



## WINDSOR POLICE SERVICE BOARD

### POLICY

Police Name: <b>EQUIPMENT AND BODY ARMOUR</b>		Policy Number: <b>P-063</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: <b>Number: AR-AI015, January 24, 2013</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>July 2028</b>

#### 1. PREAMBLE

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

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

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

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

1.5 AND AS Schedule 1 to the Adequacy Regulation prescribes, inter alia, standards for body armour issued to the prescribed units;

1.6 AND AS the Board has deemed it appropriate that it establish a policy with respect to equipment – body armour for the purposes of workplace safety;

1.7 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 equipment – body armour;

1.8 AND AS Part AI-015 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 equipment – body armour.

## **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 body armour, 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 body armour equipment.

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

#### **4.1 PROCEDURES**

4.1.1 The Chief shall develop and maintain written procedures in accordance with Schedule 1 to the Adequacy Regulation and Appendix A that govern the provision, use and function of body armour equipment.

4.1.2 The Chief shall consult with designated employee representatives regarding the acquisition of body armour.

#### **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 body armour.

## 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 body armour equipment. The report shall contain:

- (a) a summary of the written procedures relating to body armour equipment;
- (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-AI015 and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.

**ADOPTED AND PASSED this 24<sup>th</sup> day of July 2025.**

**Attachment (1)**

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

24/07/25  
Date

  
Norma Coleman, Administrative Director

24/07/25  
Date

## Legislative/Regulatory Requirements

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

Section 7 of O. Reg. 268/10 ("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 *Police Services Act* allows for the making of regulations regarding the use of any equipment and the use of force by a police force or any of its members. "Regulation 926" ("Equipment and Use of Force"), under the *Police Services Act*, 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 equipment-body armour that:

1. The Chief of Police will:
  - a) ensure the provision of body armour equipment that is:
    - i) constructed to provide the level of protection necessary for the performance of duty that addresses:
      - the type of weapons members are likely exposed to;
      - protection for members from their own handguns and ammunition that are in accordance with prescribed specifications;
  - b) ensure the provision of body armour that is purchased from manufacturers that:
    - i) practice effective quality control for testing and labeling in accordance with current National Institute of Justice (NIJ) Standards/Requirements on Ballistic Resistance of Body Armor;
    - ii) are certified under current International Organization for Standardization-ISO 9001:2008 standards for production and manufacturing; and
    - iii) ensure that the body armour provided is listed on the NIJ Compliant Products List, including replacement panels and carriers, in accordance with current NIJ Standards/Requirements;



- c) ensure that each member uses, maintains and cares for the body armour provided in accordance with the manufacturer's instructions;
- d) ensure that a formal and documented inspection program is in place that addresses wear and tear;
- e) ensure that members receive the appropriate training on the legislative requirements of OHSA and information on use and care, as well as the benefits and limitations of body armour; and
- f) consult with designated employee representatives regarding the acquisition of body armour.

Publication of this guideline revision does not invalidate or render unsuitable any body armour models previously determined by the NIJ to be compliant to either the NIJ 2005 Interim Requirements or the NIJ Standard-0101.04 Rev. A Requirements. While it may not be necessary to remove these existing armours from service, agencies are advised to always require their procurements to meet or exceed the most recent and up-to-date version of this guideline.

## Police Service Guidelines

### General

1. Every Chief of Police should ensure that, at a minimum, appropriate members are provided personal body armour that is:

### Personal Body Armour (Ballistic Protection)

- a) constructed of ballistic fabric or other ballistic resistant materials. The ballistic panel is inserted into a carrier of conventional garment fabrics, such as nylon or cotton. The ballistic protection is determined by the type and number of layers in the ballistic panel.
- b) purchased from manufacturers:
  - i) whose products are listed on the NIJ Compliant Products List;
  - ii) who are certified under current International Organization for Standardization-ISO 9001:2008 standards for production and manufacturing;
- c) able to provide the level of protection required by meeting the National Institute of Justice most current Requirements on Ballistic Body Armor (NIJ Standard 0101.06 Ballistic Resistance of Body Armor) at a minimum, Threat Level Type II
- d) able to provide where possible, optimum fit and comfort and maximum mobility;
- e) able to provide full coverage including front, back and side protection under the arms and above the waist;
- f) designed to provide for an issued carrier (Under-shirt or Over-shirt carrier or both as determined by police service policy) that includes an:
  - i) Under-shirt Carrier that:
    - is worn under the normal uniform shirt;

- is constructed to form front and back pockets shaped to securely retain the body armour panels in place;
  - includes a hook and pile closure across the entire opening of the pocket;
  - permits the easy insertion and removal of the body armour panels;
  - permits the easy insertion and removal of a stab/trauma plate;
  - may include integral front and rear shirttail with the front split to accommodate use of the trouser zipper; and
  - is able to be laundered while another issued carrier is worn; and
- ii) Over-shirt Carrier that:
- may be worn over the uniform shirt;
  - permits the easy insertion and removal of a stab/trauma plate;
  - shall be constructed to form front and back pockets shaped to securely retain the body armour panels in place; and
  - is able to be laundered while another issued carrier is worn; and
- g) designed to provide body armour panels for optimum fit, coverage, and in accordance with manufacturers specifications, and:
- i) will be contained within a water resistant cover, hermetically seam sealed and impervious to external influences including, but not limited to, body oils, perspiration, fluids, insect repellent, sunscreen, and ultraviolet light; and
- ii) allow for the same body armour panels to be used in the under-shirt carrier or in the over-shirt carrier.

Publication of this guideline revision does not invalidate or render unsuitable any body armour models previously determined by the NIJ to be compliant to either the NIJ 2005 Interim Requirements or the NIJ Standard-0101.04 Rev. A Requirements. While it may not be necessary to remove these existing armours from service, agencies are advised to always require their procurements to meet or exceed the most recent and up-to-date version of this guideline.

#### *Procedures*

2. Every Chief of Police should ensure that members:
- a) use, maintain and care for the body armour that is provided to them in accordance with the manufacturers instructions;
  - b) participate in a formal and documented inspection on an annual basis to ensure that body armour is in proper working condition;
  - 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; and
  - d) report to his or her supervisor any contravention of the OHSA or the regulations or the existence of any hazard of which he or she knows.

*Training  
and  
Information*

3. Every Chief of Police should ensure that, as part of the acquisition of body armour process, designated employee representatives are consulted.
4. Every police service should provide appropriate members with training and information that would include:
  - a) the proper use and care of body armour;
  - b) the limitations of body armour;
  - c) the protection offered against handgun assault;
  - d) the protection/prevention of serious and potential fatal injuries from traffic accidents, knives, edged weapons and physical assault with improvised weapons; and
  - e) information on the responsibilities and obligations of employers, supervisors and employees under the OHSA.







# WINDSOR POLICE SERVICE BOARD

## POLICY

Policy Name: <b>FIREARMS TRAINING AND INVESTIGATIONS</b>		Policy Number: <b>P-064</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: <b>New</b>	Reporting: <b>As per Section 5 of policy</b>	Next Review Date: <b>July 2028</b>

### 1. PREAMBLE

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

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

1.3 AND AS 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 subsection 12 (2) (b) of O. Reg. 391/23: Use of Force and Weapons ensure that every Member of the Police Service who is authorized to carry or use a firearm is in compliance with the training requirements prescribed by the Minister on the use of firearms;

1.5 AND AS Sections 5, 11 and 15 of O. Reg. 87/24: Training prescribes training requirements for police officers, including firearms training;

1.6 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 occurrences involving firearms;



1.7 AND AS Part LE-029 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the Police Service and the Chief relative to investigations into occurrences involving firearms.

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

**2. DEFINITIONS**

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “CPIC” means the Canadian Police Information Centre;

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

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

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

2.8 “Service” means the Windsor Police Service.

**3. BOARD POLICY**

3.1 The Board recognizes that matters of firearms investigations are serious in nature, and it is therefore the policy of this Board that investigations into such matters 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 procedures on and processes for undertaking and managing investigations into offences/occurrences involving firearms.

4.1.2 The Chief shall develop and maintain procedures on and processes for preventing offences/occurrences involving firearms.

4.1.3 The Chief shall develop and maintain procedures relating to the Firearms Interest Police (FIP) category of CPIC.

## 4.2 TRAINING

4.2.1 The Chief shall ensure that Members are trained on all search and seizure powers available to officers under Part III and IV of the Criminal Code that may be relevant to search and seizure of firearms, ammunition or related licences, certificates or permits as well as options for obtaining prohibition orders.

4.2.2 The Chief shall ensure that Members involved in investigations into offences/occurrences involving firearms have the requisite knowledge, skills, and abilities.

4.2.3 The Chief shall ensure that all police officers receive the training prescribed in Sections 5, 11 and 15 of O. Reg. 87/24: Training prior to being issued a firearm.

## 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 preventing or responding to occurrences involving firearms. The report shall include:

- (a) a summary of the written procedures concerning managing investigations and preventing offences/occurrences involving firearms;
- (b) the status of Service compliance with the said procedures; and
- (c) confirmation that Members were trained in accordance with Section 4.2 of this Policy.

## 6. IMPLEMENTATION


6.1 All policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.


ADOPTED AND PASSED this 24<sup>th</sup> day of July 2025.

### Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

24/07/25  
Date

  
Norma Coleman, Administrative Director

24/07/25  
Date

## Legislative/Regulatory Requirements

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

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to preventing or responding to occurrences involving firearms that the Chief of Police will:

- a) ensure that the police service's officers are provided with information on all the search and seizure powers available to officers under Part III and Part XV of the *Criminal Code* that may be relevant to the search and seizure of firearms, ammunition, or related licences, certificates or permits, as well as options for obtaining prohibition orders;
- b) develop and maintain procedures on undertaking and managing investigations into offences/occurrences involving firearms;
- c) develop and maintain procedures on preventing offences/occurrences involving firearms; and
- d) develop and maintain procedures relating to the Firearms Interest Police (FIP) category of CPIC.

## Police Service Guidelines

### Procedures

1. Every police service's procedures should set out the steps to be followed by officers when exercising any of the search and seizure powers available, or when seeking prohibition orders, including:
  - a) gathering information or evidence;
  - b) preparing the documentation to support the search and seizure of firearms/ammunition or obtain the prohibition order; and
  - c) consulting with the Crown, Chief Firearms Officer or the *Provincial Weapons Enforcement Unit* (PWEU), when necessary.
2. Every police service's procedures should set out the steps to be followed as part of an investigation into offences/occurrences involving firearms, including that officers should:



- a) consider and exercise, where applicable, all powers available to search for and seize firearms, ammunition or related licences, certificates or permits;
  - b) inquire of intimate partners (or past partners if known), family members or associates whether the accused has access to firearms or ammunition;
  - c) determine if the accused, family members, or other associates possess the necessary firearms certificates, registration certificates, permits, licenses or authorizations for the possession or purchase of a firearm or restricted weapon, or has been denied any of these;
  - d) document the powers exercised to search for and seize firearms, firearms certificates, registration certificates, permits, licences or authorizations for the possession or purchase of a firearm or restricted weapon or provide reasons why such powers were not exercised;
  - e) determine whether reasonable grounds exist to lay a charge pursuant to Part III of the *Criminal Code*, and if unsure, consult with a supervisor or a Crown;
  - f) comply with the bail preparation procedures as outlined in the police service's procedures on bail and violent crime;
  - g) unless a prohibition order has been imposed under section 515 of the *Criminal Code* or any other section, consider seeking such an order against the accused;
  - h) comply with the police service's procedures for the investigation of stolen or smuggled firearms; and
  - i) consider consulting with the Chief Firearms Officer and Provincial Weapons Enforcement Unit when necessary.
3. Every police service's procedures should set out the steps that officers should take to prevent or minimize the potential risk of violence involving a firearm by an individual or suspect who has been involved in any domestic violence occurrence, or occurrence involving child abuse, sexual assault, criminal harassment, hate/bias motivated crime, uttering death threats, threatened suicide or an emotionally disturbed person by:
- a) determining whether any of the individuals involved in the occurrence own, possess or have access to a firearm, ammunition, firearms certificate, registration certificate, permit, licence or authorization regardless of whether sufficient grounds exist to lay a charge against the individual;
  - b) assessing whether there are reasonable grounds for believing there is a threat to safety, including in all domestic violence occurrences considering the risk indicators identified in the domestic violence supplementary report form;
  - c) considering and exercising where applicable all powers available to search and seize firearms, ammunition, or related licences, certificates or permits;
  - d) applying for a prohibition order under section 111 of Part III of the *Criminal Code* or seeking a revocation under *The Firearms Act*, unless such an order has been imposed under section 515 or any other section of the *Criminal Code*; and
  - e) documenting their actions with an explanation.



4. Every police service's procedures should set out the type of information that should be obtained when determining whether there are reasonable grounds for believing that there is a threat to safety, including:
- a) does the occurrence involve an assault or threatened use of violence?
  - b) has a spouse (partner), family member, friend, neighbour or other associate raised safety concerns over the presence of a firearm, and if so, why?
  - c) does the occurrence involve violent behaviour resulting in significant property damage that would indicate that an individual has acted in an irrational or enraged manner?
  - d) does the individual have a history of violence, threatening or abusive behaviour?
  - e) does the individual have a criminal record for violence, including assault?
  - f) has there been a gradual escalation in the intensity or severity of violent or abusive incidents involving the individual?
  - g) is the incident related to a significant life event, such as the breakdown of a relationship?
  - h) is there a history of violence in the relationship?
  - i) is the individual intoxicated, under the influence of other substances, or do they have a history of substance abuse?
  - j) is the individual acting in a manner which would suggest that they are disturbed, distraught, suicidal, or may be suffering from or known to have a history of a mental illness or a developmental disability? and
  - k) is the individual in breach of an existing prohibition order, condition of bail, conditional sentence or peace bond?

- Information** 5. Every police service's procedures should:
- a) address the Firearm Interest Police (FIP) category of CPIC and should be consistent with Policing Services Division's Bulletin 4/98 on FIP Records that was distributed with the All Chiefs Memorandum 98-077 on September 29, 1998;
  - b) require timely and prompt entry of information into FIP; and
  - c) provide for a prompt response to FIP queries from the CFO and other police agencies.
6. Every Chief of Police should ensure that police officers are provided with information on the search and seizure powers available to officers, as well as options for obtaining prohibition orders that relate to firearms.





# WINDSOR POLICE SERVICE BOARD

## POLICY

Police Name: <b>FRAUD AND FALSE PRETENCE INVESTIGATION</b>		Policy Number: <b>P-065</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: <b>Number: AR—LE038, June 22,2000</b>	Reporting: <b>Chief annual report to the Board as per Section 4</b>	Next Review Date: <b>July 2028</b>

### 1. PREAMBLE

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

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

1.3 AND AS 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 and processes for undertaking and managing investigations into fraud and false pretences;

1.5 AND AS the Board has deemed it appropriate that it establish a policy on fraud and false pretence investigation;

1.6 AND AS Part LE-038 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the Chief and the police service relative to investigation into fraud and false pretences.

## **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 fraud and false pretences are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

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

#### **4.1 PROCEDURES**

4.1.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into fraud and false pretences. These procedures shall be in accordance with Appendix A.

4.1.2 The Chief shall ensure that the Service’s response to fraud and false pretence occurrences are monitored and evaluated.

#### **4.2 COMMUNITY INVOLVEMENT**

4.2.1 The Chief shall work with local social assistance officials to develop and maintain a local protocol on the investigation of social assistance fraud.

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

#### **4.3 TRAINING**

4.3.1 The Chief shall ensure that Members investigating fraud and false pretence occurrences 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 of fraud and false pretences. The report shall include:

- (a) a summary of the written procedures concerning fraud and false pretence investigations;
- (b) the status of Service compliance with the said procedures; and
- (c) a summary of the steps taken by the Service to monitor and evaluate response to fraud and false pretence investigations.

**6. IMPLEMENTATION**

6.1 Windsor Police Service Board Policy-Adequacy O.REG. 3/99 – Number AR-LE038, June 22, 2000, and any other policies or sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.


ASOPTED AND PASSED this 24<sup>th</sup> day of July 2025.

**Attachments (1)**

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

24/07/25  
Date

  
Norma Coleman, Administrative Director

24/07/25  
Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into fraud and false pretences.

In addition, section 12(1)(g) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into fraud and false pretences.

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to fraud and false pretences investigations 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;
- b) work, where possible, with municipal and provincial social assistance officials and the Crown, to develop a local protocol on the investigation of social assistance fraud;
- c) establish, where possible, cooperative arrangements for the investigation of fraud and false pretences occurrences with:
  - i) the Employment Insurance Commission;
  - ii) the Fire Marshal's Office;
  - iii) the Ministry of Consumer and Commercial Relations; and
  - iv) the insurance industry; and
- d) ensure that police officers investigating complex fraud and false pretences occurrences have the knowledge, skills and abilities required.

## Police Service Guidelines

- Coordination** 1. Every Chief of Police should work, where possible, with municipal and provincial social assistance officials and the Crown, to develop a local protocol on the investigation of social assistance fraud that addresses:
- a) collation of information when a person is suspected of social assistance fraud;
  - b) process for referring a case to the police;
  - c) initial preparation and vetting of the case file;
  - d) collection, preservation and control of evidence; and
  - e) preparation and vetting of the Crown brief.



2. Every Chief of Police should, where possible, enter into cooperative arrangements, for the investigation of fraud and false pretences occurrences with:
  - a) the Employment Insurance Commission;
  - b) the Fire Marshal's Office;
  - c) the Ministry of Consumer and Commercial Relations; and
  - d) the insurance industry.

- Procedures**
3. Every police service's procedures on fraud and false pretences investigations should:
    - a) require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
    - b) address the criteria and steps for obtaining investigative supports and specialized resources, including forensic accountants, fire marshals and other experts in the field of fraud investigation, where required;
    - c) address the provision of assistance to victims of fraud, in particular elder or vulnerable adults, in accordance with the police service's procedures on victims' assistance and elder and vulnerable adult abuse;
    - d) set out the steps for sharing information with other relevant law enforcement and government agencies on serial fraud occurrences, including multi-jurisdictional occurrences; and
    - e) address the dissemination of information to the public on fraud.
  4. Every police service's procedures should address social assistance fraud, including:
    - a) upon receiving a case file from an Eligibility Review Officer, the investigating officer should review it carefully to determine if reasonable grounds exist for a charge to be laid or if further evidence or information is required utilizing the checklists provided;
    - b) if further information is required, the investigating officer should consult with the Eligibility Review Officer regarding information that can be lawfully and feasibly collected for delivery to the police, i.e., information, which is under the control of the Ministry of Community and Social Services/Municipality and was collected as part of the Eligibility Review Officer's regulatory investigation;
    - c) if it is not lawful or feasible for the Eligibility Review Officer to collect the specified information and/or evidence, the investigating officer should endeavour to do so in accordance with applicable legislation and the police service's procedures referring to such matters;
    - d) if a charge is laid, the investigating officer should use the supplemental Crown brief checklist as a guide and submit the case file, through the appropriate chain of command, to the Crown; and
    - e) where the Crown determines upon review of the case file that additional investigation is required, the investigating officer should follow up and endeavour to provide the requested information and/or evidence, as soon as practicable.



Recommended Social Assistance Fraud Investigative Checklist

CODE KEY:				POTENTIAL SOURCES						
I =	Income	S =	Spousal	I	E	A	S	R	AD	D
E =	Earnings	R =	Replacement							
A =	Assets		Cheque							
AD =	Not living at reported address	D =	Dependent Child (not in the home)							
1. Landlord/Lease/Mail Box & Buzzer Labels				*	*		*		*	*
2. Neighbours							*		*	*
3. Property Tax Records/Title Searches						*	*		*	*
4. Post Office							*		*	*
5. Bell Canada/Calling Cards/Receipts/Directories							*		*	*
6. Vernon/Mights Directories							*		*	*
7. Utilities (hydro, gas, cable, water)							*		*	*
8. Registrar-General (marriage/birth/divorce)							*		*	*
9. Schools (day-care centres)							*		*	*
10. Former Spouse (private support)				*		*	*		*	*
11. Bank				*	*	*	*	*	*	*
12. Human Resources Development Canada (CPP, OAS, E.I.)				*	*	*	*		*	*
13. Lawyers (i.e., Lawyer of Spouse)				*		*	*		*	*
14. Family Court Payments				*			*		*	*
15. Employer				*	*		*		*	*
16. Business Registry/Licence									*	
17. Credit Bureau/Creditors				*	*	*	*		*	*
18. Newspapers (obituaries, client criminal activity)				*	*	*	*		*	*
19. Revenue Canada					*		*		*	*
20. Ministry of Transportation (MTO)							*		*	*
21. Police Records				*	*		*	*	*	*
22. Probation and Parole				*	*		*		*	*
23. Personal Property Security Registration System						*				
24. Ministry of Education and Training				*	*		*		*	*
25. Department of Veterans' Affairs (DVA)				*					*	
27. Workplace Safety and Insurance Board				*	*				*	



**Recommended Social Assistance Fraud Crown Brief Checklist**

The crown brief should include, but not be limited to, the following items, where appropriate:

- duplicates of all documents for disclosure;
- accused name and date of birth, dependants, previous addresses;
- charge and section number;
- police case file number;
- social services' case file number;
- name of investigating police officer(s) and contact numbers;
- copy of the information;
- witness list;
- will say from police investigators, eligibility review officers, case workers, employer(s) or any witness(es);
- officer's notes;
- all relevant social assistance legislation, including section numbers;
- restitution letter;
- police synopsis and narrative;
- social services' synopsis;
- transcript of accused statement, if applicable;
- copy of notice under section 28 of the *Canada Evidence Act*;
- application for assistance document;
- consent to disclose and verify information document;
- agreement to reimburse;
- job search list and intake sheets;
- pay stubs;
- income statements;
- letters to employers;
- overpayment calculations;
- narrative report;
- original social assistance cheque(s) / verification of bank deposits;
- signed rights and responsibilities document;
- centre for employment options, i.e., job skills, upgrading;
- exhibits list as an appendix; and
- victim impact statement (optional).





# **WINDSOR POLICE SERVICE BOARD**

## **POLICY**

Policy Name: <b>PRELIMINARY PERIMETER CONTROL AND CONTAINMENT</b>		Policy Number: <b>P-066</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: <b>AR-ER001, August 7, 2014; June 21, 2012; September 28, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 6</b>	Next Review Date: <b>July 2028</b>

### **1. PREAMBLE**

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

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

1.3 AND AS 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 subsection 10 (1) (3) of the Adequacy Regulation requires the Chief of Police to establish procedures on preliminary perimeter control and containment;

1.5 AND AS subsection 10 (1) (2) of the Adequacy Regulation requires the Chief of Police to establish procedures that set out circumstances in which a containment team will be deployed;

1.6 AND AS Part ER-001 of the Policing Standards Manual (2000), a copy of which is attached as Appendix A, contains guidelines directing the Chief and the police service relative to preliminary control and containment.

**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 issues relating to preliminary perimeter control and containment form an important part of policing, and it is therefore the policy of this Board that such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this Policy.

## **4. PROVISION OF PRELIMINARY AND SUBSEQUENT PERIMETER CONTROL AND CONTAINMENT**

4.1 The Chief shall ensure that preliminary perimeter control and containment will be provided by front-line patrol officers, and that all subsequent perimeter containment will be provided by the Tactical Unit.

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

### **5.1 PROCEDURES**

5.1.1 The Chief shall establish procedures on providing preliminary perimeter control and containment in accordance with Appendix A and subsection 10 (1) 3 of the Adequacy Regulation that address:

(a) the circumstances in which preliminary perimeter control and containment will be deployed;

(b) operational responsibility for the establishment of preliminary perimeter control and containment in accordance with subsection 10 (1) 3 of the Adequacy Regulation;

(c) the deployment of other emergency response services, including receiving assistance from other agencies; and



(d) the duties of an officer involved in the establishment of preliminary perimeter control and containment until the arrival of a Tactical Unit or Containment Team.

## 5.2 MANUAL

5.2.1 The Chief shall develop and maintain a manual, in accordance with Appendix A and the said subsection 10 (1) 3 of the Adequacy Regulation respecting preliminary perimeter control and containment, that addresses the subsequent perimeter control and containment services provided by the Emergency Services Unit. This Manual will be made available to each member who provides preliminary perimeter control and containment service, and to the Emergency Services Unit who provide subsequent perimeter control and containment services.

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

## 5.3 MEMBERSHIP

5.3.1 The Chief shall ensure that Members who provide services of preliminary perimeter control and containment meet the requirements of subsection 10 (1) 3 of the Adequacy Regulation.

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

## 5.4 TRAINING

5.4.1 The Chief shall ensure that all Members involved in preliminary perimeter control and containment have the requisite knowledge, skills and abilities to provide this service.

5.4.2 The Chief shall ensure that no person is a member of the Emergency Services Unit or provides perimeter control and containment unless the person has successfully received the required Ministry accredited training.

## 5.5 EQUIPMENT

5.5.1 The Chief shall ensure the appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to Members who provide preliminary perimeter control and containment services.

## 6. REPORT TO THE BOARD

6.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect preliminary perimeter control and containment. The report shall include:

- (a) summary of the procedures relating to preliminary perimeter control and containment as required by this Policy;
- (b) the status of Service compliance with the said procedures;
- (c) confirmation of the development and maintenance of the Manual addressing perimeter control and containment provided by the Emergency Services Unit; and
- (d) confirmation that Members have been trained in accordance with section 5.4.

## 7. IMPLEMENTATION

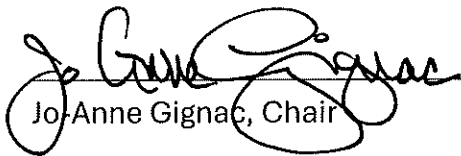
7.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number: AR-ER001, August 7, 2014; June 21, 2012 (Repealed); September 28, 2000 (Repealed) and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

7.2 This Policy shall come into force on July 24, 2025.

ADOPTED AND PASSED this 24<sup>th</sup> day of July 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

  
Norma Coleman, Administrative Director

24/07/25  
Date

24/07/25  
Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on preliminary perimeter control and containment. In addition, section 22(1) requires the Chief of Police to establish procedures on preliminary perimeter control and containment. If a police service maintains its own containment team, section 22(2) requires the Chief of Police to develop procedures for it.

Section 22(3) requires that police officers who are not members of a tactical unit and who are deployed in a containment function, including members of a containment team, shall not, prior to the arrival of a tactical response, employ offensive tactics unless the officers believe, on reasonable grounds, that to do so is necessary to protect against the loss of life or serious bodily harm.

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

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

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

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to preliminary perimeter control and containment that:

- a) containment will be provided by (identify service delivery methods - the police service's patrol officers, a containment team (using its own members, entering into a contract, or by entering into an agreement for a combined, regional or cooperative delivery) or a tactical unit);
- b) the Chief of Police will establish procedures that address:

February 2004

1/ER-001



Ontario Ministry of Community Safety  
and Correctional Services

- i) the circumstances in which preliminary perimeter control and containment will be established;
  - ii) operational responsibility for an incident where preliminary perimeter control and containment is being established;
  - iii) the deployment of other emergency response services, including receiving assistance from other agencies;
  - iv) the duties of an officer involved in the establishment of preliminary perimeter control and containment, including compliance with the requirement of section 22(3) of the Adequacy Standards Regulation, pending the deployment of a tactical unit; and
  - v) the training of officers in preliminary perimeter control and containment; and
- c) the Chief of Police will, if the police service establishes its own containment team, or has officers who are members of a joint containment team, develop and maintain a manual on containment team services that addresses:
- i) the selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
  - ii) the equipment to be used/available to the members of the team in accordance with the Ministry's designated equipment and facilities list; and
  - iii) the ongoing (and joint if applicable) training of members of the team.

## **Police Service Guidelines**

- Procedures** 1. Every police service's procedures should:
- a) identify the circumstances in which preliminary perimeter control and containment will be established;
  - b) indicate who has operational responsibility for an incident when preliminary perimeter control and containment is being established;
  - c) address the deployment of other emergency response services, including receiving assistance from other agencies; and
  - d) set out the duties of an officer involved in the establishment of preliminary perimeter control and containment, including compliance with the requirement of section 22(3) of the Adequacy Standards Regulation, pending the deployment of a tactical unit.
- Manual** 2. Where a police service has established its own containment team, or has officers participate in a joint containment team, a manual shall be developed, maintained and made available to the members of the team that addresses:
- a) general procedures for the containment team, including:
    - i) the containment team's mandate, functions and reporting relationships;
    - ii) call-out and operational procedures;
    - iii) communications with the containment team;



- iv) organizational charts for the emergency response function;
  - v) the operational linkages between the containment team and other emergency response and public order unit services;
  - vi) a selection process for the containment team, including that officers must meet the requirements set out in the Adequacy Standards Regulation; and
  - vii) the recording and reporting of incidents involving the containment team; and
- b) procedures specific to members of the containment team, including:
- i) members' responsibilities;
  - ii) command and control;
  - iii) operational training;
  - iv) communications with team members;
  - v) incident assessment;
  - vi) provision and use of equipment;
  - vii) reporting relationships within the containment team;
  - viii) hand-off/relief of teams;
  - ix) use of training, operational and equipment logs; and
  - x) debriefing process.

- Training** 3. Where a police service has established its own containment team, or has officers participate in a joint containment team, the Chief of Police should ensure that the police service's skills development and learning plan includes the following:
- a) at least two days maintenance training occurring on average every six months;
  - b) annual participation, wherever possible, in a joint training exercise involving crisis negotiators, major incident commanders, public order units, tactical units, other police personnel and outside emergency services deemed appropriate or subject of service delivery agreements; and
  - c) annual re-qualification to a task-specific fitness standard.

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



## MINISTRY'S DESIGNATED EQUIPMENT LIST

*Containment Teams – Equipment and Facilities List*

*The equipment listed here is for use by containment teams. All equipment used by members of a containment team shall be approved by the Canadian Standards Council (CSA), where appropriate. The following list is the minimum kit with which members of containment teams shall have available in order to respond to a containment situation:*

<b>BALLISTIC PROTECTION</b>
Body Armour ( <i>personal issue</i> )
<ul style="list-style-type: none"> <li>• minimum threat level IIA (NIJ)</li> <li>• subdued colour (situationally and environmentally appropriate)</li> <li>• "police" identification markers on front and rear</li> </ul>
<b>CLOTHING</b>
Containment Uniform ( <i>personal issue</i> )
<ul style="list-style-type: none"> <li>• two-piece fatigues in heavy-duty material</li> <li>• situationally and environmentally appropriate</li> <li>• police affiliation shoulder flashes</li> </ul>
Foot Wear ( <i>personal issue</i> )
<ul style="list-style-type: none"> <li>• rain, moisture and cold weather protection, which is situationally and environmentally appropriate</li> </ul>
Gloves and Headgear ( <i>personal issue</i> )
<ul style="list-style-type: none"> <li>• situationally and environmentally appropriate</li> <li>• will not impair use of weapons or safety equipment</li> </ul>
<b>OTHER SAFETY EQUIPMENT</b>
Goggles ( <i>personal issue</i> )
<ul style="list-style-type: none"> <li>• effective eye protection against fragmentation</li> <li>• designed not to impair peripheral vision</li> <li>• clear, anti-fogging lenses</li> </ul>
First Aid
<ul style="list-style-type: none"> <li>• large, multi-purpose kit with wide assortment of bandages, disinfectant, etc.</li> </ul>
Arrest or Restraint Devices
<ul style="list-style-type: none"> <li>• handcuffs</li> <li>• specifically designed disposable temporary hand and foot restraints</li> </ul>



<b>OPTICS INTENSIFICATION</b>
• binoculars
<b>RADIO EQUIPMENT</b>
Portable Radios
• with ear-pieces or similar devices
• one per member
Monitoring Radio Equipment
• equipment capable of monitoring containment and other police communications
• recording equipment
Power Sources
• extra batteries
<b>OTHER COMMUNICATIONS</b>
Loud Hailing System
• portable
<b>LETHAL</b>
Semi-automatic Rifle and 12 Gauge Shotgun
• one per member of either type of weapon
• spare available
• rifles with minimum of 5.56 mm calibre and a minimum magazine capacity of 20 rounds
• shotguns with minimum magazine capacity of four rounds
<b>LESS LETHAL</b>
Impact Weapons
• collapsible baton (personal issue)
• OC spray
Conducted Energy Weapons (December 2003 - Optional)
• <b>TASER</b>
<b>RANGES</b>
Firearms
• must have reasonable access to small & long arms range (indoor or outdoor)
<b>ADMINISTRATION</b>
Records
• administrative area for storing training and operational records







# WINDSOR POLICE SERVICE BOARD

## POLICY

Policy Name: <b>PROPERTY OFFENCES (including Break and Enter)</b>		Policy Number: <b>P-067</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule:	Effective Date: <b>July 24, 2025</b>
Repeals: <b>Number AR-LE030, June 22, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>July 2028</b>

### 1. PREAMBLE

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

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

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

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 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;

1.6 AND AS the Board deems it appropriate that the Chief of Police develops and maintains procedures on and processes for undertaking and managing investigations into property offences;

1.7 AND AS Part LE-030 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 property 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 property offences are serious in nature, and it is therefore the policy of this Board that investigations into property offences 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 property offences be undertaken and managed in accordance with the Service’s criminal investigation management plan and in accordance with Appendix A.

**4.2 CRIME PREVENTION INITIATIVES**

4.2.1 The Chief shall identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence, and community needs.

**4.3 TRAINING**

4.3.1 The Chief shall ensure that Members investigating property offence occurrences 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 property offences. The report shall include:

- (a) a summary of the written procedures concerning property offence investigations;
- (b) the status of Service compliance with the said procedures; and
- (c) a summary of crime prevention initiatives for property crime.

**6. IMPLEMENTATION**

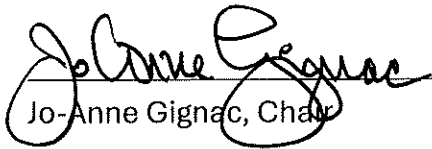
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 – Number AR-LE030, June 22, 2000 and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.

ADOPTED AND PASSED this 24<sup>th</sup> day of July 2025.

**Attachment (1)**

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

  
Norma Coleman, Administrative Director

24/07/25  
Date

24/07/25  
Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on the investigation of property offences, including break and enter.

In addition, section 12(1)(p) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into property offences, including break and enter.

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to property offences, including break and enter 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) identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence and community needs.

## Police Service Guidelines

### *Crime Prevention*

1. Every Chief of Police should identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence and community needs, including the implementation of bicycle registration and property identification programs.

### *Procedures*

2. Every police service's procedures on property offences should:
  - a) require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
  - b) require the retention and disposition of property relating to on-going investigations and prosecutions in accordance with the police service's procedures on the collection, preservation and control of evidence and property;
  - c) address the identification, tracing and seizing of stolen property;
  - d) provide for the processing and evaluation of reports received pursuant to the *Pawnbrokers Act* and any municipal by-laws governing the sale of second-hand goods;
  - e) address police interaction with pawnbrokers and second-hand dealers;



- f) address the investigative procedures for different classifications of property offences, including the criteria for the use of investigative supports when investigating property offences;
- g) address the investigative procedures for arson investigations;
- h) require that appropriate information be shared with patrol officers on break and enter and serious property occurrences, including any descriptions of suspects; and
- i) address the sharing of information with other police services and relevant organizations on serial break and enters, and other offences.



# WINDSOR POLICE SERVICE BOARD

## POLICY

Policy Name: <b>ROBBERY INVESTIGATIONS</b>		Policy Number: <b>P-068</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: Number AR-LE042	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>July 2028</b>

### 1. PREAMBLE

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

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

1.3 AND AS 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 deems it appropriate to require the Chief of Police to develop and maintain procedures and processes for undertaking and managing investigations into robbery occurrences;

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-042 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Police Service relative to robbery investigations.

NOW THEREFORE THE WINDSOR POLICE SERVICE BOARD ADOPTS AS FOLLOWS:

## **2. DEFINITIONS**

- 2.1 “Act” or “CSPA” means the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, and amendments;
- 2.2 “Board” means the Windsor Police Service Board;
- 2.3 “Chief” means the Chief of the Windsor Police Service;
- 2.4 “Manual” means the Policing Standards Manual published by the Ministry of the Solicitor General;
- 2.5 “Member” means a member of the Windsor Police Service;
- 2.6 “Ministry” means the Ministry of the Solicitor General; and
- 2.7 “Service” means the Windsor Police Service.

## **3. BOARD POLICY**

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

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

### **4.1 PROCEDURES**

- 4.1.1 The Chief shall develop and maintain procedures for undertaking and managing investigations into robbery occurrences. These procedures shall be in accordance with Appendix A.

### **4.2 MAJOR CASE**

- 4.2.1 The Chief shall ensure that a robbery occurrence that also involves a major case be investigated in accordance with procedures set out in the Ministry’s designated Ontario Major Case Management Manual.

### **4.3 TRAINING**

- 4.3.1 The Chief shall ensure that Members investigating robbery occurrences 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. The report shall include:

- (a) a summary of the written procedures concerning robbery investigations; and



(b) confirmation that the Service procedures comply with Appendix A.

## 6. IMPLEMENTATION

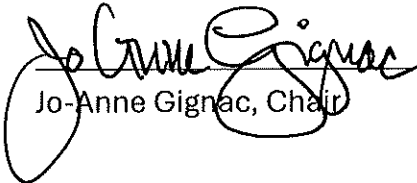
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 NumberAR-LE042, April 27, 2000, and all other policies, sections of policies and procedural policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.


**ADOPTED AND PASSED this 24th day of July, 2025.**

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

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

24/07/25  
\_\_\_\_\_  
Date

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

24/07/25  
\_\_\_\_\_  
Date

## Legislative/Regulatory Requirements

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

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

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to robbery investigations 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 a robbery occurrence that also involves a major case be investigated 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 should:
    - a) require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
    - b) require that, where a robbery occurrence also involves a major case, the investigation be conducted in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
    - c) require compliance by officers with the police service's procedures on the collection, preservation and control of evidence and property;
    - d) set the steps to be taken by officers initially responding to a robbery, including one that is in progress when they arrive;
    - e) address the response to hold-up alarms activated, i.e., at financial institutions and businesses;
    - f) require the sharing of information with patrol officers on relevant robbery occurrences, including any descriptions of suspects; and
    - g) address the sharing of appropriate information on robbery occurrences with other relevant law enforcement agencies, and organizations, including businesses, where appropriate.



# **WINDSOR POLICE SERVICE BOARD**

## **POLICY**

Policy Name: <b>STOLEN OR SMUGGLED FIREARMS</b>		Policy Number: <b>P-069</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: <b>AR-LE019, June 22, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>July 2028</b>

### **1. PREAMBLE**

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

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

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

1.4 AND AS Section 260 of the CSPA provides for storage, recording and reporting on firearms that come into the possession of the Service;

1.5 AND AS the Board deems it appropriate that the Chief of Police develop and maintain procedures on and processes for undertaking and managing investigations into stolen or smuggled firearms;

1.6 AND AS the Ministry has published a Police Standards Manual (2000) which provides direction to the police service in respect of investigations into stolen or smuggled firearms;

1.7 AND AS Part LE-019 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Chief and the Service relative to investigations of stolen or smuggled firearms.

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

**2. DEFINITIONS**

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

2.2 “Board” means the Windsor Police Service Board;

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

2.4 “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 stolen or smuggled firearms 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 The Chief shall develop a procedure to ensure compliance with Section 260 of the CSPA.

**4.2 ORIGIN OF FIREARM**

4.2.1 The Chief shall develop and implement a procedure to determine the origin of every firearm that comes into the possession of the Service with a view to determining whether the firearm is:

(a) lost or stolen;

(b) registered in Canada; or

(c) illegal in Canada.

**4.3 INVESTIGATION OF STOLEN OR SMUGGLED FIREARMS**

4.3.1 The Chief shall develop and implement written procedures relating to the investigation of stolen or smuggled firearms.

**4.4 SHARING OF INFORMATION**

4.4.1 The Chief shall develop and implement a procedure to address the sharing of information on stolen and smuggled firearms with law enforcement agencies.

#### 4.5 TRAINING

4.5.1 The Chief shall ensure that Members receive the appropriate training in relation to firearms safety and that Members involved in investigations of stolen or smuggled firearms have had the requisite knowledge, skills, and abilities.

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

#### 5. REPORT TO THE BOARD

5.1 The Chief shall make a written report to the Board on or before August 30 of each year in respect of the investigation of stolen or smuggled firearms. This report will contain:

- (a) a summary of the written procedures concerning investigations into stolen or smuggled firearms; and
- (b) the status of Service compliance with the said procedures.

#### 6. IMPLEMENTATION

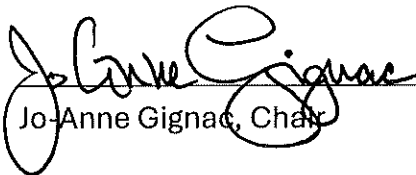
6.1 Windsor Police Service Board Policy – Adequacy O.REG. 3/99 Number AR-LE019, June 22, 2000, and any other policies, sections of policies of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.

ADOPTED AND PASSED this 24th day of July 2025.

#### Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

  
Norma Coleman, Administrative Director

24/07/25  
Date

24/07/25  
Date

## Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into stolen or smuggled firearms.

In addition, section 12(1)(s) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into stolen or smuggled firearms.

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to stolen or smuggled firearms that the Chief of Police will develop and maintain procedures:

- a) that require that every firearm that comes into the possession of the police service will be checked to determine whether the firearm:
  - i) has been reported stolen or lost;
  - ii) is legally registered in Canada; or
  - iii) is smuggled;
- b) on the investigation of stolen or smuggled firearms in accordance with the police service's criminal investigation management plan; and
- c) that address the sharing of crime analysis, criminal intelligence and other information on stolen or smuggled firearms with relevant law enforcement agencies and as required by section 134(8)4 of the *Police Services Act*.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures should:
    - a) require that every firearm that comes into the possession of the police service shall be checked to determine whether the firearm:
      - i) has been reported stolen or lost;
      - ii) is legally registered in Canada; or
      - iii) is smuggled;
    - b) provide that the police service participates in the *Firearms Tracing and Analysis Program* (FATE), and that members should comply with the administrative requirements specified by the program;
    - c) provide that where it is determined that a seized firearm has been stolen an investigation shall be undertaken, in accordance with the police service's criminal investigation management plan, to determine how the individual from whom the



- firearm was seized came into possession of the stolen firearm, as well as whether the original owner of the firearm complied with requirements for the safe storage of firearms;
- d) provide that where it is determined that the seized firearm is of the type that should be registered in Canada but is not, or the firearm is prohibited, that:
    - i) the *Provincial Weapons Enforcement Unit* (PWEU) shall be consulted for the appropriate assistance and/or investigative procedure to be followed; and
    - ii) an investigation shall be undertaken, in accordance with the police service's criminal investigation management plan, to determine how the individual from whom the firearm was seized came into possession of the unregistered or prohibited firearm; and
  - e) provide that information shall be shared with PWEU, and appropriate law enforcement agencies when:
    - i) the seized weapon may have been distributed through a "supplier" or "distribution network";
    - ii) there is a theft/robbery of firearms from a store that sells firearms, a gun club or a theft from a private residence; and
    - iii) it is suspected that individuals within the community are involved in the smuggling and/or distribution of firearms.





# **WINDSOR POLICE SERVICE BOARD**

## **POLICY**

Policy Name: <b>VEHICLE THEFT</b>		Policy Number: <b>P-070</b>
Responsible Manager: <b>Administrative Director WPSB</b>	Review Schedule: <b>3 Years</b>	Effective Date: <b>July 24, 2025</b>
Repeals: <b>AR-LE043, April 27, 2000</b>	Reporting: <b>Chief annual report to the Board as per Section 5</b>	Next Review Date: <b>July 2028</b>

### **1. PREAMBLE**

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

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

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

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

1.5 AND AS Part LE-043 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the police service relative to vehicle theft investigations.

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

### **2. DEFINITIONS**

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



2.2 “Board” means the Windsor Police Service Board;

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

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

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

2.6 “Service” means the Windsor Police Service.

### **3. BOARD POLICY**

3.1 The Board recognizes that vehicle theft is serious in nature, and it is therefore the policy of this Board that investigations into vehicle thefts 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 vehicle theft occurrences to be undertaken in accordance with the Service’s Criminal Investigation Management Plan and in accordance with Appendix A.

#### **4.2 NOTIFICATION TO OWNERS**

4.2.1 The Chief shall ensure the timely notification of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised.

#### **4.3 TRAINING**

4.3.1 The Chief shall ensure that Members investigating vehicle theft occurrences 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 vehicle theft occurrences. The report shall include:

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

### **6. IMPLEMENTATION**

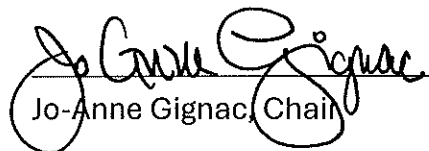
6.1 Windsor Police Service Board Policy Adequacy O.REG. 3/99 AR-LE043, April 27, 2000, and any other policies, of the Board inconsistent with the provisions of this Policy are hereby repealed effective July 24, 2025.

6.2 This Policy shall come into force on July 24, 2025.

ADOPTED AND PASSED this 24<sup>th</sup> day of July 2025.

Attachment (1)

THE WINDSOR POLICE SERVICE BOARD

  
Jo-Anne Gignac, Chair

24/07/25  
Date

  
Norma Coleman, Administrative Director

24/07/25  
Date

## Legislative/Regulatory Requirements

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

In addition section 12(1)(t) requires the Chief of Police to establish procedures on and processes for undertaking and managing investigations into vehicle thefts.

## Sample Board Policy

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

It is the policy of the \_\_\_\_\_ Police Services Board with respect to vehicle thefts that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan; and
- b) ensure the timely notifications of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised.

## Police Service Guidelines

- Procedures**
1. Every police service's procedures on the investigation of vehicle thefts should:
    - a) require that investigations be undertaken in accordance with the police service's criminal investigation management plan, including notifying the *Ontario Provincial Auto Theft Team* in investigations involving:
      - i) organized theft rings; and
      - ii) thefts of heavy construction equipment vehicles;
    - b) require the sharing of information on vehicle theft with relevant law enforcement agencies, government agencies and other organizations;
    - c) require the recording of vehicle theft information on CPIC, including the VIN number and/or license plate number;
    - d) address the communications of stolen vehicle reports, including any descriptions of suspects;
    - e) require that information on stolen vehicles be shared with patrol officers, including any descriptions of suspects; and
    - f) require the timely notifications of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised.