examination gloves, preferably non-latex, usually nitrile, to avoid the problem of latex sensitivity • waterless antiseptic hand wipes • a disposable one-way air valve for cardio-pulmonary resuscitation • a device to secure the items to the officer's person
MOBILE KITS
<ul style="list-style-type: none"> • goggles • disposable moisture-resistant cone masks (NIOSH approved N95 respirator) for tuberculosis protection, and has boomerang nose sealing • heavy gauge gloves • moisture-resistant disposable clothing • biohazardous waste disposal products • spatulas • evidence tubes • biohazard labels • biohazard bags • antiseptic hand wipes • waterless antiseptic hand cleaner • to be in a container designed to hold such items
STATIONARY KITS
<ul style="list-style-type: none"> • disposable medical grade non-sterile examination gloves, preferably non-latex, usually nitrile, to avoid the problem of latex sensitivity • biohazard waste disposal products • heavy gauge gloves • moisture-resistant disposable protective clothing • spatulas • biohazard bags • germicidal cleaner • sharps containers • waterless antiseptic hand cleaner • to be in a container designed to hold such items





WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SPEED MEASURING DEVICES		Policy Number: P-057
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: AR-AI013, January 24, 2013; October 26, 2006	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 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 that it establish a policy on the proper acquisition, use and maintenance of Speed Measuring Devices and related training and to require the Chief of Police to establish procedures on the proper acquisition, use and maintenance of Speed Measuring Devices;

1.4 AND AS Part AI-013 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the Board, the Chief and members relative to speed detection devices;

1.5 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, the Board prescribes the Chief of Police shall establish procedures and processes with respect to speed detection devices.

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 that traffic enforcement and the safety of road users are important elements of public safety and are statutorily required and that positive outcomes depend on the proper and safe operation of speed measuring devices and the provision of standardized training in the safe, effective, and consistent use of speed measuring devices. It is therefore the policy of the Board that speed measuring devices be governed and used only in accordance with the procedure set out by the Chief of Police as directed in this Policy.

4. DIRECTION TO THE CHIEF

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain written procedures that govern the use and function of speed detection devices that are in accordance with Appendix A.

4.2 MEMBERSHIP AND TRAINING

4.2.1 The Chief shall ensure that the procedures developed and maintained in section 4.1 ensure that Members receive the appropriate training in relation to speed detection devices.

4.2.2 The Chief shall ensure that Members who operate speed detection devices have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

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

4.3 EQUIPMENT

4.3.1 The Chief shall ensure that appropriate equipment, in accordance with the Ministry's performance standard for speed detection devices, is used and available to Members who provide the service of traffic radar.

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

5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30th of each year with respect to speed detection devices. 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; and
- (c) a summary of the training given to Members with respect to speed detection devices and 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-AI013, January 24, 2013; October 26, 2006, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

ADOPTED AND PASSED this 22nd day of May 2025.

Attachment (1)

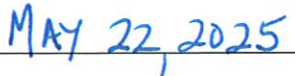
THE WINDSOR POLICE SERVICE BOARD



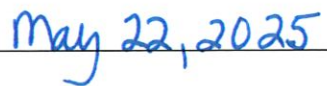
Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director



Date



Date

Legislative/Regulatory Requirements

Section 29 of Ontario Regulation (O. Reg.) 3/99 ("Adequacy and Effectiveness of Police Services"), made under the *Police Services Act* (PSA), requires a police services board to have a policy on traffic management, traffic law enforcement and road safety which includes a policy on the proper acquisition, use and maintenance of Speed Measuring Devices and related training.

In addition, section 8 of O. Reg. 3/99 requires the Chief of Police to establish procedures on traffic management, traffic law enforcement and road safety which includes procedures on the proper acquisition, use and maintenance of Speed Measuring Devices and related training.

The *Occupational Health and Safety Act* (OHSA) outlines the responsibilities of employers, supervisors and workers for workplace safety.

The Ontario Ministry of Labour's Health and Safety Guideline on "*Radiofrequency and Microwave Radiation in the Workplace*" (or its successor) sets out Occupational Exposure Limits; and is enforced in Ontario workplaces by the Ministry of Labour (MOL). An electronic copy of this Guideline is available at MOL's website: <http://www.labour.gov.on.ca>.

The Occupational Exposure Limits in the above noted MOL Guideline are based on Health Canada's "Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz", *Safety Code 6, 2009* or its successors. To obtain an electronic copy of this Safety Code, please contact: publications@hc-sc.gc.ca.

The Ontario Police Health and Safety Committee (OPHSC) has prepared Guidance Note #8 which is entitled, "*High Visibility Garments*". This Guidance Note (or its successor) provides procedures for the wearing of high visibility garments when employees are exposed to traffic hazards. MOL inspectors refer to OPHSC Guidance Notes when they carry out their enforcement duties under the OHSA. This OPHSC Guidance Note is available from all Ontario police services, the Police Association of Ontario, the Ontario Provincial Police Association and the Ontario Association of Chiefs of Police (OACP).

The current "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*" (DOT HS 809-812, June 2004, Technical Manual or successor versions) is a publication of the National Highway Traffic Safety Administration (NHTSA). This NHTSA Technical Manual has been adopted by the International Association of Chiefs of

Police (IACP); and, it is recognized as the performance standard for speed measuring radar¹ devices.

The current "*Speed Measuring Device Performance Specifications: Lidar Module*" (DOT HS 809 811, June 2004, Technical Manual or successor versions) is an NHTSA publication. This NHTSA Technical Manual has been adopted by the IACP; and, is recognized as the performance standard for speed measuring lidar² (laser) devices.

The above referenced NHTSA Technical Manuals on radar and lidar performance standards and a list of IACP approved radar and lidar devices (conforming products list) can be found on the website of the IACP at www.theiacp.org.

For the purposes of these requirements, an Operator is a person, assigned to/carrying out traffic enforcement duties, who has successfully completed the accredited/prescribed initial and refresher training by a qualified Instructor.

Sample Board Policy

Board Policy # _____

PREAMBLE:

Traffic enforcement and the safety of road users are important elements of public safety and are statutorily required. In this regard, positive outcomes depend on the proper and safe operation of speed measuring devices, and the provision of standardized training in the safe, effective and consistent use of speed measuring devices:

Therefore, it is the policy of the _____ Police Services Board with respect to speed measuring devices that:

The Chief of Police will:

- a) ensure the provision of speed measuring devices that:
 - i) comply with the current NHTSA performance standards adopted by the International Association of Chiefs of Police (IACP) and entitled, "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*" (DOT HS 809-812, June 2004, Technical Manual or its successor versions); and, "*Speed Measuring Device Performance Specifications: Lidar*

¹ Radar is the short form for "radio detection and ranging".

² Lidar is the short form for "light detection and ranging".

Module" (DOT HS 809 811, June 2004, Technical Manual or its successor versions);

- b) do not exceed the current 50 W/m^2 occupational exposure limits (formerly expressed as 5 mW/cm^2) in compliance with the Occupational Exposure Limits established by Health Canada's *Safety Code 6, 2009* and adopted by Ontario Ministry of Labour's Health and Safety Guidance Note "*Radiofrequency and Microwave Radiation in the Workplace*"³ and their successors; and
- i) are tested and certified initially by the manufacturer to be in accordance with the above NHTSA performance standards and similarly tested and certified following any major repair.
- c) ensure that each operator uses and maintains and cares for the speed measuring devices provided to them in accordance with the manufacturer's manual for the specific device; and
- d) ensure that operators:
 - i) use speed measuring devices only after successfully completing the accredited/prescribed training by a qualified Instructor;
 - ii) do not permit devices to transmit when not in use; and
 - iii) always direct speed measuring devices away from their body, specifically the head and groin areas;
- e) ensure that, at least every thirty-six months, every operator who may be required to use speed measuring devices successfully completes an accredited or prescribed training course by a qualified Instructor that reviews the topics covered in the initial accredited/prescribed training course, including updates on changes in case law, new technological developments and/or operating procedures; and
- f) ensure that operators receive information on the current NHTSA performance standards adopted by IACP and entitled, "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*" (DOT HS 809-812, June 2004,

³ The current limit is expressed as 50 W/m^2 ; whereas, the former limit had been expressed as a 5 mW/cm^2 . Nonetheless, since a power density of 10 W/m^2 is equivalent to 1 mW/cm^2 ; the value of the current exposure limit of 50 W/m^2 (Safety Code 6 1999 and 2009) and former 5 mW/cm^2 exposure limit (Safety Code 6 1991) remain identical. In other words, the value has not changed only its expression has changed.



Technical Manual); and, "*Speed Measuring Device Performance Specifications: Lidar Module*" (DOT HS 809 811, June 2004, Technical Manual); on Health Canada's *Safety Code 6, 2009*; on the *Occupational Health and Safety Act* (OHSA) including the Ontario Ministry of Labour's Health and Safety Guideline entitled, "*Radiofrequency and Microwave Radiation in the Workplace*"; and on the Ontario Police Health and Safety Committee (OPHSC) Guidance Note #8 entitled, "*High Visibility Garments*" (or, successor versions of any of these).

Police Service Guidelines

Radar Devices

1. Every Chief of Police should ensure that a radar device provided for use has:
 - a) operating frequencies that conform to the following:
 - i) X-BAND radar = 10.525 GHz (10,525,000,000 Hz);
 - ii) K-BAND radar = 24.150 GHz (24,150,000,000 Hz); and
 - iii) Ka-BAND radar = 33.400 GHz through to 36.000 GHz (33,400,000,000 Hz - 36,000,000,000 Hz); and
 - b) occupational exposure limits not exceeding the current 50W/m^2 (formerly expressed as 5mW/cm^2) in compliance with the Occupational Exposure Limits established by Health Canada's *Safety Code 6, 2009* and adopted by the MOL Health and Safety Guideline on "*Radiofrequency and Microwave Radiation in the Workplace*" or their successors.
2. Every Chief of Police should ensure that:
 - a) radar devices acquired for use are tested and certified initially by the manufacturer to be in accordance with the current NHTSA radar device performance standards adopted by the IACP, which is entitled, "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*" (DOT HS 809-812, June 2004, Technical Manual or its successor versions); and that, this certification is provided on the delivery of any new device;

- b) radar devices are tested and certified in accordance with the NHTSA performance standard after any major repair;
- c) the power density test results for radar devices does not exceed the current occupational exposure limits of $50\text{W}/\text{m}^2$ (formerly expressed as $5\text{mW}/\text{cm}^2$) adopted by the MOL and as set out in Health Canada's *Safety Code 6, 2009*; (or its successor)
- d) radar devices are tested on set-up for accuracy in accordance with the manufacturer's manual; and
- e) radar devices are used in accordance with the manufacturer's instructions.

Stationary Radar Devices

3. Every Chief of Police should ensure that:

- a) all stationary radar devices consist of one or more components that have the capabilities of a radar device as defined in the NHTSA's current radar performance standard adopted by the IACP and entitled, "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*"; (DOT HS 809-812, June 2004, Technical Manual or its successor versions);
- b) all stationary radar devices only transmit when the trigger is depressed;
- c) every police service's procedures on stationary radar devices should ensure that operators do not use traffic radar devices unless:
 - (i) the device to be used has been certified to operate in accordance with NHTSA performance standard at the time of purchase; and
 - (ii) the radar device is tested and certified for accuracy in accordance with the NHTSA performance standard following any major repair;
- d) radar devices are tested on set-up for accuracy in accordance with the manufacturer's manual; and
- e) radar devices are used in accordance with the manufacturer's instructions.

4. Every Chief of Police should ensure that every operator who may be required to use a stationary radar device is made aware of the safety considerations for the use of a stationary radar device, including that:
- a) during operation, the radar device should not be directed towards any part of the body (and especially not towards the head and the groin areas);
 - b) the radar device should be transmitting only during speed acquisition; and
 - c) the radar device should be securely positioned when not in use.

Moving Radar Devices

5. Every Chief of Police should ensure that all moving radar devices:
- a) consist of components that include the patrol and target speed displays; and
 - b) can be used in both the moving mode and stationary mode of operation.
6. Every police service's operating procedures on moving radar devices should specify that:
- a) operators do not use moving radar devices unless the device is so securely fastened that the device cannot move;
 - b) operators do not use moving radar devices unless the antenna of the device is located in a way that ensures adequate ground reflection;
 - c) at the time of purchase, the moving radar device is tested and certified by the manufacturer in accordance with the NHTSA performance standards;
 - d) the moving radar device is tested and certified in accordance with the NHTSA performance standard following any major repair;
 - e) the moving radar device is tested on set-up for accuracy in accordance with the manufacturer's manual; and
 - f) radar devices are used in accordance with the manufacturer's instructions.

7. Every Chief of Police should ensure that every operator who may be required to use a moving radar device is made aware of the safety considerations for the use of a moving radar device, including that:
- a) when not in use to actively measure a speed, a moving radar device is not to be left in the transmitting mode;
 - b) the antenna of a moving radar device should be located more than 15 cm from the occupants of the vehicle; and
 - c) the antenna of a moving radar device should be positioned so that the operator is not intercepting the transmitting beam.

Lidar Devices

8. Every Chief of Police should ensure that all lidar devices are tested and certified by the manufacturer to be in accordance with the current NHTSA lidar device performance standard adopted by the IACP, which is entitled, "*Speed Measuring Device Performance Specifications: Lidar Module*" (DOT HS 809 811, June 2004, Technical Manual, or its successor versions); and that this certification is provided on the delivery of a new device.
9. Every police service's procedures on lidar devices should specify that:
- a) devices are to be tested and certified by the manufacturer to be in accordance with the current NHTSA lidar device performance standard, adopted by the IACP, and entitled, "*Speed Measuring Device Performance Specifications: Lidar Module*" (DOT HS 809 811, June 2004, Technical Manual, or its successor versions); and that this certification is to be provided on the delivery of any new device;
 - b) devices are tested and certified in accordance with the NHTSA performance standard following any major repair; and
 - c) an operator should not use a lidar device unless that device is:
 - i) tested on set-up for accuracy in accordance with the manufacturer's instructions (manual); and
 - ii) used in accordance with the manufacturer's instructions.

Training

General

10. An Operator is a person, assigned to/carrying out traffic enforcement duties, who has successfully completed the accredited/prescribed initial and refresher training by a qualified Instructor.
11. An Instructor is qualified if he/she is a person who has successfully completed Operator and Instructor training accredited by the Ontario Police College (OPC)⁴ or the equivalent training prescribed by the IACP; and, who has used speed measuring devices in accordance with this guideline for a minimum of thirty-six months.
12. A Master Trainer (Instructor Trainer) is a qualified Instructor:
 - a) who has been actively instructing for no less than sixty months;
 - b) who has training in instructional techniques or an equivalent;
 - c) who has conducted at least one Instructor course;
 - d) who has successfully completed the training for a Master Trainer accredited by the OPC or, its IACP equivalent;
13. Every Chief of Police should establish a development and learning plan for operators using speed measuring devices that is consistent with and reflects this guideline; and, ensures that every such operator using speed measuring devices has the knowledge, skills and abilities required to perform the function safely and competently.

Training for Stationary Radar Devices

14. Every Chief of Police should ensure that operators do not use stationary radar devices unless the operator has successfully completed the accredited/prescribed initial training session, offered by an instructor on radar devices, including the following topics:
 - a) Basic Theory of Radar;
 - b) Speed Management;
 - c) The Doppler Principle;
 - d) Cosine Angle Effect;

⁴ OPC means the police college known as the Ontario Police College pursuant to section 3(3) of PSA.

- e) Sources of Interference;
- f) Speed Measuring Warning Devices;
- g) Operator Health and Safety;
- h) Operational Procedures;
- i) Equipment Maintenance;
- j) Direction Sensing/"Fastest Target Feature";
- k) Case Law; and
- l) Testimony and Presenting Radar Evidence in Court;

as well as, practical exercises including:

- m) Sources of Interference;
- n) Speed Observation;
- o) Target Identification Exercises; and
- p) Set-up and Test Procedures;

Training for Moving Radar Devices

15. Every Chief of Police should ensure that operators do not use moving radar devices unless they have successfully completed initial accredited/prescribed training by an Instructor on stationary radar. In addition, operators must successfully complete the accredited/prescribed training on the use of moving radar including:

- a) Operational Procedures for Moving Radar Devices;
- b) Moving Cosine Angle Effect; and
- c) Limitations of Equipment;

as well as, practical exercises including:

- d) Sources of Interference;
- e) Speed Observation;
- f) Target Identification Exercises; and
- g) Set-up and Test Procedures.

16. Every Chief of Police should ensure that an operator:

- a) does not use moving radar for same direction mode unless the operator has successfully completed the accredited/prescribed training by an Instructor on stationary radar and has successfully completed the accredited/prescribed training on moving radar; and

- b) has successfully completed the accredited/prescribed same direction mode training by an Instructor, including:
 - i) training on same direction mode theory; and
 - ii) practical exercises on same direction mode.

Training for Lidar Devices

17. Every Chief of Police should ensure that an operator has successfully completed the accredited/prescribed lidar device training by an Instructor, including:
- a) Basics of Lidar;
 - b) Speed Management;
 - c) Cosine Angle Effect;
 - d) Speed Measuring Warning Devices;
 - e) Operator Health and Safety;
 - f) Operational Procedures;
 - g) Equipment Maintenance;
 - h) Case Law; and
 - i) Testimony and Presenting Lidar Evidence in Court;

as well as practical exercises including:

- j) Speed Observation;
- k) Target Identification Exercises; and
- l) Set-up and Test Procedures.

Refresher Training on Speed Measuring Devices

18. Every Chief of Police should ensure that, at least every thirty-six months, an operator who may be required to use speed measuring devices receives and successfully completes refresher training approved by an Instructor. This refresher training is to be accredited by the OPC or the equivalent training as prescribed by the IACP. Training should include a review of the topics covered in the Operator's initial training course, including updates on case law, technological developments and operating procedures.
19. Every Chief of Police should ensure that, at least every sixty months, every Instructor receives and successfully completes refresher instructor training by a Master Trainer (Instructor Trainer). This refresher training is to be accredited by the OPC or the equivalent training prescribed by the IACP. This training should include topics covered in the Instructor's initial training, including updates on case law,

technological developments and operating procedures. There must also be a practical component to this training.

20. Every Chief of Police should ensure that, at least every sixty months, every Master Trainer (Instructor Trainer) receives and successfully completes refresher training. This refresher training is to be accredited by the OPC or the equivalent training prescribed by the IACP. This training should include initial topics covered in the Master Trainer's initial training, including updates on case law, technological developments and operating procedures. There must also be a practical component to this training.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SEXUAL ASSAULT INVESTIGATIONS		Policy Number: P-058
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: Number: AR-LE034, January 24, 2012; March 29, 2001	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 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 1 (1) of the CSPA provides, inter alia, that policing shall be provided throughout Ontario in accordance with the principle of the need to ensure the safety and security of all persons and property in Ontario, including on First Nations reserves;

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

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA to require the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into sexual assault occurrences;

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

1.7 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 sexual assault occurrences;

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

1.9 AND AS Part LE-034 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the Chief and the Board relative to the police response to sexual assault occurrences;

1.10 AND AS it is the purpose of this Policy to ensure that the Service has procedures in place to reduce violence against women by encouraging an effective and consistent response to sexual assault complaints.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “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 matters of sexual assault 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 implement written procedures with respect to the investigation of and laying of charges in sexual assault cases. These procedures shall be in accordance with Appendix A, and shall:

- (a) require that investigations be undertaken in accordance with the Service's Criminal Investigation Management Plan;
- (b) require compliance with the procedures set out in the Ministry's designated Ontario Major Case Management Manual and O. Reg. 394/23: Major Case management and Approved Software Requirements;
- (c) address communications and dispatch, initial response and investigations relating to sexual assaults;
- (d) address community notification; and
- (e) adhere to the reporting requirements of Section 18 of O. Reg. 395/23: Investigations.

4.1.2 The Chief shall develop and implement a written procedure to monitor and evaluate all responses to complaints of sexual assaults to ensure compliance with the said procedures by Members.

4.2 PROTOCOL

4.2.1 The Chief shall ensure the Police Service, where possible, establish multi-agency protocols with hospitals and agencies, including local Crown Attorney's, sexual assault treatment centres, sexual assault/rape crisis centres and victim services to ensure a coordinated and effective response to victims of sexual assaults.

4.3 TRAINING

4.3.1 The Chief shall ensure that Members involved in the investigation of sexual assaults receive the appropriate Ministry accredited training in dealing with sexual assault occurrences and that these Members have the requisite knowledge, skills and abilities to investigate sexual assault offences.

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

4.4 VICTIMS

4.4.1 The Chief shall develop and implement a written procedure to ensure that the needs of victims of sexual assault crimes are accommodated.

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 the investigation of sexual assault occurrences. This report will contain:

- (a) a summary of the written procedures concerning sexual assault investigations, including changes since the date of the last report;
- (b) confirmation that the procedures are in compliance with the Ministry's designated Ontario Major Case Management Manual and O. Reg. 394/23: Major Case management and Approved Software Requirements;
- (c) the status of Service compliance with the said procedures;
- (d) a summary of the training given to Members with respect to sexual assault;
- (e) a summary of the steps taken by the Service to monitor and evaluate response to sexual assault occurrences; and
- (f) a summary of the issues dealt with by the Sexual Assault Committee.

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy – Adequacy O.Reg. 3/99 Number AR-LE034, January 24, 2013, March 29, 2001, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

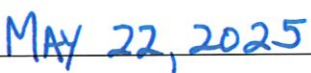
ADOPTED AND PASSED this 22nd day of May 2025.

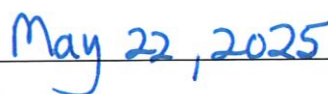
Attachment (1)

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 investigations into sexual assaults.

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

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to sexual assault investigations that the Chief of Police will:

- a) develop and maintain procedures that:
 - i) require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - ii) require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - iii) address communications and dispatch, initial response and investigations relating to sexual assaults; and
 - iv) address community notification;
- b) work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services, as well as the local Crown, to ensure a co-ordinated and effective response to victims of sexual assaults; and
- c) address training for officers and other appropriate members on the response to sexual assault occurrences, including victims' assistance.

Police Service Guidelines

- Protocols**
1. Every Chief of Police should work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services, as well as the local Crown, to ensure a co-ordinated and effective response to victims of sexual assaults, including developing a local protocol that addresses:
 - a) practical assistance and support to victims;
 - b) the receipt of information from third party and anonymous sources;

- c) information sharing;
- d) training of members of the police service;
- e) concerns raised over practices and procedures;
- f) role and responsibilities of investigating officers;
- g) documentation of referrals;
- h) information to victims regarding their cases;
- i) the collection, preservation and transfer of medical/forensic evidence (including provisions to allow for a Sexual Assault Evidence Kit to be stored for up to six months when a victim chooses to attend the hospital to have the examination completed but chooses not to report the assault to the police at that time);
- j) the dissemination of Sexual Assault Evidence Kits; and
- k) community education.

- Procedures**
2. Every police service's procedures on sexual assaults should:
 - a) require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - b) require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - c) address the notification of the community or members of the community who may be at risk in the event that suspected serial sexual assault offences or attempts are occurring;
 - d) address compliance with the *ViCLAS Regulation*;
 - e) address the role of communications and dispatch, including advising the complainant of precautions that should be taken in order to preserve any physical evidence;
 - f) address an officer's initial response to a sexual assault occurrence;
 - g) address the preliminary and detailed interviewing of the victim;
 - h) require minimizing the unnecessary repetition of the facts by the victim of the sexual assault to different police officers;
 - i) address the sharing of information with patrol officers on sexual assault occurrences, including suspect descriptions, where available;
 - j) address the collection and preservation of evidence relating to a sexual assault, including:
 - i) if the assault is reported within seventy-two hours, explaining to the victim the importance of attending a hospital (Sexual Assault Treatment Centre, where available) to retrieve medical/forensic evidence and/or to receive medical treatment to identify and treat any disease or injury or to provide reassurance that no enduring physical harm was inflicted; and
 - ii) the use of the Sexual Assault Evidence Kit;
 - k) address the safety and security of the victim upon completion of any medical/forensic examination;
 - l) set out the steps for obtaining third party records;

- m) address the linkages to other relevant procedures, including victims' assistance, bail and violent crime, criminal harassment, domestic violence occurrences, child abuse and neglect and preventing or responding to occurrences involving firearms;
- n) refer to relevant programs including the Provincial Strategy to protect children from sexual abuse and exploitation on the internet;
- o) address the fact that historical sexual assault/abuse cases should be governed by the same set of investigative standards as recent sexual assault/abuse cases;
- p) ensure officers involved in sexual assault cases continue to receive in-service support and supervision.

Training 3. Every Chief of Police should ensure that the police service's skills development and learning plan addresses the training for officers and other appropriate members on the response to sexual assault occurrences, including victims' assistance.

Monitoring and Supervision 4. Every police service should require supervisors to monitor, and ensure, compliance by members with the police service's procedures on sexual assault investigation.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: SUPERVISION		Policy Number: P-059
Responsible Manager: Administrative Director WPSB	Review Schedule: 5 Years	Effective Date: May 22, 2025
Repeals: AR-LE025, March 29, 2007; August 10, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 2030

1. PREAMBLE

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

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

1.3 AND AS 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 17 of the Adequacy Regulation requires the Chief of Police to:

(a) ensure that there is supervision available to members of the police force 24 hours a day; and

(b) establish procedures and processes on supervision, including setting out circumstances where a supervisor must be contacted and when a supervisor must be present at an incident;

1.5 AND AS Part LE-025 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the police service relative to supervision.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

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

2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that proper supervision is required in order that Members carry out their duties, and it is therefore the policy of this Board that appropriate supervision be mandated 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 in compliance with Section 17 of the Adequacy Regulation and in accordance with Appendix A.

4.1.2 The procedure referred to above shall include direction to Members relative to span of control as approved by the Board in the organizational chart.

4.1.3 The Chief shall ensure that the Police Service’s supervisors have the knowledge, skills, and abilities to supervise.

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 supervision. The report shall include:

(a) a summary of the written procedures concerning supervision; and

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

6. IMPLEMENTATION

6.1 Windsor Police Service Board Policy O.REG. 3/99 Number AR-LE025, March 29, 2007; August 10, 2000 and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

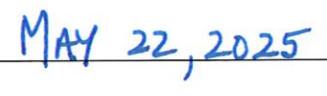
ADOPTED AND PASSED this 22nd day of May 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD



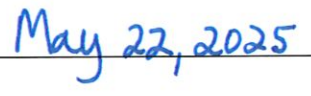
Jo-Anne Gignac, Chair



Date



Norma Coleman, Administrative Director



Date

Legislative/Regulatory Requirements

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

In addition, section 10 requires the Chief of Police to:

- ensure that there is 24 hour supervision available to members of the police service;
- establish procedures and processes on supervision, including setting out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident; and
- ensure that the police service's supervisors have the knowledge, skills and abilities to supervise.

Sample Board Policy

Board Policy # _____

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

- a) ensure that there is 24 hour supervision available to members of the police service;
- b) establish procedures on supervision that set out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident, including for all major case incidents; and
- c) establish a selection process to ensure that members appointed permanently to supervisory positions have the knowledge, skills and abilities required for the supervisory positions.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on supervision should:
 - a) set out how supervision will be available to members 24 hours a day;
 - b) set out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident, including for all major case incidents; and
 - c) require that supervisors monitor and ensure compliance by members with the *Police Services Act*, its regulations and local policies and procedures.



2. Every Chief of Police should establish a selection process to ensure that members appointed permanently to supervisory positions have the knowledge, skills and abilities required for the supervisory positions.





WINDSOR POLICE SERVICE BOARD POLICY

Police Name: RESPECTING PROCEEDS OF CRIME		Policy Number: P-060
Responsible Manager: Administrative Director WPSB	Review Schedule: 5 Years	Effective Date: May 22, 2025
Repeals: AR-LE041, April 27, 2000	Reporting: Chief annual report to the Board as per Section (5)	Next Review Date: May 2030

1. PREAMBLE:

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

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

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

1.4 AND AS the Board deems it appropriate to require the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into proceeds of crime;

1.5 AND AS Part LE-041 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 into Proceeds of Crime.

THE WINDSOR SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS:

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

2.2 "Board" means the Windsor Police Service Board;

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

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

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

2.6 "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 matters involving proceeds of crime investigations are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

4. DIRECTION TO THE CHIEF:

4.1 PROCEDURES

4.1.1 The Chief shall develop and maintain procedures that require investigations into proceeds of crime to be undertaken and managed in accordance with the Police Service's Criminal Investigation Management Plan and in accordance with Appendix A.

4.1.2 The procedures referred to in Section 4.1.1 shall include notifying the Ontario Provincial Police (OPP) Proceeds of Crime team or the Integrated Proceeds of Crime section for the appropriate assistance and/or investigative procedures to follow.

4.2 TRAINING

4.2.1 The Chief shall ensure that Members involved in investigation of proceeds of crime offences have the requisite knowledge, skills, and abilities.

5. REPORT TO THE BOARD:

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

- (a) a summary of the written procedures concerning proceeds of crime investigations;
- (b) the status of Service compliance with the said procedures; and;

(c) the amount of proceeds of crime seized, and the disposition of such proceeds.

6. IMPLEMENTATION

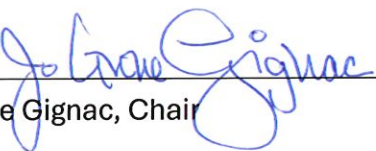
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number: AR-LE041 dated April 27, 2000, and all other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

ADOPTED AND PASSED THIS 22nd day of May 2025.

Appendix (1)

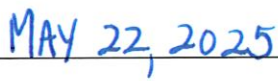
WINDSOR POLICE SERVICE BOARD



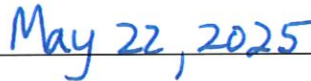
Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director



Date



Date

Policing Standards Manual (2000)

Proceeds of Crime

Legislative/Regulatory Requirements

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

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

Sample Board Policy Board Policy

Board Policy # _____

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

a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan, including notifying the Ontario Provincial Police Proceeds of Crime Team or the Integrated Proceeds of Crime Section for the appropriate assistance and/or investigative procedure to follow; and

b) ensure that officers involved in the investigation of proceeds of crime have the knowledge, skills and abilities required.

Police Service Guidelines

Procedures 1. Every police service's procedures should:

a) require that investigations into the laundering and possession of proceeds derived from designated substance offences, designated customs and excise offences or enterprise crime offences be undertaken and managed in accordance with the police service's criminal investigation management plan, including notifying the Ontario Provincial Police Proceeds of Crime Team or the Integrated Proceeds of Crime Section for the appropriate assistance and/or investigative procedure to follow;

b) address the investigative steps for undertaking a proceeds of crime investigation;

c) set out the criteria and steps for obtaining specialized resources, i.e., forensic accountants;

- d) require that information on the laundering and possession of proceeds of crime be shared within the police service (i.e., intelligence), the Proceeds of Crime Team, the Integrated Proceeds of Crime Section and other relevant law enforcement agencies; February 2000 LE-041 Ontario Ministry of the Solicitor General Policing Standards Manual (2000) Proceeds of Crime 1/2 @ Policing Standards Manual (2000) Proceeds of Crime
- e) address the dissemination of information on money laundering activities to government agencies, financial institutions, businesses, and the public; and
- f) set out the steps to be followed when it is necessary to contact an agency outside Canada for information in connection with a proceeds of crime investigation.

2. Every police service should consult with the local Crown during the development of its local procedures on proceeds of crime investigations.

3. Every Chief of Police should ensure that officers involved in the investigation of proceeds of crime have the knowledge, skills and abilities required, including knowledge of the relevant provisions of the:

- a) Criminal Code;
- b) Controlled Drugs and Substances Act;
- c) Customs Act;
- d) Excise Act;
- e) Proceeds of Crime (Money Laundering) Act; and
- f) Seized Property Management Act.



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: CRITICAL POINTS POLICY		Policy Number: P-061
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: NEW	Reporting: As per Section 5 of policy	Next Review Date: May 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 1 (1) of the CSPA provides, inter alia, that policing shall be provided throughout Ontario in accordance with the principle of the need to ensure the safety and security of all persons and property in Ontario, including on First Nations reserves;

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

1.5 AND AS the Board has deemed it appropriate and consistent with the principles set out in Section 1 of the CSPA, with its objectives and priorities determined pursuant to Sections 37 and 38 of the CSPA, to adopt a policy that addresses situations or operations where the Board's oversight and policy-making role is crucial due to the potential for significant impact on the public and marginalized communities.

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;

2.1 “Critical Point” means a matter of strategic significance that is time-sensitive, and which rapidly elevates the Board’s operations, financial, reputational or other enterprise risk, and, therefore, calls for the Board’s immediate attention and/or preparedness to take action;

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;

2.6 “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 information sharing between the Windsor Police Service and the Windsor Police Service Board is fundamental to the effectiveness of the Board’s oversight responsibilities. Information sharing is critical during times of heightened organizational risk, such as when facing large-scale events.

The policy provides clarity to the definition of **Critical Points** and outlines the process to guide the Chief of Police to identify them and the flow of information from the Service to the Board to enable the Board to effectively carry out its oversight and governance role. This includes creating and amending WPSB policies, setting priorities, asking pertinent questions, and providing non-binding advice in relation to operational matters.

The Board acknowledges the limits to the direction that the Board may give to the Chief of Police, and the importance of respecting those limits. The Board is prohibited by law from directing the Chief of Police with respect to specific investigations, or the conduct of specific operations. The Board may set objectives and priorities for the policing of a Critical Point. The Chief of Police has the authority to determine the methods by which the objective, priority, or outcome will be achieved.

The purpose of this policy is to:

- Define the term Critical Point and provide clear and consistent assessment criteria for use in identifying Critical Points as they arise
- Describe the type of information the Board requires from the Chief to assess potential Critical Points

- Describe the information sharing process between the Board and the Service when a Critical Point has been identified/confirmed
- Strengthen oversight of the Service consistent with the Board's legislative responsibilities
- Ensure accountability of the Service to the Board
- Ensure that the Chief of Police can discharge his or her duties according to law

4. CRITICAL POINT

4.1 DEFINITION

Critical Point means a matter of strategic significance that is time-sensitive, and which rapidly elevates the Board's operations, financial, reputational or other enterprise risk, and, therefore, calls for the Board's immediate attention and/or preparedness to act.

For example:

1. Large scale operations or events for which advance planning and approval by the Service's Command is required
2. Events or operations that are likely to have a material impact on the Service's relationship with, and service to, marginalized and vulnerable communities
3. Events or operations that raise significant questions of public policy
4. Credible external or internal complaints, including complaints regarding workplace discrimination or harassment, against individual officers and the Service, and findings by other tribunals related to discrimination, where such complaints or findings raise significant systemic issues

These examples are not exhaustive.

4.2 TRAINING

The Chief will provide training to ensure that all Command and Service Members from the rank of Inspector and above are trained to recognize the circumstances that may lead to a Critical Point, and to inform the Chief of Police and Command when a potential Critical Point is identified and the Board will ensure that all new Board Members receive training to understand the definition of a Critical Point, and effectively understand their responsibilities with regards to the consideration of Critical Points.

5. REPORT TO THE BOARD

5.1 The Chief of Police will inform the Chair or designate of any situation in which the Chief of Police believes a Critical Point has emerged or is likely to emerge and provide the Chair, in writing, with further information regarding the Critical Point, including, as appropriate:

1. The general nature of the Critical Point
2. The elevated risk(s) posed by the Critical Point

3. Relevant operational and other information necessary for the Board to understand the details of the Critical Point, including an outline of the operational plan, and continuity of service plans
4. Any plans to involve other organizations, including requests to chiefs of police for temporary assistance pursuant to section 19 of the Community Safety and Policing Act.”
5. An estimate of the financial impact
6. Relevant legislation and other legal requirements that may apply including the need for additional authorities
7. Any ongoing considerations, including resources needed, or policy impacts

5.2 The chair will share the information provided by the Chief with Board members, all of which will be held in the strictest confidence.

5.3 The Chair, in consultation with Board members, and in accordance with the Board’s Procedural Bylaw, will determine whether there is a need to obtain additional information, create or amend Board policies, and/or provide direction to the Chief in accordance with the Board’s policies, duties and responsibilities, including setting objectives and priorities, and if so, whether to call a Special Meeting of the Board, or to include the Critical Point as an item on the Agenda of the Board’s next regularly scheduled meeting.

5.4 The Chief will continue to update the Board, through the Chair, on any significant developments, including once the Chief of Police determines that the Critical Point has concluded. In consultation with the Board members, the Chair may call a Special Meeting of the Board at any time or include an item on the agenda of a regularly scheduled Board meeting to discuss the Critical Point.

5.5 Identification of Critical Points by the Board: When the Chair believes, or is advised by a Board Member(s) that they believe that a planned or anticipated event may constitute a Critical Point, the Chair shall request the Chief of Police to consider whether, in his or her view, the event may meet the definition of Critical Point, and either report to the Board in accordance with this Policy, or, alternatively, provide to the Chair reasons that the event in question does not meet the definition of a Critical Point.

7. IMPLEMENTATION

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

ADOPTED AND PASSED this 22nd day of May 2025.

THE WINDSOR POLICE SERVICE BOARD



Jo-Anne Gignac, Chair



Norma Coleman, Administrative Director

MAY 22, 2025

Date

May 22, 2025

Date



WINDSOR POLICE SERVICE BOARD

POLICY

Policy Name: PARENTAL AND NON-PARENTAL ABDUCTIONS		Policy Number: P-062
Responsible Manager: Administrative Director WPSB	Review Schedule: 3 Years	Effective Date: May 22, 2025
Repeals: AR-LE040, April 27, 2000	Reporting: Chief annual report to the Board as per Section 5	Next Review Date: May 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 O. Reg. 392/23: Adequacy and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.3 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 missing persons including parental and non-parental abductions;

1.4 AND AS the Board deems it appropriate to have a policy on parental and nonparental abductions and attempts;

1.5 AND AS Part LE-040 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 investigations of parental and non-parental abductions and attempts.

THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

2. DEFINITIONS

- 2.1 "Act" means the Police Services Act, R.S.O. 1990 c.P.15, as amended;
- 2.2 "Board" means the Windsor Police Services Board;
- 2.3 "Chief" means the Chief of Police of the Windsor Police Service;
- 2.4 "Manual" means the Policing Standards Manual published by the Ministry of Community Safety and Correctional Services;
- 2.5 "Member" means a member of the Windsor Police Service as defined in the Act;
- 2.6 "Ministry" means the Ministry of Community Safety and Correctional Services;
- 2.7 "Service" means the Windsor Police Service.

3. POLICY

3.1 The Board recognizes that matters of missing persons, parental and non-parental abductions and attempts 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

4.1.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into parental/familial abductions and attempts. These procedures shall be in accordance with Appendix A and the Service's Criminal Investigation Management Plan.

4.1.2 The Chief shall ensure that the procedures referred to in Section 4.1.1 comply with the procedures set out in the Ministry's designated Ontario Major Case Management Manual and with the prescribed requirements of Sections 1, 6 (2), 14.1 and 18 (1) 8 of O. Reg. 395/23: Investigations.

4.1.3 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 TRAINING

4.2.1 The Chief shall ensure that Members investigating parental and non-parental abductions and attempts have the requisite knowledge, skills, and abilities.

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 concerning investigations into parental and non-parental abductions and attempts;
- (b) confirmation that the procedures are in compliance with the Ministry's designated Ontario Major Case Management Manual;
- (c) the status of Service compliance with said procedures; and
- (d) a summary of training given to Members regarding parental and non-parental abductions and attempts.

6. IMPLEMENTATION

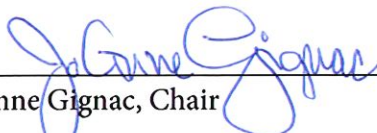
6.1 Any policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective May 22, 2025.

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

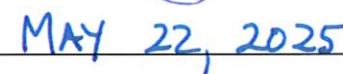
ADOPTED AND PASSED this 22nd day of May 2025.

THE WINDSOR POLICE SERVICE BOARD


Attachment (1)



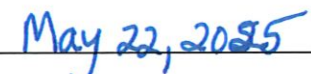
Jo-Anne Gignac, Chair



Date



Norma Coleman, Administrative Director



Date

Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into parental and non-parental abductions.

In addition, section 12 (1)(m) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into parental and non-parental abductions.

Sample Board Policy

Board Policy # _____

It is the policy of the _____ Police Services Board with respect to parental and non-parental abductions and attempted abductions of children that the Chief of Police will:

- a) develop and maintain procedures that require that investigations into parental/familial abductions and attempted abductions be undertaken in accordance with the police service's criminal investigation management plan; and
- b) develop and maintain procedures that require that investigations into non-parental/non-familial abductions and attempted abductions be undertaken in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Police Service Guidelines

- Procedures**
1. Every police service's procedures on parental/familial abductions and attempted abductions of children should:
 - a) require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - b) require officers to follow the police service's procedures on missing persons;
 - c) require officers to follow the police service's procedures on child abuse and neglect, including local protocols with the Children's Aid Societies;
 - d) require officers to determine whether any custody order exists pertaining to the child, where applicable;
 - e) require that appropriate information and Orders of Apprehension, where applicable, are immediately entered on CPIC, including obtaining a Canada-wide radius where it is believed that the accused is leaving or has left the province;
 - f) ensure that relevant information on parental/familial abductions is entered on the RCMP *Missing Child Registry*, where applicable;



- g) address the sharing of information with patrol officers by communications/dispatch personnel, including suspect and victim descriptions, where available;
 - h) address the dissemination and sharing of information with other relevant law enforcement and government agencies, including border points, and appropriate community organizations;
 - i) in a case of an attempted parental/familial abduction, ensure that notification is made to the child's school officials, care givers and others, where appropriate; and
 - j) set out the steps to be followed when it is necessary to contact an agency outside Canada for information in connection with a parental/familial abduction or an attempted abduction of a child.
2. Every police service's procedures on non-parental/non-familial abductions or attempted abductions of children should:
- a) require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - b) require officers to follow the police service's procedures on child abuse and neglect, including local protocols with the Children's Aid Societies, where appropriate;
 - c) require that appropriate information is immediately entered on CPIC;
 - d) ensure that relevant information on non-parental/non-familial abductions is entered on the *RCMP Missing Child Registry*;
 - e) address the sharing of information with patrol officers by communications/dispatch personnel, including suspect and victim descriptions, where available;
 - f) address the dissemination and sharing of information with other relevant law enforcement and government agencies, including border points, and appropriate community organizations;
 - g) set out the steps to be followed when it is necessary to contact an agency outside Canada for information in connection with a non-parental/non-familial abduction or an attempted abduction of a child; and
 - h) address compliance with the requirements of the *ViCLAS Regulation*.
- Community Notification** 3. Every police service's procedures should address community notification in cases of non-parental/non-familial abductions or attempted abductions of children.

