



Sarnia Police Service Board

Open Meeting
Thursday, September 26, 2024
9:00 a.m.

[Join Virtual Meeting](#)



1. Welcome		Chair
2. Land Acknowledgement		Chair
3. Declarations of Conflict of Interest		Chair
4. Approval of Agenda	Approval	Chair
5. Minutes 5.1 August 27, 2024	Approval	Chair
6. Correspondence – Aylmer Police Service	Information	Chair
7. Board Policies	Approval	Chair
8. 2025 Budget Clarification	Approval	Director, Financial Services
9. Facility Update (Verbal)	Information	Chair
10. Monthly Operation Update	Information	D/Chief Hansen
11. Automated License Plate Recognition (ALPR)	Presentation	Chief
12. Open Forum		All
13. Closed Meeting Report (Verbal)	Information	Chair
14. Adjourn to Closed Session	Approval	Chair
15. Report from Closed Session (Verbal)	Information	Chair
16. Adjournment 16.1 Next Regular Public Meeting: Thursday, November 7, 2024	Approval	Chair



SARNIA POLICE SERVICES BOARD

OPEN MINUTES
9:00 a.m. - TEUSDAY, AUGUST 27, 2024
COMMUNITY ROOM, SARNIA POLICE SERVICES

Board Members Present: Paul Wiersma, Kelly Ash, Charlene Sebastian and Councillor Chrissy McRoberts

Administration Present: Chief of Police D. Davis, Deputy Chief J. Craddock, Deputy Chief R. Hansen, J. Dale, Fleet & Facilities Manager, C. Dam, Director of Corporate Services, Dan Cyr, IT Manager and Joan Knight as Board Secretary.

Additional Present by Video: Ronald LeClair, Zone 6 Advisor

Absent: Councillor George Vandenberg and Acting Deputy Chief M. Van Sickle

1. Welcome

Chair Paul Wiersma opened the meeting, welcoming Deputy Chief Ron Hansen to his first meeting of the Board.

Chair Wiersma recognized the officer who on August 20, 2024, on a call, had received multiple stab wounds and on behalf of the Board thanked him for his service and wished he and his family a quick recovery.

2. Land Acknowledgement

We acknowledge that this land on which the Sarnia Police Service operates is part of the ancestral land of the Chippewa, Odawa, and Potawatomi peoples, referred to collectively as the Anishinaabeg. It is through the connection of the Anishinaabeg with the spirit of the land, water and air that we recognize their unique cultures, traditions, and values. Together as treaty people, we have a shared responsibility to act with respect for the environment that sustains all life, protecting the future for those generations to come.

3. Declarations of Conflict of Interest

There were no disclosures of pecuniary interest.

4. Approval of Agenda

Moved by Board Member C. McRoberts, seconded by Board Member C. Sebastian, and **carried:**

That the Agenda as presented, be adopted.

5. Minutes

Moved by Vice-Chair K. Ash, seconded by Board Member C. McRoberts, and **carried:**

That the Minutes of June 20, 2024, be adopted.

6. Report from Previous Closed Meeting Sessions

Chair Wiersma advised that adoption of Minutes for June 26, 2024, Budget Workshop, July 3, 2024, Deputy Chief Interviews and July 23, 2024, Deputy Chief Craddock resignation and appointment of Acting Deputy Chief M. Van Sickle will be considered at the Closed Meeting of August 27, 2024.

7. Board Diversity Plan

A report from Deputy Chief J. Craddock, dated August 27, 2024, regarding the Equity, Diversity and Inclusion Plan for Sarnia Police Service was considered.

Deputy Chief Craddock spoke to the report advising that the Community Safety and Policing Act sets out that all Police Services have a plan set in place, this plan was prepared for Sarnia Police Service for 2024 thru to 2028 and will serve as the Plan for the Sarnia Police Service Board as well.

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried:**

That the Community Safety and Policing Act, 2019, compels the Board to prepare and adopt an Equity, Diversity and Inclusion Plan (Diversity Plan) for the Sarnia Police Service. This document fulfills that responsibility and sets out the goals and strategies related to securing a more representative workforce, and;

That the Sarnia Police Service Board adopt the Sarnia Police Service Equity, Diversity and Inclusion Plan (2024-2028).

8. Monthly Operation Update

A report from Chief Davis, dated August 27, 2024, regarding monthly operations update for July was provided.

Chief Davis advised he had received concerns from citizens with respect to the police response time to calls, he gave numbers and examples of calls received in the month of July, explaining calls are treated as a triage situation with calls given priority ratings and the community needs to understand that calls are answered in order of priority.

Chair Wiersma advised that he was surprised by the volume of calls and the percentage increase of the calls received.

Board Member C. McRoberts thanked Chief Davis for having the foresight to hire additional officers prior to 2024 so that the increase in officer time is not as bad as could have been experienced.

Deputy Chief Craddock spoke to the Youth in Policing Initiative, with the focus on diverting youth out of the system, and the successful summer service program just completed with funding from the Ministry, she advised that this will be a yearly summer program.

Deputy Chief Craddock spoke to the successful Canada Day activities, she advised that traffic management was well under control, the use of more bike officers and the first time to deploy the auxiliary officers for duty.

Chief Davis spoke to the Swearing in of Police Canine Vader, advising that this public event was very well attended.

In response to a question from a Board Member, Chief Davis advised Vader has been deployed nine (9) times since his swearing in.

9. Crime Stoppers Funding Request

A report from Chief Davis, dated August 27, 2024, regarding Crime Stoppers funding request was considered.

Chair Wiersma spoke to this report advising that historically the funding has been done out of the police general budget but suggested that the Board now fund Crime Stoppers through the Board Discretionary fund.

Moved by Board Member C. McRoberts, seconded by Vice-Chair K. Ash, and **carried**:

That the Sarnia Police Service Board approve entering into a Memorandum of Understanding to provide funding to Sarnia Lambton Crime Stoppers, and further;

That the Sarnia Police Service Board authorize a 2024 donation to Sarnia Lambton Crime Stoppers in the amount of \$25,000. This is to be funded from the Board Discretionary Fund, and further;

That the Sarnia Police Service Board authorize a 2025 donation to Sarnia Lambton Crime Stoppers in the amount of \$25,000. This is to be funded from the Board Discretionary Fund, payable in 2025.

Chair Wiersma asked that Crime Stoppers be invited to a future Board meeting to make a presentation.

10. Freedom of Information Summary/Information and Privacy Commissioner Annual Report

A report from Chief Davis, dated August 27, 2024, with respect to the 2023 Report for the Information and Privacy Commissioner of Ontario was provided.

Chief Davis spoke to this report advising that it is a legislative requirement and gave a summary of requests and reports.

Chief Davis responded to questions from the Board.

11. Conducted Energy Weapon (CEW) Disposal Report

A report from Chief Davis, dated August 27, 2024, regarding equipment donation to Aylmer Police Service was considered.

Chief Davis spoke to this report advising that Sarnia Police Service had upgraded the Conducted Energy Weapon (CEW) model now deployed and that Sarnia is now using a taser lease system to keep tasers up to date.

He advised that the Service now has remaining inventory of tasers, cartridges and holsters, cost savings in disposal could be found in donating the surplus to Aylmer.

Moved by Board Member C. McRoberts, seconded by Board Member C. Sebastian, and **carried:**

That the Sarnia Police Service Board authorize the surplus transfer of ten (10) Taser X2 Conductive Energy Weapons, fifty (50) cartridges, twenty (20) training cartridges and six (6) holsters from the Sarnia Police to the Aylmer Police Service.

12. Server System Upgrade

A report from Chief Davis, dated August 27, 2024, with regard to Server System Upgrade was considered.

C. Dam, Director of Corporate Services spoke to this report advising that the current server system has reached end of life cycle and is no longer able to accommodate the latest versions of virtualization software, this will impact current and upcoming technology solutions including the NG9-1-1 upgrade and the OPTIC CAD Refresh project.

Chief Davis advised this is an unexpected upgrade that they were not expecting this year.

Dan Cyr, IT Manager, advised that the replacement of the existing server system, a key component within the entirety of SPS computer technology infrastructure, will allow the hosting of the latest versions of virtualization software.

Moved by Vice-Chair K. Ash, seconded by Board Member C. McRoberts, and **carried:**

That the Sarnia Police Services Board approve a server upgrade project sole-sourced from Dell Canada Inc. at a cost of \$406,744 plus HST.

13. 2024 Q2 Financial Update

A report from Chief Davis, dated August 27, 2024, with respect to 2024 Q2 Financial Update – Operating Budget was provided.

C. Dam, Director of Corporate Services spoke to the operating budget advising that several areas are running over budget, as the budget has not been keeping up with inflation, in particular, the Vehicle Purchase and Vehicle Maintenance accounts are not able to keep up with current costs.

14. Semi-Annual Reserves and Capital Accounts Report

A report from Chief Davis, dated August 27, 2024, regarding Semi-Annual Reserves and Capital Accounts was provided.

C. Dam, Director of Corporate Services spoke to the report advising that the majority of the reserves are on track, other than the vehicle reserve which needs to be addressed in the upcoming budget.

C. Dam responded to questions from the Board.

15. Joint Facility Committee Report

A report from P. Wiersma, Chair, Sarnia Police Service Board, providing an update on the progress of the City/SPSB Joint Facilities Project Team.

Chair Wiersma spoke to this report giving a background of the reports commissioned by the Board and the concerns on functionality of the current building.

He advised that a legal opinion had been obtained and the Board can approve the recommendation to build a new facility and that recommendations for upgrades are to be phased in. He also advised that under the new Act the Board can approve the building of a new facility.

Chair Wiersma explained the recommendations in the report and clarified that they are not asking for funding with this motion, they are just seeking to get approval to start a process to undertake a replacement building.

Chair Wiersma will arrange a meeting with Mayor Bradley to discuss the process and the budget implications going forward.

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried:**

That the SPS Board approve, in principle, a new headquarters facility in distinct phases, according to the prioritized needs of the Sarnia Police Service, and;

That the SPS Board direct the Chief to work with City of Sarnia staff on a site selection process, and;

That the SPS Board direct the Chief to secure an architect to design the new facility, and;

That the 2025 budget include estimates to cover these enabling actions.

16. 2025 Budget Presentation

A report from Chief Davis, dated August 27, 2024, regarding the 2025 Operating and Reserves Budget, was considered.

Chief Davis gave a PowerPoint presentation.

Chief Davis advised that this is the first budget prepared by under the new Act and explained changes to the budget process under the new Act.

He advised that the preparation of the 2025 budget was done with a focus on the Board's Strategic Business Plan and the City's Strategic Plan.

Chief Davis advised that the Crime severity index is increasing and there needs to be risk mitigation worked into the budget, he gave examples of priority calls, peak times, emergencies, and the need for a responsible budget to cover the costs incurred with these calls. He advised of the 2025 operational realities with giving the percentage increase in crime statistics and advised of costs of legislative requirements, and the costs of the operational demands for 2025.

Chief Davis expressed the need for more administrative support with new legislative requirements and Special Constables to take over some duties such as the Sex Offender Registry and Vulnerable Persons Registry, cost savings will be found in these positions, as well as freeing up time of a Sworn Officer.

Discussion took place with regard to deferred needs that are not addressed in this budget, options for Community Safety, reserves and hiring additional officers.

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried**:

That the Sarnia Police Service Board approve the 2025 Sarnia Police Service Operating and Reserves Budget of \$36,294,935 (+8.86%) and forward this estimate to Sarnia City Council pursuant to the provisions of the CSPA.

Moved by Board Member C. Sebastian, seconded by Vice-Chair K. Ash, and **carried**:

That the Sarnia Police Service Board provide the City of Sarnia with notice of a need for a new police facility, and that contingency funds in the amount of \$500,000 be provided to initiate this project.

A motion, moved by Board Member C. Sebastian, seconded by Vice-Chair K. Ash, **that the Sarnia Police Service Board additionally provide the City of Sarnia Council with options to directly address community safety concerns, namely a one-time police reserve replenishment amount of \$450,000 (1.35% increase), And / or an Increase of four (4) front line police officers (one per platoon), to directly address community crime concerns in the amount of \$600,000 (1.8%) And / or an increase of two (2) criminal investigators (Detective Constables) to address increasing crime severity index and major cases in the amount of \$318,000 (0.95%), was lost when put to the vote.**

A motion, moved by Board Member C. Sebastian, seconded by Vice-Chair K. Ash, **that the Sarnia Police Service Board approve an Increase of four (4) front line police officers (one per platoon), to directly address community crime concerns in the amount of \$600,000 (1.8%), was lost when put to the vote.**

17. 2025 Police Facility Budget

A report from Chief Davis, dated August 27, 2024, with respect to the 2025 Police Facility Budget was considered during the discussion of Item #18, 2025 Budget Presentation and the recommendation was adopted.

18. Open Forum

Acknowledgement of DC Craddock

Chair Wiersma acknowledged that this was Deputy Chief J. Craddock last meeting with the SPS Board and gave a summary of her time spent with the service and her many accomplishments made during that time, as well as her involvement on Boards and Committees and her dedication to Community Safety and Wellbeing.

Chair Wiersma on behalf of the Board expressed appreciation and thanks with a presentation of a plaque.

Deputy Chief Craddock accepted the plaque expressing her Board experience was very positive and she was grateful for her working relationship with the Board, Chief, Deputy Chiefs and members of the Sarnia Police Service.

Homeless Clarification

Board Member C. McRoberts asked to clarify rumours that busloads of people are coming into the City of Sarnia adding to the homeless and addiction issues.

Deputy Chief Craddock advised that the Impact Team is not seeing an increase in people coming in, there are people coming in from other cities but not in greatly increased numbers. She advised that this is a social media sensation that is not supported by those that work with this vulnerable sector and that there are certainly criminal elements coming into the City but not in greatly increased numbers.

In response to a question from Board Member C. McRoberts regarding a shortage of jail space, it was explained it's the police responsibility to get a prisoner before the Courts and Police can only hold for 24 hours, once a prisoner is before the Court it is out of police hands.

19. Closed Meeting Report (Verbal)

Chair P. Wiersma advised that the Board at their Closed Meeting would discuss a Human Resources matter and Sarnia Police Service Association negotiations.

20. Adjourn to Closed Meeting

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried:**

That the Sarnia Police Service Board adjourn to their Closed Meeting.

21. Report of the Closed Meeting

There was no report from the Closed Meeting.

22. Adjournment

Moved by Board Member C. McRoberts, seconded by Board Member C. Sebastian, and **carried:**

That the Sarnia Police Services Board adjourn to its next regular meeting to be held Thursday, September 26, 2024.

Secretary

Chair



AYLMER POLICE SERVICE BOARD

September 11, 2024

Sarnia Police Service Board
555 Christina Street North
Sarnia, ON
N7T 7X6

Re: Taser Donation

Attention: Chair Paul Wiersma and Deputy Chief Mike Van Sickle,

On behalf of the Aylmer Police Service Board, we would like to express our gratitude for the donation of 10 tasers, complete with holsters and cartridges. This contribution will have a significant impact on the effectiveness and safety of our police officers over the next three years.

With this donation, our service's equipment complement has been brought up to eight tasers, allowing us to equip each individual officer with their own device. This will not only enhance officer readiness, but also eliminate the need to share equipment at shift change, thereby improving efficiency and ensuring continuity in our operations.

Please know that your commitment to public safety is deeply appreciated.

Thank you once again for your generous contribution and for your support.

William Vanraes
Chair, Aylmer Police Service Board

Deputy Chief Kyle Johnstone
Aylmer Police Service



Sarnia Police Services Board

To: Sarnia Police Services Board

From: Paul Wiersma, Sarnia Police Services Board Chair

Subject: Board Policies

Date: Thursday, September 26, 2024

The implementation of the Community Safety and Policy Act (CSPA) requires an update to the Board policies. For this Board meeting, the Administration and Infrastructure and Emergency Response policies have been revised to refer to and align with the new act and its regulations. A few new policies have been written to meet the expectations of the CSPA.

Policy	Status	Policy Name
AI-001	Revised	Strategic Plan
AI-002	Revised	SDLP
AI-003	Revised	Equal Opportunity; Discrimination and Workplace Harassment Prevention
AI-004	Revised	Communicable Diseases
AI-005	Revised	Use of Auxiliaries
AI-006	Revised	Use of Vounteers
AI-007	Revised	Management of Police Records
AI-008	Revised	Marked General Patrol Vehicles
AI-009	Revised	Safe Storage of Police Service Firearms
AI-010	Revised	Uniforms, Working Attire and Equipment
AI-011	Revised	Framework for Annual Reporting
AI-012	Revised	Use of Force
AI-013	Revised	Speed Detection Devices
AI-014	Revised	Secure Holster
AI-015	Revised	Body Armour
AI-016	Revised	Workplace Violence Prevention
AI-017	Revised	Acoustic Hailing Devices
AI-018	New	Cadets
AI-019	New	Conflict of Interest
AI-020	New	Code of Conduct
AI-021	New	Adequate and Effective Policing
AI-022	New	Complaints of Misconduct - Police Officers
AI-023	New	Secondary Activities
AI-024	New	Quality Assurance
AI-025	New	Disclosures of Personal Information

AI-026	New	Code of Conduct for Board Members
AI-027	New	Complaints of Misconduct - Special Constables
AI-028	New	Appointment of Special Constables
ER-001	Revised	Preliminary Perimeter Control and Containment
ER-002	Revised	Tactical Units
ER-003	Revised	Hostage Rescue
ER-004	Revised	Major Incident Command
ER-005	Revised	Crisis Negotiators
ER-006	Revised	Explosives
ER-007	Revised	Ground Search for Lost or Missing Persons
ER-008	Revised	Emergency Plan
ER-009	Revised	Underwater Search and Rescue
ER-010	Revised	Canine Unit
ER-011	New	Extreme Incident Response Plan
ER-012	New	Active Attacker

The following pages contain the revised and new policies. The current policies can be found on the website at <https://www.sarniapolice.ca/police-service-board>.

Recommendation: That the Board

- rescind policies AI-001 to AI-017 and ER-001 to ER-010.
- approve policies AI-001 to AI-028 and ER-001 to ER-012



Sarnia Police Service Board Policy

Issue Number: SPS-BP-AI-001

Subject: Strategic Plan	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislation

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

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.

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

B Policy Statement

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

C **Board Policy**

1. The Sarnia Police Service Board shall ensure the strategic plan addresses:
 - (a) How the Police Service Board will ensure the provision of adequate and effective policing in accordance with the needs of the area;
 - (b) The objectives, priorities and core functions of the police service;
 - (c) Quantitative and qualitative performance objectives and indicators of outcomes relating to:
 - i. The provision of community-based crime prevention initiatives, community patrol and criminal investigation services,
 - ii. Community satisfaction with the policing provided,
 - iii. Emergency calls for service,
 - iv. Violent crime and clearance rates for violent crime,
 - v. Property crime and clearance rates for property crime,
 - vi. Youth crime and clearance rates for youth crime,
 - vii. Police assistance to victims of crime and re-victimization rates,
 - viii. Interactions with persons described in paragraphs (d) and (e) of this subsection,
 - ix. Road safety, and
 - x. Any other prescribed matters.
 - (d) Interactions with:
 - i. Youths,
 - ii. Members of racialized groups, and
 - iii. Members of First Nation, Inuit and Métis communities;
 - (e) Interactions with persons who appear to have a mental illness or a neurodevelopmental disability;

- (f) Information technology;
 - (g) Resource planning;
 - (h) Police facilities;
 - (i) Any other prescribed matters.
2. The strategic plan will also provide an overview of the consultations that were conducted under subsection 3 and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the plan.
3. In preparing or revising the strategic plan, the Police Service Board shall consult with,
 - (a) The Chief of Police;
 - (b) The Municipal Council of any municipalities in the Board's area of policing responsibility;
 - (c) The Band Councils of any First Nations in the Board's area of policing responsibility;
 - (d) Groups representing diverse communities in the Board's area of policing responsibility;
 - (e) School boards, community organizations, businesses and members of the public in the board's area of policing responsibility; and
 - (f) Any other prescribed persons, organizations or groups.
4. In preparing or revising the strategic plan, the Board shall consider, at a minimum:
 - (a) The results of the consultations conducted under subsection 3 above;
 - (b) Any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility; and
 - (c) The needs of members of diverse communities in the Board's area of policing responsibility, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities.
5. The Police Service Board shall review and, if appropriate, revise the strategic plan in accordance with the regulations, if any, at least once every four (4) years.
6. The Police Service Board shall publish the strategic plan on the Internet in accordance

with the regulations made by the Minister, if any.

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

D Roles and Responsibilities

1. The Board has the powers and responsibilities set out in the Regulations and in sections 3 and 4 above. The practical effect of these legislative powers and responsibilities is that the Board develops and approves the process for strategic planning, monitors the consultation process, leads and participates in external consultations and environmental scanning; implements the external consultation process in order to obtain input from the business community, city council, school boards and the public at-large; ensures data is analyzed and issues identified; participates in planning discussions and identifies policing priorities collaboratively with the Chief of Police; weighs costing factors and approves action plans and funding estimates; shares expectations regarding the success indicators and milestones; and reviews and assess reports from the Chief of Police.
2. The Chief of Police has authority to make the operational and administrative decisions required to operate the Police Service. The role of the Chief of Police in connection with strategic planning policy role is to ensure implementation of this policy; to undertake internal consultation and organizational review; to analyze data and bring issues forward to the Board; to participate in planning discussions and identify policing priorities collaboratively with the Board; to estimate costs to identified priorities and goals and participate in funding allocation discussions; to provide the Board with details of agreed to policing priorities; and to prepare regular and annual reports.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-002

Subject: Skills Development and Learning Plan	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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

Ontario Regulation 399/23 General Matters under the Authority of the Lieutenant Governor in Council provides that a skills development and learning plan be established for member of the police service.

B Policy Statement

1. It is the policy of the Sarnia Police Service Board that the Chief of Police establish a Skills Development and Learning Plan for the members of the Service in accordance with **Ontario Regulation 399/23 General Matters under the Authority of the Lieutenant Governor in Council** and established policy.

C Board Policy

1. The Chief of Police will establish a Skills Development and Learning Plan for the members of the police service that addresses:
 - (a) The provision of a program to coach or mentor new officers; and
 - (b) The development and maintenance of the capabilities of members of the police service, including:
 - (i) The police service's criminal investigators;
 - (ii) Members of the police service who provide investigative support functions, if any;
 - (iii) Members of a public order unit, if any; and
 - (iv) Members of the police service who provide any emergency response functions.
2. The Chief of Police will provide information in the annual report with respect to the Skills Development and Learning Plan.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-003

Subject: Equal Opportunity; Discrimination and Workplace Harassment Prevention	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date:
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/ Regulatory Requirements

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

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

Sections 88, 201 (2) (c) and 202 (2) (c) of the **CSPA**, sets out obligations of Police Service Boards and Police Services relative to accommodation of needs of disabled members of Police Services in accordance with the Ontario Human Rights Code.

Ontario Human Rights Code, subsection 5(1) states, "Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability." **Ontario Human Rights Code, clause 7(3)(a)** states, "Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcomed."

Occupational Health and Safety Act (OHSA): Definitions and Legislation

Under **section 1** of the **OHSA**, a workplace is defined as “any land, premises, location or thing at, upon, in or near which a worker works.”

Section 1 of the **OHSA** defines workplace harassment as “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.”

Employers are expected to comply with the requirements of the **OHSA**. Some of the key employer obligations under the **OHSA** with respect to workplace harassment are to:

- Prepare and review a policy with respect to workplace harassment;
- Develop and maintain a program to implement the policy with respect to workplace harassment; and
- Provide appropriate information and instruction to workers on the contents of the workplace harassment policy and program.

Employers are required to meet obligations set out in the **OHSA** as related to workplace harassment. Employers are also required to meet other legislative obligations related to equal opportunity, including but not limited to, the **Accessibility for Ontarians with Disabilities Act, 2005** and the **Ontario Human Rights Code**.

B **Policy Statement**

1. The objective of equal opportunity in the workplace, and discrimination and harassment prevention, is to ensure that the best qualified and motivated persons are selected for employment, promotion, preferred assignments and career enhancement through lateral transfer.
2. This objective is to be achieved by ensuring that no discriminatory barriers exist in the workplace, that no discriminatory or harassing practices or behaviours exist in the workplace, and that the human rights of employees and potential employees are upheld and respected both in rule and in practice.
3. Furthermore, where discriminatory or harassing acts or behaviours do manifest, they must be effectively investigated and appropriately addressed.

C **Board Policy**

1. It is the policy of the Sarnia Police Services Board with respect to equal opportunity; discrimination and workplace harassment prevention that the Chief of Police will:

- (a) Establish procedures on equal opportunity that are consistent with the principles of the **CSPA** and the **Ontario Human Rights Code**, including recruitment, selection, career development and promotion;
- (b) Prepare procedures with respect to workplace harassment and develop and maintain a program to implement the policy, in accordance with the **OHSA**;
- (c) Establish procedures on responding to and preventing discrimination and harassment in the workplace, including stereotyping;
- (d) Ensure that no sexist, racist or other offensive or derogatory material is displayed in the workplace;
- (e) Establish procedures on employment accommodation in accordance with the **Ontario Human Rights Code** and **Sections 88, 201 (2) (c) and 202 (2) (c)** of the **CSPA**;
- (f) Implement an employee performance appraisal system that includes key commitments related to diversity and human rights; and
- (g) Ensure that all officers receive training on diversity and human rights.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-004

Subject: Communicable Diseases	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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, therefore the Board deems it appropriate to have a policy with respect to communicable diseases for the purpose of workplace safety.

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

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.

B Policy Statement

1. The Sarnia Police Service 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.
2. 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. It is therefore the policy of the Board that a Communicable Diseases – Designated Officer Program be established to maintain a comprehensive strategy to prevent, minimize, and manage occupational exposure to communicable diseases for its members in in compliance with the Preventing and Assessing Occupational Exposures to Selected Communicable Diseases - an Information Manual for Designated Officers and in accordance with the procedures established by the Chief as directed in this By-law.

C Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will:
 - (a) Develop and maintain procedures that are consistent with the most recent Ministry of Health's "Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers;"
 - (b) Designate and train one (1) or more members as a Communicable Disease Coordinator(s);
 - (c) Ensure that each Communicable Disease Coordinator is provided with the most recent copy 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";
 - (d) Work, where possible, with the City of Sarnia 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 Service members who have suffered a high-risk occupational exposure to a communicable disease; and
 - (e) In collaboration with the appropriate City of Sarnia authorities, will develop a plan to ensure the availability of personal protection equipment in the case of a large scale health emergency (e.g., pandemic).
2. The Chief of Police will provide information in the annual report with respect to the Communicable Diseases – Designated Officer Program.



Sarnia Police Service Board Policy

Issue Number: SPS-BP-AI-005

Subject: Use of Auxiliaries	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative Authority

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

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

Section 91 of the **Community Safety and Policing Act**.

B Policy Statement

1. The Sarnia Police Service Board recognizes that auxiliaries are special people who have chosen to devote their time, energy, skill and expertise to the Service. The Board values their generous contributions to the organization and applauds their personal commitment to share responsibility for public safety and quality of life in the City of Sarnia.

C Board Policy

1. It is the policy of the Sarnia Police Service Board to appoint auxiliary members to the Sarnia Police Service in accordance with the **Community Safety and Policing Act**.

2. The Board shall ensure a person appointed to be an auxiliary member of this service shall, at the time of his or her appointment, take oaths or affirmations of office and secrecy in the form prescribed by the Minister.
3. The Board may suspend or terminate the appointment of an auxiliary member.
4. Before the auxiliary member's appointment is terminated, the member shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as the Board may determine.
5. The Chief of Police may authorize an auxiliary member to perform police duties only in time-limited special circumstances, including in an emergency where the police officers of Service are not sufficiently numerous to deal with the emergency.
6. The Chief of Police may authorize an auxiliary member to carry or use firearms in the course of his or her duties only in exigent circumstances and subject to any regulations made by the Minister.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-006

Subject: Use of Volunteers	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

B Policy Statement

1. The Sarnia Police Services Board recognizes that volunteers are special people who have chosen to devote their time, energy, skill and expertise to the Service. The Board values their generous contributions to the organization and applauds their personal commitment to share responsibility for public safety and quality of life in the City of Sarnia.

C Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will:
 - (a) Develop and maintain procedures that address the use of volunteers by the Service

including recruitment, screening, training and supervision; and

- (b) Ensure that records are maintained relating to the use of volunteers.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-007

Subject: Management of Police Records	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

Subsection 1 (1) of the **Municipal Act, R.S.O. 2001 c.25** defines “Local Board” as a Police Service Board.

Section 254 of the **Municipal Act** states that a Local Board that has ownership and control of its records has an obligation to retain and preserve the records in a secure and accessible manner.

Section 255 of the **Municipal Act** regulates the circumstances under which a Local Board may destroy records.

Section 18 of O. Reg. 395/23: Investigations prescribes reporting requirements for reportable investigations as defined in the Regulation.

Section 20 of the said **O. Reg. 395/23** requires a Chief of Police to establish procedures for the management of information relating to investigations.

B Policy Statement

1. The Board recognizes that appropriate management of police records are essential to policing, and it is therefore the policy of the Board that such management of police records be dealt with in a professional and thorough manner and in accordance with the ***Community Safety and Policing Act*** and the procedures established by the Chief as directed in this By-law.

C Board Policy

1. It is the policy of the Sarnia Police Service Board that the Chief of Police will:
 - (a) Establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of the appropriate legislation;
 - (b) The Chief shall ensure that said procedure above complies with the ***Municipal Freedom of Information and Protection of Privacy Act***;
 - (c) Comply with the procedures set out in the Ontario Major Case Management Manual;
 - (d) The Chief shall ensure that all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by members of the Police Service and the public;
 - (e) Establish procedures on the Canadian Police Information Centre ("CPIC") that are consistent with the "CPIC Reference Manual" and the Ministry's policy relating to CPIC Records.
2. In relation to the destruction of police records, it is the policy of the Sarnia Police Service Board that the Chief of Police will:
 - (a) Ensure that no member destroys any record except in accordance with the procedure developed;
 - (b) Ensure that, when records are destroyed in compliance with the said procedure, a listing is maintained indicating the classification and dates of the records being destroyed, the date of destruction, and the signature of the Member destroying the record;
 - (c) Designate a Member(s) as persons responsible for overseeing destruction of records in accordance with the procedure;

- (d) Ensure that records are destroyed in a manner, which ensures that the records are no longer legible or usable;
 - (e) Ensure that the procedure developed in respect of retention and destruction of Service records provides for the retention of records pursuant to the Service's Record Retention Schedule.
3. The Chief shall ensure that members involved in the collection, security, retention, use, disclosure and destruction of police records, have the requisite knowledge, skills and abilities to perform these functions.
 4. The Chief of Police will provide information in the annual report with respect to the management of police records.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-008

Subject: Marked General Patrol Vehicles	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

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

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

B Policy Statement

1. The Sarnia Police Service Board recognizes that issues relating to the function of marked patrol vehicles are an essential component of the provision of police services and it is therefore the policy of this Board that marked patrol vehicles be governed by and used only in accordance with the procedure set out by the Chief of Police as directed in this By-law.

C Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will:
 - (a) Establish procedures that set out the function of marked general patrol vehicles;
 - (b) Ensure that the Service's marked general patrol vehicles meet required specifications;
 - (c) Ensure the regular maintenance, inspection and replacement of the Service's marked general patrol vehicles; and
 - (d) Consult with designated Service representatives regarding the acquisition of marked general patrol vehicles and related equipment
 - (e) Ensure that any markings are limited to required police markings, Sarnia Police division, unit and operational markings, emblems in honour of the country and/or the province; and emblems in recognition of the Sarnia Police honours; and
 - (f) That alterations to the markings on patrol vehicles as set out in sub-section (e) not be permitted without prior approval of the Board.
2. The Chief shall ensure that members involved with operating marked patrol vehicles are properly licenced and have available and use appropriate tools and equipment in performing this function.
3. The Chief of Police will provide information in the annual report with respect to marked general patrol vehicles.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-009

Subject: Safe Storage of Police Service Firearms	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

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

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

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

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

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

B Policy Statement

1. The Sarnia Police Service Board recognizes the importance of the safe storage of police service firearms, and it is therefore the policy of this Board that such storage of firearms be established and maintained in accordance with the ***Community Safety and Policing Act*** and the procedures established by the Chief as directed in this Bylaw.

C Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to the safe storage of police service firearms that the Chief of Police will:
 - (a) Establish procedures that are consistent with the requirements of the ***Firearms Act*** and the ***Public Agents Firearms Regulations***;
 - (b) Ensure that Members receive the appropriate training in relation to firearms safety as required by **Section 117** of the ***Firearms Act***, **Section 3(1)** of the ***Public Agents Firearms Regulations*** and that Members have the requisite knowledge, skills and abilities to perform this function.
2. The Chief shall make a written report to the Board immediately following any incidents involving the discharge of a firearm:
 - (a) When a member of the police service, accidentally discharges a firearm during the ordinary firearm maintenance in accordance with the rules of the police service;
 - (b) There has been property damage;
 - (c) There has been a personal injury or death;
 - (d) The procedures with respect to firearms safety were not followed; and
 - (e) In any other circumstance where, in the opinion of the Chief, there is significant issue or potential liability to the Board or the Service.
3. The Chief of Police will provide information in the annual report with respect to the safe storage of police service firearms.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-010

Subject: Police Uniforms	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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

Section 2 of O. Reg. 405/23 Police Uniforms and Equipment under the **Community Safety and Policing Act** provides that a Board shall provide to Members of a Police Service maintained by the Board all articles of uniform and equipment necessary for the performance of their duties.

O. Reg. 90/24 General Matters Under the Authority of the Minister under the **Community Safety and Policing Act** prescribes insignias to be worn by ranks in a Police Service and the size and content of service badges.

Section 1 of Ont. Reg. 86/24 Special Constable Uniforms under the **Community Safety and Policing Act** prescribes the uniform to be worn by Special Constables.

B Policy Statement

1. The Board recognizes the importance of having members of a Police Service maintain a

disciplined and professional image and therefore, it is the policy of the Board that the use of standardized police uniforms while on duty be in accordance with the procedures set out by the Chief of Police.

C Board Policy

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



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-011

Subject: Framework for Annual Reporting	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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**.

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.

Subsection 79 (3) of the **CSPA** provides that a Chief of Police of a Police Service maintained by a Police Service Board shall administer the Police Service and oversee its operation in accordance with the Board’s policies and Strategic Plan.

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

O. Reg. 399/23 provides that the Board shall publish the annual report on the internet;

Section 41 of the **CSPA** requires that the Board shall file an annual report with the municipality regarding the matters detailed in **Section 41**.

B Policy Statement

1. It is the policy of the Sarnia Police Services Board with respect to annual reporting that:
 - (a) The Chief shall develop for the Board's approval an annual report in accordance with **O. Reg. 399/23**:
 - (i) Implementation of the Strategic Plan prepared and adopted by the Police Service Board under **subsection 39 (1)** of the **CSPA**;
 - (ii) Public complaints;
 - (iii) The actual cost of policing; and
 - (iv) Any other information that is required to be in the annual report by other regulations made under the **CSPA**.

C Framework for Annual Reporting

1. Annual Reporting of the Strategic Plan:
 - (a) The Chief of Police will prepare an Annual Report for the Board on matters detailed in **Section 39** of the **CSPA** and consistent with the reporting requirements of **subsection 12 (1) (a) of O. Reg. 399/23**.
 - (b) The Board, in consultation with the Chief, will establish a process, with Municipal Council, for the communication of the annual report to members, and members of the public.
2. Annual Reporting on Public Complaints:
 - (a) The Chief of Police will prepare an Annual Report for the Board on matters detailed in **Part X** of the **CSPA**, and consistent with the reporting requirements of **subsection 12 (1) (b) of O. Reg. 399/23**.
3. Cost of Policing:
 - (a) In accordance with subsection **12 (1) (c) of O. Reg. 399/23**, the Chief shall ensure that the Annual Reports to Municipal Council and the Board include: the actual cost of policing for the previous fiscal year; and a comparison between the actual cost of policing and estimated cost projections for implementing the Strategic Plan or approved budget.
4. Community Safety and Well-being Plans:
 - (a) The Chief of Police will prepare an Annual Report for the Board on matters detailed in **section 41 (1) (c) CSPA**.

5. Affairs of the Police Service:

The Chief of Police will prepare an Annual Report for the Board on matters detailed in **section 41 (1) (b) CSPA**.

6. In accordance with subsection **12 (1) (d) of O. Reg. 399/23**, the Chief shall ensure that any other information that is required to be in the annual report made by other regulations under the **Act** is included.



Sarnia Police Service Board Policy

Issue Number: SPS-BP-AI-012

Subject: Use of Force	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

The *Criminal Code of Canada* and *Ontario Provincial Offences Act* address the use of force by police and other authorized persons.

The **Use of Force and Weapons, Ontario Regulation 391/23** under the *Community Safety and Policing Act*, sets out requirements in relation to the use of force, including use of approved weapons, training, and reporting and use/technical specifications for handguns.

Part II Training, Ontario Regulation 87/24 under the *Community Safety and Policing Act* lays out the Ministry prescribed training for police officers.

B Policy Statement

1. It is the policy of the Sarnia Police Service Board with respect to use of force, the Chief of Police will ensure all members use force only when necessary, and then only with the minimum amount of force required to affect a lawful purpose, in accordance with:
 - (a) The *Criminal Code*;
 - (b) The *Community Safety and Policing Act*; and

(c) Ontario Public-Police Interactions training aid.

C Board Policy

1. It is the policy of the Sarnia Police Service Board that the Chief of Police shall submit a report to the Board if a member of the Service discharges a firearm in the performance of their duties and kills or injures another person.
2. The Board, upon receiving a report on the investigation into an injury or death caused by the discharge of a member's firearm, will review the report and make further inquiries they consider appropriate.
3. If the Chief of Police discharges their firearm in the performance of their duty, the Chief of Police shall promptly report the matter to the Police Service Board and the Board shall cause an investigation to be made into the circumstances.
4. The Chief of Police shall submit an annual report to the Police Service Board, analyzing the data from the reports, regarding use of force by members of the Service and identifying any trends.
5. The Police Service Board shall publish the annual report on the Internet.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-013

Subject: Speed Measuring Devices	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: Septmeber 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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).

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, 2015 or its successors.

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.

The current "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*" (DOT HS 809-812, June 2016, 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 radar devices.

The current "*Speed Measuring Device Performance Specifications: Lidar Module*" (DOT HS 809-811, June 2013, 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 lidar (laser) devices.

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.

B Policy Statement

1. 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.

C Board Policy

1. It is the policy of the Sarnia 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 Specification*" (DOT HS 809-811, June 2013, Technical Manual or its successor versions);
 - (ii) Do not exceed 50W/m² occupational exposure limits (formerly expressed as 5mW/cm²) in compliance with the Occupational Exposure Limits established by Health Canada's Safety Code 6 2015 and adopted by Ontario Ministry of Labour's Health and Safety Guideline Note "*Radiofrequency and Microwave Radiation in the Workplace*" and their successors; and
 - (iii) 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;

- (b) Ensure that each operator uses, maintains and cares for the speed measuring devices provided to them in accordance with the manufacturer's manual for the specific device;
 - (c) 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 the speed measuring devices away from their body, specifically the head and groin areas;
 - (d) 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
 - (e) Ensure that operators receive information on: the current NHTSA performance standards adopted by IACP and entitled, "Speed Measuring Device Performance Specifications" (DOT HS 809-811, June 2013, Technical Manual); Health Canada's Safety Code 6 2015; the OHSA including the Ontario Ministry of Labour's Health and Safety Guideline entitled, "Radiofrequency and Microwave Radiation in the Workplace"; and the Ontario Police Health and Safety Committee (OPHSC) Guidance Note #8 entitled, "High Visibility Garments" (or successor versions of any of these).
2. The Chief shall ensure that members receive the appropriate training in relation to speed detection devices. The Chief shall also ensure that members who operate speed detection devices have the requisite knowledge, skills and abilities and receive training on an ongoing basis.
 3. 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. The Chief of Police will provide information in the annual report with respect to speed detection devices.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-014

Subject: Secure Holster	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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

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.

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.

B Policy Statement

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 by-law with respect to the provision, use and function of secure holster equipment.

C Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to secure holsters that 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;
 - (b) Consult with designated employee representatives regarding the acquisition of secure holsters; and
 - (c) Ensure members receive the appropriate training in relation to secure holsters.
2. The Chief of Police will provide information in the annual report with respect to the secure holsters.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-015

Subject: Body Armour	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

Occupational Health and Safety Act, R.S.O. 1990, as amended, sets out the responsibilities of employers, supervisors and workers for workplace safety.

B Policy Statement

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 by-law with respect to the provision, use and function of body armour equipment.

C Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to equipment-body armour that the Chief of Police will:
 - (a) Ensure the provision of body armour equipment that is constructed to provide the level of protection necessary for the performance of duty that addresses:
 - (i) The type of weapons members are likely exposed to;
 - (ii) 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 labelling 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 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.

Note: 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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-016

Subject: Workplace Violence Prevention	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

The *Occupational Health and Safety Act* sets out the health and safety policies and procedures for employers to follow to prevent and manage safety hazards, including workplace violence and harassment in the workplace.

B Application

1. The employer obligations set out in the *OHS Act* in relation to workplace violence apply to police services. This includes violence that police personnel could encounter during their work as a result of interactions with the public, between workers or from persons who have a personal relationship with workers.

Police personnel work in many diverse environments and under a variety of conditions. Employers are required under the *OHS Act* to protect police personnel from workplace violence in all police workplaces, including those beyond police facilities.

C Policy Statement

1. The Sarnia Police Service Board is committed to providing a work environment, which encourages mutual respect and preserves personal dignity. It affirms that all members have the right to work in an environment that is free from discrimination, including harassment and violence; therefore it is the policy of this Board to ensure any threat or actual workplace violence/harassment is thoroughly investigated and addressed.

D Board Policy

1. The objective of workplace violence prevention is to ensure that employees have and feel they have a safe working environment, both physically and psychologically.
2. Where workplace violence occurs, or the threat of violence exists, it must be effectively investigated and appropriately addressed.
3. To this end, the Chief of Police will:
 - (a) Prepare procedures with respect to workplace violence, and develop and maintain a program to implement the policy, in accordance with the **OHSA**;
 - (b) Establish procedures on responding to and preventing violence in the workplace;
 - (c) Ensure that all members receive training on workplace violence prevention which includes training on diversity and human rights, the Police Service's policies and procedures in relation to reporting and addressing workplace discrimination, violence and harassment are reviewed by all members.
4. The Chief of Police will make a written report to the Board immediately following:
 - (a) Any employment practices in which the procedures with respect to discrimination and workplace violence/harassment prevention were not followed; and
 - (b) In any other circumstance where, in the opinion of the Chief, there is a significant issue or potential liability to the Board or the Service as a result of a workplace violence/harassment event.
5. The Chief of Police will provide statistical information in the annual report with respect to incidents of workplace violence/harassment.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-017

Subject: Acoustic Hailing Devices	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

O. Reg. 405/23: Police Uniforms and Equipment (O. Reg. 405/23) to the **CSPA** prescribes a definition and use of acoustic hailing devices by police service members.

Occupational Health and Safety Act, R.S.O. 1990, as amended, sets out the responsibilities of employers, supervisors and workers for workplace safety.

B Policy Statement

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

C Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to acoustic hailing devices

that the Chief of Police will:

- (a) Develop and maintain written procedures in accordance with **O. Reg. 405/23** that govern the provision, use and function of acoustic hailing devices;
 - (b) Ensure that recorded voice announcements are recorded using good engineering practices and that existing and future recordings are reviewed to ensure messages are clear and do not result in higher than anticipated sound pressure levels;
 - (c) Ensure that members receive the appropriate training in relation to acoustic hailing devices including police service procedures, proper use of the device, and training on product information, warnings and practical application of the device.
2. The Chief of Police will provide information in the annual report with respect to acoustic hailing devices.



Sarnia Police Service Board Policy

Issue Number: SPS-BP-AI-018

Subject: Use of Cadets	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed:	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Policy Statement

1. The Sarnia Police Service Board recognizes the value of the Cadet Program to promote and enhance the career development and experience of future Sarnia Police Service constable candidates.

C Board Policy

1. The Sarnia Police Service Board authorizes the Chief of Police to appoint employees as cadets who are to be under the direction of the Chief to undergo training as per the **Community Safety and Policing Act section 90(1)**.
2. It is the policy of the Sarnia Police Service Board that the Chief of Police will:

- (a) Develop and maintain procedures that address the training and use of cadets by the Service; and
- (b) Ensure that records are maintained regarding the use of cadets.



Sarnia Police Service Board Policy

Issue Number: SPS-BP-AI-019

Subject: Conflicts of Interest of Police Service Members	Effective Date:
Replaces: New	Distribution: All members
Last Reviewed:	Expiration Date: Indefinite
Approved By: Paul Wiersma Board Chair	Signature:

A Legislative Authority

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

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

Ontario Regulation 402/23 Conflicts of Interest under the *Community Safety and Policing Act*.

A Policy Statement

1. It is the policy of the Sarnia Police Service Board that the Chief of Police will establish procedures for addressing conflicts of interest of police service members.

B Board Policy

1. The Sarnia Police Service Board shall ensure that the Chief of Police establishes written procedures respecting actual institutional conflicts and personal conflicts in the provision of policing functions by the Service.
2. The procedures shall:
 - (a) Provide for steps that must be taken to avoid or address potential institutional conflicts, actual institutional conflicts and personal conflicts;
 - (b) Identify a supervisor to whom a member of the police service is required to report potential institutional conflicts, actual institutional conflicts and personal conflicts and, if the matter to be reported relates to the member's own supervisor, an alternative supervisor;
 - (c) Identify the members of the police service who are authorized to determine whether a personal conflict has arisen or is likely to arise; and
 - (d) Ensure the impartiality of investigations by the Service under **Ontario Regulation 402/23 Conflicts of Interest, CSPA**;
 - (e) Address how the Service will conduct investigations referred to it by the Chief of Police of another police service. If the Chief of Police is referred a conflict of interest investigation by another police service, the Chief shall either (1) cause the matter to be investigated in accordance with the applicable conflict procedure; or (2) take steps to ensure that the matter is referred to a different police service to conduct the investigation.
3. If the Chief of Police or Deputy Chief of Police is the member of the Service in respect of whom the actual institutional conflict or potential institutional conflict has arisen or is likely to arise, the Chief of Police shall notify the Police Service Board in accordance with **PFS-006 Conflict of Interest**.
4. The Chief shall provide an annual report to the Board in January of each year, which will include the following information:
 - (a) The number of conflict of interest investigations undertaken by the Service during the preceding year;
 - (b) The number of conflict of interest investigations referred to other police services during the preceding year;
 - (c) The number of investigations resulting in findings of conflicts of interest during the preceding year, and a brief explanation of the nature of the conflicts so determined; and

- (d) The action taken in response to findings of conflicts of interest.



Sarnia Police Service Board Policy

Issue Number: AI-021

Subject: Code of Conduct Police Officers and Special Constables	Effective Date:
Replaces: New	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

Ontario Regulation 407/23 Code of Conduct for Police Officers and Ontario Regulation 410/23 – Code of Conduct for Special Constables, under the *Community Safety and Policing Act, (CSPA) 2019*

B Policy Statement

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will establish a Code of Conduct for police officers and special constables.

C Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to the Code of Conduct,

that the Chief of Police or designate will ensure members know that the Code of Conduct applies to police officers including chiefs of police, deputy chiefs of police or other senior officers, as well as special constables.

2. All officers and special constables:
 - (a) Shall comply with the **CSPA** and the regulations made under it;
 - (b) Shall comply with the **Special Investigations Unit Act, 2019** and the regulations made under it;
 - (c) Are considered to have contravened this code of conduct if they are found guilty of an offence under the **Criminal Code** (Canada), the **Controlled Drugs and Substances Act** (Canada) or the **Cannabis Act** (Canada).
3. A police officer or special constable shall not, in the course of their duties, treat any person in a manner that the officer/special constable at the time, knows or reasonably ought to know would contravene the **Human Rights Code**.
4. A police officer or special constable shall not, by act or omission, do anything that the officer or special constable, at the time, knows or reasonably ought to know would infringe or deny a person's rights or freedoms under the **Canadian Charter of Rights and Freedoms**.
5. A police officer or special constable shall not make an arrest if, at the time of the arrest, the officer/special constable knows or reasonably ought to know that the arrest is unlawful.
6. A police officer or special constable shall not authorize or make a physical or psychological detention if, at the time of the detention, the officer or special constable knows or reasonably ought to know that the detention is unlawful.
7. A police officer or special constable shall not neglect the health or safety of any individual who is in their custody as a result of the officer's/special constable's duties.
8. A police officer shall not conduct themselves in a manner that undermines, or is likely to undermine, public trust in policing.
9. A special constable shall not conduct themselves in a manner that undermines, or is likely to undermine, public trust in the delivery of services by special constables.
10. A police officer or special constable shall not use force unless,
 - (a) The force is used for the purpose of carrying out a duty;

- (b) The officer/special constable is entitled, by statute or common law, to use force for the purpose of carrying out that duty;
 - (c) The officer/special constable is acting on reasonable grounds; and
 - (d) The force used is no more than is necessary given the circumstances.
11. A police officer or special constable shall not, in the course of their duties, use abusive language with any person or otherwise treat any person in a manner that is abusive.
12. A police officer shall not deliberately conceal any of the following information that is part of their uniform or is otherwise required to be displayed:
- (a) The officer's name;
 - (b) The officer's badge number;
 - (c) The name of the officer's police service.
13. While acting in the course of their duties, a special constable shall, upon request, provide their name and the name of their employer to any member of the public in a manner reasonable in the circumstances that allows the member of the public to identify the special constable, unless the special constable has reason to believe that doing so would undermine the safety of an individual.
14. A police officer or special constable shall not solicit, offer or take a bribe.
15. A police officer or special constable shall not accept a gratuity or present of more than nominal value from any person or entity if the gratuity or present could influence or could be perceived to influence the performance of the officer's duties.
16. A police officer or special constable shall not use their position as a police officer/special constable to do any of the following:
- (a) Benefit themselves or one or more persons with whom they have a personal relationship;
 - (b) Interfere with the administration of justice.
17. A police officer or special constable shall not disclose to the public information obtained or made available in the course of their duties as a police officer except as authorized in accordance with the procedures established by their Chief of Police, as necessary for the performance of the officer's duties or as required by law.
18. A police officer or special constable shall not access, collect, use, disclose, alter, retain

or destroy information obtained or made available in the course of their duties as a police officer if, at the time, they know or reasonably ought to know that doing so would be contrary to law.

19. A police officer or special constable shall not, by act or omission, fail to perform their duties appropriately without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to perform their duties appropriately.
20. A police officer shall take notes in accordance with the duties of a constable and the procedures established by their Chief of Police.
21. A police officer shall not perform or attempt to perform duties as a police officer while their ability to perform duties is impaired by alcohol or drugs.
22. A police officer or special constable shall report conduct of another member of the police service in accordance with the procedures described in **subsection 183 (1), (2) or (3)** of the **CSPA**, as applicable, or to the Inspector General in accordance with **section 185** of the **Act**, if the officer reasonably believes, or reasonably ought to believe, that the member's conduct constitutes misconduct.
23. A special constable shall not deceive or mislead any person in relation to the special constable's duties, the special constable's employment or the administration of justice through any act or omission, except to the extent required or authorized for the purpose of carrying out the special constable's duties.
24. A police officer shall not leave an area, detachment, detail or other place of duty except as authorized in connection with performing duties as a police officer or as required by law.
25. A police officer shall not purport to speak on behalf of their police service to the media about a matter connected with their police service, except as authorized by their Chief of Police.
26. A police officer shall not be absent without authorization from or late for any duty without reasonable excuse.
27. A police officer shall comply with every lawful order from a superior and shall not otherwise be insubordinate toward a superior.
28. A police officer shall comply with the procedures established by their Chief of Police.
29. A police officer shall not lose or cause damage to clothing, equipment or other property issued to them, or obtained or made available to them, in the course of their duties, except as may be necessary to perform their duties as a police officer.

30. A police officer shall report any loss or damage to clothing, equipment or other property to their supervisor as soon as practicable.
31. A police officer shall not engage in workplace violence or workplace harassment, including workplace sexual harassment, as those terms are defined in the ***Occupational Health and Safety Act***.
32. A police officer shall not deceive or mislead any person in relation to the officer's duties, the officer's employment or the administration of justice through any act or omission, except to the extent required or authorized for the purpose of carrying out the officer's duties.



Sarnia Police Service Board Policy

Issue Number:

AI-021

Subject: Adequate and Effective Policing	Effective Date:
Replaces: New	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

B Policy Statement

1. It is the policy of the Sarnia Police Service Board, in regards to adequate and effective policing, that the Chief of Police will provide policing functions based on quantitative and qualitative information to the extent that such information is available.

C Board Policy

1. The Chief of Police shall provide policing functions to an extent and in a manner that is reasonable, having regard to the following factors:
 - (a) The policing needs of the community;
 - (b) The geographic and socio-demographic characteristics of the Service's area of

policing responsibility;

- (c) The extent to and manner in which the policing function is effectively provided in similar communities in Ontario;
- (d) The extent to which past provision of the policing function by the Service has been effective in addressing the policing needs of the community;
- (e) Best practices respecting the policing function.



Sarnia Police Service Board Policy

Issue Number: AI-022

Subject: Complaints of Misconduct – Police Officers	Effective Date:
Replaces: New	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

Parts X, XI and XII of the **CSPA** set out in detail the requirements of the Board, the Chief and the Complaints Director regarding public complaints made against police officers, including Chiefs of Police and Deputy Chiefs of Police, including procedures for addressing those complaints

O. Reg. 406/23: Discipline requires that a Chief of Police shall establish procedures for the investigation of misconduct, including reports to the Complaints Director of conduct the Chief reasonably suspects constitutes misconduct.

O. Reg. 404/23: Adjudication Hearings prescribes procedures for discipline hearings conducted under **Sections 201, 202 and 210** of the **CSPA**.

B Policy Statement

1. The Sarnia Police Service Board recognizes and adheres to the principle that fair, open,

prompt, thorough and efficient response to Public Complaints is a cornerstone to establishing and maintaining a positive community-police relationship, and it is therefore the policy of the Board that such complaints be dealt with in a professional and thorough manner in accordance with **Parts X, XI and XII** of the **CSPA, O. Reg. 406/23: Discipline, O. Reg 404/23 Adjudication Hearings**, policies and guidelines received from the Law Enforcement Complaints Agency (LECA), and procedures established by the Chief as directed in this By-law.

C Board Policy

1. The Chief of Police shall develop and maintain a procedure to ensure that internal complaints are processed in accordance with the provisions of **Part XI, XII** and the **Regulations** of the **CSPA**, and shall provide a copy of the procedure to the Board.
2. The Chief shall maintain a Professional Standards Unit, adequately staffed and trained, to liaise with the LECA, to receive, investigate and where appropriate, prosecute or assist in the prosecution of Public Complaints against police officers in accordance with **Part X, XI and XII** of the **Act** and **Regulations 406/23 and 404/23**.
3. If a Board Member or the Chief receives a report from a person or body responsible for reviewing complaints about police officers in another province about the conduct of an Ontario Police Officer, the Board Member or Chief shall give the report to the Complaints Director in accordance with **Section 156** of the **CSPA**.
4. The Chief shall ensure that the procedure includes the following provisions:
 - (a) That Public Complaint process information, including Public Complaint forms provided by the LECA, be posted and made available in an area accessible to the public;
 - (b) That Public Complaints received by any member of the Service be forwarded immediately to the Chief to be dealt with in accordance with **Part X** of the **CSPA**;
 - (c) That when the Service is accepting a complaint it will ensure that notice of the complaint is not provided to the respondent officer or any other officer until the Complaints Director makes a direction in accordance with its powers under **Section 157 (3)** of the **CSPA**;
 - (d) That adequate training is provided to all Members of the Service in respect of the complaints procedures of the Service and **Parts X, XI and XII** of the **CSPA** and **Ontario Regulations 406/23 and 404/23**;
 - (e) That the Chief and the Professional Standards Unit Manager or their designee cooperate and follow the direction of the Complaints Director in respect of all Public Complaints, including but not limited to providing the Complaints Director

with information to assist in screening or assigning the complaint to investigation, investigating the complaint, reporting on the investigation, and prosecuting or assisting the Complaints Director in the prosecution of the complaint when appropriate;

- (f) That the procedures developed by the Chief include a mechanism to provide assistance for Public Complainants who may not be literate, or who may not be fluent in English;
 - (g) That all notices to the Complainant, the police officer who is the subject of the Complaint, the Complaint Director and the Board be given as required by the **CSPA**.
5. The Chief shall make a confidential written report in respect of any Conduct Complaint which involves allegations of criminal misconduct by a police officer, or which involves allegations of misconduct described in **Part X, XI or XII** of the **CSPA** or **Regulation 407/23: Code of Conduct**, either of which are of such a serious nature that, if proven, are likely to call into question the reputation or integrity of the Service, or which involve the public interest.
 6. The Chief shall not make this confidential written report to the Board without the prior consent of the Complaint Director.
 7. The said reports shall contain information as to the nature of the conduct alleged, the action being taken regarding the complaint, and any other information which the Chief feels is relevant, but shall not include the name of the police officer who is the subject of the report.
 8. The Chief shall make quarterly written reports to the Board on the administration of the Public Complaints process.
 9. The reports shall include the following information in respect of conduct complaints, except for those complaints against the Chief or the Deputy Chief:
 - (a) The total number of conduct complaints made;
 - (b) The number of referrals to the Complaint Director;
 - (c) The number of conduct complaints determined to be unsubstantiated after investigation, or not acted upon pursuant to **Section 158** of the **CSPA**;
 - (d) The number of hearings and findings from the hearings held pursuant to **Sections 201 and 202** of the **CSPA**;
 - (e) The number of complaints dealt with informally pursuant to **Section 169** of the **CSPA**, together with a summary of the nature of the complaints dealt with

informally and the informal resolutions achieved;

- (f) The number of complaints resolved or dealt with pursuant to **Section 215**;
- (g) A summary of the penalties imposed pursuant to **Sections 200, 201 and 202** of the **CSPA**;
- (h) The number of outstanding complaints as at the end of the reporting period; and
- (i) The time to complete each complaints process from the date the complaint is received to the date it is disposed of.



Sarnia Police Service Board Policy

Issue Number:

AI-023

Subject: Secondary Activities	Effective Date:
Replaces:	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

Section 89 of the *Community Safety and Policing Act* provides direction on secondary employment by members.

B Policy Statement

1. It is the policy of the Sarnia Police Service Board to have processes in place regarding the approval or denial of secondary activities undertaken by members.

C Board Policy

1. With respect to secondary activities, the Chief of Police will ensure that members of the Service does not engage in activities:
 - (a) That interferes with or influences adversely the performance of his or her duties

as a member of a police service, or is likely to do so;

- (b) That places him or her in a position of conflict of interest, or is likely to do so;
- (c) That would otherwise constitute full-time employment for another person; or
- (d) In which he or she has an advantage derived from being a member of a police service.

Note: This does not apply to an Interprovincial Police Officer or an Auxiliary member.

2. A member of the Service must disclose to the Chief of Police an activity undertaken that may contravene 1 above or who becomes aware that an activity that he or she has already undertaken may do so, shall disclose full particulars of the situation to the Chief of Police or, in the case of the Chief of Police, to the Board.
3. The Chief of Police or the Police Service Board, as the case may be, shall decide whether the member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision.
4. The member shall comply with the decision and with any conditions or restrictions set out in it.
5. The Chief of Police shall submit a written report to the Police Service Board respecting any decision he or she makes regarding secondary activities.



Sarnia Police Service Board Policy

Issue Number: AI-024

Subject: Quality Assurance	Effective Date:
Replaces:	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

B Policy Statement

1. It is the policy of the Sarnia Police Service Board to implement a quality assurance process in keeping with the requirements of the *Community Safety and Policing Act, 2019*.

C Board Policy

1. The Chief of Police shall implement a quality assurance process relating to:
 - (a) The provision of adequate and effective policing; and
 - (b) Compliance with the **Act** and the regulations.

2. The Chief of Police shall:
 - (a) Ensure that all practices related to quality assurance and audit functions are in accordance with statutory requirements and generally accepted principles and standards for the professional practice of internal auditing;
 - (b) Establish an internal audit capability for the Service and ensure that appropriate resources are provided to the members performing the function;
 - (c) Ensure that members involved in audit processes have the knowledge, skills and abilities required to perform the duties required, and that adequate training and education are provided to members to enable them to fulfill their responsibilities;
 - (d) Develop an internal audit work plan, on an annual basis, based on risk assessment and operational priorities, that identifies potential audit projects to be performed during the calendar year and provide a copy of the plan to the Board;
 - (e) Present to the Board a consolidated report summarizing the results of the previous year's audits, including any audits conducted externally;
 - (f) Inform the Board, as required, of any audit results that may require the immediate attention of the Board.
3. The Chief of Police shall submit a report to Board annually demonstrating compliance with this policy.



Sarnia Police Service Board Policy

Issue Number:

AI-025

Subject: Disclosure of Personal Information	Effective Date:
Replaces:	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

Disclosure of Personal Information Ontario Regulation 412/23, establishes to whom and in what circumstances personal information may be disclosed by a chief of police or a designate for the purposes of subsection **80 (1)** of the *Act*.

B Policy Statement

1. It is the policy of the Sarnia Police Service Board to comply with the **Disclosure of Personal Information Ontario Regulation 412/23** in relation to whom and in what circumstances personal information may be disclosed by the Chief of Police or designate in accordance with the *Act*.

C Board Policy

1. With respect to the disclosure of personal information, the Chief of Police or designate will, in deciding whether or not to disclose personal information under **subsection 80 (1)** of the **Act**, consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and the public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.
2. The Chief of Police or designate may disclose personal information for one or more of the following purposes:
 - (a) Protection of the public.
 - (b) Protection of victims of crime.
 - (c) Keeping victims of crime informed of the law enforcement, judicial or correctional processes relevant to the crime that affected them.
 - (d) Law enforcement.
 - (e) Correctional purposes.
 - (f) Administration of justice, including the conduct of civil proceedings.
 - (g) Enforcement of and compliance with any federal or provincial Act, regulation or government program.
 - (h) Keeping the public informed of the law enforcement, judicial or correctional processes respecting any individual.
3. The following personal information about an individual who has been charged with, convicted of or found guilty of an offence under any federal or provincial **Act** may be disclosed by the Chief of Police or a designate to any person:
 - (a) The individual's name, age, date of birth and address.
 - (b) The offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed.
 - (c) The outcome of all judicial proceedings relevant to the offence.
 - (d) The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody.

- (e) The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.
4. Personal information about an individual who is under investigation for having committed an offence under any federal or provincial Act, or is charged with, convicted of or found guilty of such an offence, may be disclosed by a chief of police or a designate to:
- (a) Any police service in Canada;
 - (b) Any correctional or parole authority in Canada;
 - (c) Any person or agency engaged in the protection of the public or the administration of justice; or
 - (d) Any person or agency engaged in the enforcement of or compliance with any federal or provincial Act, regulation or government program in accordance with a memorandum of understanding.



Sarnia Police Service Board Policy

Issue Number: AI-026

Subject: Code of Conduct for Board Members	Effective Date:
Replaces:	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

Legislative Authority

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

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

Ontario Regulation 408/23: Code of Conduct for Police Service Board Members under the **Community Safety and Policing Act, 2019** sets out the code of conduct with which every member of a police service board must comply.

Municipal Conflict of Interest Act

A Policy Statement

1. It is the policy of the Sarnia Police Service Board to set out the code of conduct for which every member of the Police Service Board shall comply. Further it is the policy of this Board to deal with complaints about the conduct of Board members in compliance with the **Community Safety and Policing Act**.

B Conduct Becoming a Board Member

1. A member of the Sarnia Police Service Board shall not conduct themselves in a manner

that undermines or is likely to undermine the public's trust in the Board or the Sarnia Police Service. Members of the Police Service Board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

2. Members of the Sarnia Police Service Board shall comply with the **Act** and the regulations made under it.
3. Members of the Sarnia Police Service Board shall not, by act or omission, conduct themselves in a manner that is likely to cause the Board to fail to comply with the **Act** or the regulations made under it.
4. Members of the Sarnia Police Service Board shall comply with any rules, procedures and by-laws of the Board.
5. Members of the Sarnia Police Service Board shall not substantially interfere with the conduct of Police Service Board meetings.
6. A member of the Sarnia Police Service Board contravenes this code of conduct if they are found guilty of an offence under the **Criminal Code** (Canada), the **Controlled Drugs and Substances Act** (Canada) or the **Cannabis Act** (Canada) that was committed after they were appointed as a member of the Police Service Board.
7. Members of the Sarnia Police Service Board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the **Human Rights Code**.

Note: Members of the Sarnia Police Service Board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

8. Members of the Sarnia Police Service Board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

Note: Members of the Sarnia Police Service Board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

C Statements and Attendance

1. Members of the Sarnia Police Service Board shall not knowingly make false statements pertaining to the duties of a member of a Police Service Board.
2. Members of the Sarnia Police Service Board shall not purport to speak on behalf of the Police Service Board unless authorized by the Board to do so.

3. Members of the Sarnia Police Service Board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the Police Service Board, the Sarnia Police Service maintained by the Board or a member of the Sarnia Police Service.
4. Members of the Sarnia Police Service Board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.
5. Members of the Sarnia Police Service Board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the Board or as required by law.

Note: 5 above does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

6. Members of the Sarnia Police Service Board shall attend all Police Service Board meetings unless able to provide a reasonable explanation for the absence.

D Misconduct and Conflicts of Interest

1. Members of the Sarnia Police Service Board shall disclose any conduct of another member of the Board that the member reasonably believes constitutes misconduct,
 - (a) To the Chair of the Board; or
 - (b) If the misconduct involves the Chair, to the Inspector General.
2. Members of the Sarnia Police Service Board shall disclose any charges laid against them under the ***Criminal Code*** (Canada), the ***Controlled Drugs and Substances Act*** (Canada) or the ***Cannabis Act*** (Canada) and any finding of guilt made in relation to those charges.

Note: 2 above only applies to charges or findings that were made after the member's appointment to the Board. The disclosure must be made to the person or body that appointed the individual as a member of the Police Service Board.

3. Members of the Sarnia Police Service Board shall not apply for employment with the Sarnia Police Service unless they resign from the Board before applying.
4. Members of the Sarnia Police Service Board shall promptly disclose any conflict of interest:
 - (a) To the Chair of the Board; or

- (b) If the conflict of interest involves the Chair, to the Inspector General.
- 5. After making the disclosure, the member shall disclose the conflict at the next meeting of the Police Service Board.
- 6. Members of the Sarnia Police Service Board shall not use their position as a Police Service Board member to:
 - (a) Benefit themselves;
 - (b) Benefit one or more persons with whom they have a personal relationship; or
 - (c) Interfere with the administration of justice.
- 7. Members of the Sarnia Police Service Board shall not participate in discussion of or voting with respect to matters at Police Service Board meetings if the member has a conflict of interest in the matter.

E Complaints Process for Board Member Conduct

- 1. It is the policy of the Board that:
 - (a) All complaints received from persons who are not members of the Board will be forwarded promptly to the Inspector General, and the person making the complaint shall be so notified;
 - (b) All complaints of conduct reasonably believed to be misconduct made to the Chair under **Section 17** of the **Code of Conduct** shall be promptly forwarded to the Inspector General as required by **Section 17** of the **Code of Conduct**;
 - (c) All complaints of conduct reasonably believed to be misconduct by a member of the Board shall be promptly forwarded to the Inspector General.
 - (d) All complaints referenced above shall be promptly disclosed to the full Board for information but not for discussion or debate, unless in the opinion of the Chair or Board member making the complaint, after receiving legal advice, such disclosure would compromise the investigation of the complaint by the Inspector General. In the event the complaint is not disclosed to the full Board pursuant to this section, the Board member reporting the matter to the Inspector General shall advise him/her accordingly, and notice to the Board member who is the subject of the complaint shall be made as and when the Inspector General deems such notice to be appropriate.
- 2. If the complaint alleges a breach of the pecuniary conflict of interest under the ***Municipal Conflict of Interest Act***, the complaint shall be returned to the complainant with an

explanation that such complaints are outside of the jurisdiction of the Board, and must be dealt with under that **Act**.

3. Board Members shall direct communications with respect to Board Member activities/issues through the Board Chair, and he/she shall not comment on any aspect of the complaint, including an acknowledgement that the complaint has been made, until the conclusion of the investigation.



Sarnia Police Service Board Policy

Issue Number: AI-027

Subject: Complaints of Misconduct –Special Constables	Effective Date:
Replaces: New	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

O. Reg. 411/23: Complaints About Special Constables prescribes processes for reporting, receiving, investigating and, where appropriate, imposing discipline in respect of Public Complaints against Special Constables

B Policy Statement

1. The Sarnia Police Service Board recognizes and adheres to the principle that fair, open, prompt, thorough and efficient response to public complaints, including public complaints against Special Constables, is the foundation to establishing and maintaining a positive community-police relationship, and it is therefore the policy of the Board that such complaints be dealt with in a professional and thorough manner in accordance with **O. Reg. 411/23: Complaints About Special Constables**, under the **CSPA** and the procedures established by the Chief as directed in this By-law.

C Board Policy

1. The Chief shall develop and maintain a procedure to ensure that complaints are processed in accordance with the provisions of **O. Reg. 411/23: Complaints About Special Constables** and shall provide a copy of the said procedure to the Board.
2. The Chief shall maintain a Professional Standards Unit, adequately staffed and trained, to receive, investigate and where appropriate, prosecute or assist in the prosecution of public complaints against Special Constables in accordance with **O. Reg. 411/23: Complaints About Special Constables**.
3. The Chief shall ensure that the established procedure complies with the provisions of **Sections 4 and 5 of O. Reg. 411/23**, including, at a minimum the following provisions:
 - (a) If the Chief of Police receives a complaint made in accordance with **Ontario Regulation 411/23 about a Special Constable** employed by a Special Constable Employer, the Chief of Police shall forward the complaint to the Special Constable Employer and will notify the complainant that the complaint has been forwarded to the Special Constable Employer;
 - (b) If the Chief of Police receives a complaint made in accordance with Ontario Regulation 411/23 about a Special Constable employed by the Board, the Chief of Police shall provide the complainant with written acknowledgment that the complaint has been received and shall:
 - (i) Ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's Certificate of Appointment or contravened any provision of the **Act** or the **Regulations**;
 - (ii) Ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a Member of the Police Service or of another police service;
 - (iii) Advise the complainant, in writing, of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board;
 - (iv) Endeavour to complete any investigation of a Special Constable under this Section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended;
 - (v) If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the

investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and

- (vi) If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their Certificate of Appointment or contravened any provision of this **Act** or the **Regulations**, the Chief of Police shall take appropriate action to remedy the contravention.
4. Notice to the public about how to make a complaint against a Special Constable shall be published on the Board's web site and the Service's web site.
 5. That Public Complaints received by any Member of the Service be forwarded immediately to the Chief to be dealt with in accordance with **Ontario Regulation 411/23**.
 6. That when the Service is accepting a complaint it will ensure that notice of the complaint is not provided to the respondent Special Constable or any other member until the Chief so directs.
 7. That adequate training is provided to all members of the Service in respect of the complaints procedures of the Service and **O. Reg. 411/23: Complaints About Special Constables**.
 8. That the procedures developed by the Chief include a mechanism to provide assistance for Public Complainants who may not be literate, or who may not be fluent in English.
 9. That all notices to the Complainant, the Special Constable who is the subject of the Complaint, the Compliant Director and the Board be given as required by **O. Reg. 411/23** and the **CSPA**.
 10. The Chief shall make a confidential written report in respect of any Conduct Complaint which involves allegations of criminal misconduct by a Special Constable, or which involves allegations of misconduct which are of such a serious nature that, if proven, are likely to call into question the reputation or integrity of the Service, or which involve the public interest.
 11. The reports shall contain information as to the nature of the conduct alleged, the action being taken regarding the complaint, and any other information which the Chief feels is relevant, but shall not include the name of the Special Constable who is the subject of the report.
 12. In all other matters of Public Complaints regarding Special Constables, the Chief shall report to the Board as follows:
 - (a) The Chief shall make annual written reports to the Board on the administration of the Public Complaints process, such report to be provided to the Board in January

of each year;

- (b) The reports shall include comparative data for the immediately preceding calendar year;
- (c) The Chief shall include the relevant Complaints information in the Annual Report of the Service.

13. The reports shall include the following information in respect of conduct complaints regarding Special Constables:

- (a) The total number of conduct complaints regarding Special Constables made;
- (b) The number of conduct complaints determined to be unsubstantiated after investigation;
- (c) The number of conduct complaints determined to be substantiated, and the action or remedy taken by the Chief in each;
- (d) The number of outstanding complaints as at the end of the reporting period; and
- (e) The time to complete each complaints process from the date the complaint is received to the date it is disposed of.



Sarnia Police Service Board Policy

Issue Number: AI-028

Subject: Appointment of Special Constables	Effective Date:
Replaces: New	Distribution:
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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.

Sections 92, 93, 94 of the **CSPA** contain provisions governing the appointment, duties, reappointment, suspension and termination of Special Constable Appointments to be employed as Members of the Service.

O. Reg. 396/23: Matters Respecting the Appointment and Functions of Special Constables and the Authorization of Special Constable Employers, prescribes rules respecting Certificates of Appointment, Weapons, Equipment, Special Constable Employer Applications and powers and duties of Special Constables.

O. Reg. 411/23: Complaints About Special Constables prescribes processes for reporting, receiving, investigating and, where appropriate, imposing discipline in respect of Public Complaints against Special Constables

The Board has deemed it appropriate that it establish a policy regarding the appointment of Special Constables to be employed by the Board as Members of the Service.

The Board has deemed it appropriate and consistent with the principles set out in **Section 1** of the **CSPA**, and with its objectives and priorities determined pursuant to **Sections 37, 38, 92, 93, 94, and 94** of the **CSPA** and **O. Reg 396/23** to require the Chief of Police to establish procedures and processes in respect of the hiring, training and deployment of Special Constables.

B **Policy Statement**

1. It is the policy of the Sarnia Police Service Board that all Special Constable appointments regarding members of the Service be made in consultation with and on the advice of the Chief, and that all such appointments, including Special Constable duties, permitted weapons, suspension and termination of appointments comply with the provisions of **sections 92, 93 and 94 of the CSPA and O. Reg 396/23**.

C **Board Policy**

1. The Chief shall make recommendations to the Board regarding members to be appointed as Special Constables.
2. The Chief shall ensure that candidates recommended to Board meet at a minimum the criteria set out in **subsection 92 (1)** of the **CSPA**.
3. The Chief shall ensure that the Special Constable powers and duties recommended to be included in the Certificate of Appointment of a Special Constable are included in and do not exceed the powers and duties prescribed in Columns 2, 3 and 4 of item 1 of the **Schedule to O. Reg. 396/23**.
4. The Chief shall ensure that Special Constables receive, at a minimum, training mandated by the Ministry from time to time, including initial and ongoing annual training.
5. The Chief shall ensure that the Board is notified of any circumstances reasonably requiring consideration of an amendment, suspension or termination of the Certificate of Appointment.
6. Upon receipt of the recommendation of a candidate, the Board shall consider the recommendation, and in the absence of any contrary negative information which indicates non-compliance with the **CSPA** or **O. Reg. 396/23**, shall issue a Certificate of Appointment to the Special Constable(s) who are the subject of the Chief's recommendation.
7. The Chief shall include the following information in the annual report:
 - (a) The number of Special Constables employed as Members of the Service;
 - (b) The number of Special Constables hired/appointed during preceding calendar

year;

- (c) The units/duties to which Special Constables were deployed during preceding calendar year;
- (d) The number of appointments terminated for disciplinary reasons;
- (e) The number of appointments terminated for non-disciplinary reasons;
- (f) The total hours of Special Constables who were off work during preceding calendar year;
- (g) The number of public complaints made against Special Constables in the preceding calendar year, and status/disposition of those complaints; and
- (h) Confirmation that the Service has followed the requirements of the terms of the Certificate of Appointment, and the provisions of the **CSPA** and **O. Reg 396/23**, or, if not in compliance, an explanation of any incident(s) of such noncompliance.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-001

Subject: Preliminary Perimeter Control and Containment	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

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

Subsection 10 (1) (3) of the **Adequacy Regulation** requires the Chief of Police to establish procedures on preliminary perimeter control and containment.

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.

Section 11(1) 2. O. Reg. 392/23 Adequate and Effective Policing (general) provides that every Chief of police shall ensure that members of the containment team are police officers.

B Policy Statement

1. The Sarnia Police Service Board recognizes the need for a containment function and it is therefore the policy of this Board to train and deploy members in accordance with procedures established by the Chief of Police and in accordance with any protocol in force between the Service and an outside police service.

C Board Policy

1. It is the policy of the City of Sarnia Police Services Board with respect to preliminary perimeter control and containment that:
 - (a) Containment will be provided by patrol officers, the Emergency Response Team and when necessary, by entering into an agreement for a combined response with the OPP West Region;
 - (b) The Chief of Police will establish procedures that address:
 - (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, 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 training of members of the Team.

2. The Chief of Police will provide information in the annual report with respect to preliminary perimeter control and containment



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-002

Subject: Tactical Units	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as

O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services; required by **Section 10** of the **CSPA**.

Subsection 9 (1) of O. Reg. 392/23 Emergency Response provides the standards for adequate and effective policing related to emergency response.

Subsection 2 (5) 1 of O. Reg. 398/23: Alternative Provision of Policing Functions and Section 14 of the **CSPA** permit a Police Service to deliver the services of a Tactical Unit by contracting with another Police Service.

B Policy Statement

1. The Sarnia Police Service Board recognizes that Tactical Units are an important part of policing, and it is therefore the policy of this Board that the deployment of the Emergency Response Unit (ERT) be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this By-law, established Ministry guidelines and in accordance with any protocol in force between the Service and an

outside police service.

C Board Policy

1. It is the policy of the City of Sarnia Police Services Board with respect to the services of a Tactical Unit that:
 - (a) The Sarnia Police will provide the services of a tactical unit and when required, enter into agreement with OPP West Region to provide combined service delivery;
 - (b) The services will be available twenty-four (24) hours a day and within a reasonable response time;
 - (c) The unit will consist of a minimum of twelve (12) full-time Tactical Officers, including the supervisor, who are dedicated to the Tactical Unit but who, when not training or undertaking tactical activities, may undertake community patrol; and
 - (d) The Chief of Police will:
 - (i) Establish procedures that set out the circumstances in which the service will be deployed, including the process for obtaining the service and reporting relationships;
 - (ii) Ensure that the Tactical Unit can undertake containment, the apprehension of an armed barricaded person, and explosive forced entry if it uses the services of a police explosive forced entry technician;
 - (iii) Develop and maintain a manual on Tactical Unit services that is available to each member providing this service;
 - (iv) Establish a selection process for members of the Tactical Unit;
 - (v) Ensure members of the Tactical Unit have the requisite knowledge, skills and abilities;
 - (v) Ensure the ongoing training of members who provide this service; and
 - (vi) Ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members who provide this service.
2. The Chief of Police will provide information in the annual report with respect to the Emergency Response Team.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-003

Subject: Hostage Rescue	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services; required by **Section 10** of the **CSPA**.

Subsection 9 (1) of O. Reg. 392/23 Emergency Response provides the standards for adequate and effective policing related to emergency response.

Subsection 2 (5) 1 of O. Reg. 398/23: Alternative Provision of Policing Functions and Section 14 of the **CSPA** permit a Police Service to deliver the services of a Tactical Unit by contracting with another Police Service.

B Policy Statement

1. The Sarnia Police Service Board recognizes that Hostage Rescue is an important part of policing, and it is therefore the policy of this Board that Hostage Rescue be conducted professionally and thoroughly, and in accordance with the procedures established by the Chief as directed in this By-law, established Ministry guidelines and in accordance with any protocol in force between the Service and an outside police service.

B Board Policy

1. It is the policy of the City of Sarnia Police Service Board with respect the services of a hostage rescue team that:
 - (a) The Sarnia Police will provide the services of a hostage rescue team and when required, enter into agreement with OPP West Region to provide combined service delivery;
 - (b) The services will be available twenty-four (24) hours a day and within a reasonable response time;
 - (c) The team will consist of a minimum of twelve (12) full-time Tactical Officers, including the supervisor, who are dedicated to the team but who, when not training or undertaking tactical or hostage rescue activities, may undertake community patrol; and
 - (d) The Chief of Police will:
 - (i) Establish procedures that set out the circumstances in which the services of the Hostage Rescue Team will be deployed, including the process for obtaining the services and reporting relationships;
 - (ii) Ensure that the Hostage Rescue Team can undertake containment, the apprehension of an armed barricaded person, and hostage rescue;
 - (iii) Develop and maintain a manual on Hostage Rescue Team services that is available to each member providing this service;
 - (iv) Establish a selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - (v) Ensure the ongoing training of members who provide this service; and
 - (vi) Ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members who provide this service.
2. The Chief of Police will provide information in the annual report with respect to the Hostage Rescue.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-004

Subject: Major Incident Command	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services; required by **Section 10** of the **CSPA**.

Subsection 9 (1) of O. Reg. 392/23 Emergency Response provides the standards for adequate and effective policing related to emergency response.

Subsection 2 (5) 1 of O. Reg. 398/23: Alternative Provision of Policing Functions and Section 14 of the **CSPA** permit a Police Service to deliver the services of a Tactical Unit by contracting with another Police Service.

B Policy Statement

1. The Sarnia Police Board recognizes that Major Incident Command is an important part of policing, and it is therefore the policy of this Board that the deployment of Major Incident Commanders be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this By-law and established Ministry

guidelines.

C Board Policy

1. It is the policy of the City of Sarnia Police Service Board with respect to Major Incident Command services that:
 - (a) The Sarnia Police will provide the services of a Major Incident Commander and when required, enter into agreement with OPP West Region to provide combined service delivery;
 - (b) The services will be available twenty-four (24) hours a day and within a reasonable response time; and
 - (c) The Chief of Police will:
 - (i) Develop procedures that address the circumstances in which a Major Incident Commander is to be deployed;
 - (ii) Develop and maintain a manual on Major Incident Command that is available to each member providing this service;
 - (iii) Establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - (iv) Ensure the ongoing training of members who provide this service; and
 - (v) Ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members who provide this service.
2. The Chief of Police will provide information in the annual report with respect to Major Incident Command.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-005

Subject: Crisis Negotiation	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as

O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services; required by **Section 10** of the **CSPA**.

Subsection 9 (1) of O. Reg. 392/23 Emergency Response provides the standards for adequate and effective policing related to emergency response.

Subsection 9 (1) 7. of O. Reg. 392/23 Emergency Response states that there shall be the capacity to deploy at least two crisis negotiators simultaneously to any incident requiring the functions of a Crisis Negotiator.

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

B Policy Statement

1. The Sarnia Police Service Board recognizes that crisis negotiation is an important part of policing, and it is therefore the policy of this Board that such matters be conducted professionally and thoroughly, and in accordance with procedures established by the Chief as directed in this By-law.

C Board Policy

1. It is the policy of the City of Sarnia Police Service Board with respect to Crisis Negotiation services that:
 - (a) The Sarnia Police Service will provide the services of a Crisis Negotiator and when required, enter into agreement with OPP West Region to provide combined service delivery;
 - (b) The services will be available twenty-four (24) hours a day and within a reasonable response time;
 - (c) A Crisis Negotiator will not perform any incident management role other than crisis negotiation;
 - (d) The Chief of Police will:
 - (i) Develop procedures that address the circumstances in which a Crisis Negotiator is to be deployed;
 - (ii) Develop and maintain a manual on crisis negotiation that is available to each member providing this service;
 - (iii) Establish a selection process for members who provide this service;
 - (iv) Ensure the ongoing training of members who provide this service; and
 - (v) Ensure that appropriate equipment as set out in **O. Reg. 392/23 Adequate and Effective Policing, Schedule #1 Required Equipment and Other Resources** under the ***Community Safety and Policing Act*** is used/available to members who provide this service.
2. The Chief of Police will provide information in the annual report with respect to Crisis Negotiators.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-006

Subject: Explosives	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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

Subsection 8 (2) of O. Reg. 392/23: Adequate and Effective Policing (General) prescribes equipment and resources to be provided to police officers whose duties include explosive.

Subsection 9. (1) of O. Reg. 392/23: Adequate and Effective Policing (General) requires a Police Service to provide explosive disposal within a reasonable time.

Subsection 10 (1) of O. Reg. 392/23: Adequate and Effective Policing (General) requires the Chief of Police to establish procedures on explosive forced entry and explosive disposal.

Subsection 2 (5) 1 of O. Reg. 398/23: Alternative Provision of Policing Functions and Section 14 of the **CSPA** permit a Police Service to deliver the services of a Tactical Unit by contracting with another Police Service.

B Policy Statement

1. The Sarnia Police Service Board recognizes that the services of Police Forced Entry Explosive Technicians and Explosive Disposal Technicians are a required part of policing, and it is therefore the policy of this Board to contract with OPP West Region to provide the services of Police Forced Entry Explosive Technicians and Explosive Disposal Technicians.

C Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to the services of Police Explosive Forced Entry Technicians and Explosive Disposal Technicians that:
 - (a) This Board will contract with OPP West Region to provide the services of Police Forced Entry Explosive Technicians and Explosive Disposal Technicians;
 - (b) The services will be available twenty-four (24) hours a day and within a reasonable response time;
 - (c) The Chief of Police, in consultation with the OPP will establish procedures that set out the circumstances in which the services will be deployed including the steps for obtaining the services and the reporting relationships.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-007

Subject: Ground Search for Lost or Missing Persons	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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

O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services; required by **Section 10** of the **CSPA**.

Sections 37 and 38 of the **CSPA** to require the Chief of Police to establish procedures and processes for undertaking and managing investigations into missing persons and to develop procedures on ground searches and promote through partnerships with other emergency providers and volunteer groups the co-ordination of ground searches.

B Policy Statement

1. The Sarnia Police Service Board recognizes that the matter of ground searches for missing persons are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this By-law.

C Board Policy

1. With respect to ground search for lost or missing persons, the Chief of Police will:
 - (a) Promote, through partnerships with other emergency service providers and volunteer groups, the coordination of ground search services in the jurisdiction served by the police service;
 - (b) Develop procedures on ground search for lost or missing persons; and
 - (c) Ensure that Search Coordinators and Team Leaders have the knowledge, skills and abilities required to perform these functions.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-008

Subject: Emergency Plan	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

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

The Chief of Police may adopt the Municipality’s Emergency Plan as the Police Service’s Emergency Plan if it addresses the role and duties of the Police Service during an emergency, and the procedures to be followed by members of the Police Service during an emergency.

B Policy Statement

1. The Sarnia Police Service Board recognizes the importance of emergency planning, and it is therefore the policy of this Board that emergency planning be dealt with in a thorough and effective manner, and in accordance with the procedures established by the Chief as directed by this By-law.

C Board Policy

1. The Chief of Police will consult with the municipality and other emergency services on the development of an Emergency Plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the Police Service during an emergency.
2. The Chief of Police will provide information in the annual report with respect to emergency planning.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-009

Subject: Underwater Search and Rescue	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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.

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

Subsection 2 (5) 1 of O. Reg. 398/23: Alternative Provision of Policing Functions and Section 14 of the **CSPA** permit a Police Service to deliver the services of a Tactical Unit by contracting with another Police Service.

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

The **OHSA Diving Operations Regulation 629/94** provides further specific definitions, and responsibilities that relate to all occupational diving operations.

The Canadian Standards Association (CSA) provides a *Competency Standard for Diving Operations CAN/CSA-Z275.4-02* and an *Occupational Safety Code for Diving Operations CAN/CSA-Z275.2-92*.

B Policy Statement

1. The Sarnia Police Service Board recognizes that access to underwater search and recovery capabilities are an important part of policing in Sarnia and it is therefore the policy of this Board to require the Chief to develop procedures in regards to contracting with the OPP West Region to provide the services of an Underwater Search and Recovery Unit.

C Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to the services of an Underwater Search and Recovery Unit that:
 - (a) This Board will contract with the OPP West Region to provide the services of an Underwater Search and Recovery Unit, available twenty-four (24) hours a day, within a reasonable response time; and
 - (b) The Chief of Police, in consultation with the OPP, will:
 - (i) Establish procedures that set out the circumstances in which the Underwater Search and Recovery Unit will be deployed, including the process for obtaining the services and the reporting relationships;
 - (ii) Establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies; and
 - (iii) Ensure that the Police Service's Major Incident Commander(s) receive training from the OPP in their responsibilities and the capabilities of the Underwater Search and Recovery Unit.
2. The Chief of Police will provide information in the annual report with respect to under water search and rescue.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-010

Subject: Canine	Effective Date:
Replaces: September 14, 2023	Distribution: All Members
Last Reviewed: September 2024	Expiration Date: Indefinite
Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

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

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

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; therefore the Board has deemed it appropriate that it establish a policy regarding canine units.

B Policy Statement

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

C Board Policy

1. It is the policy of the Sarnia Police Service Board that the Chief shall:

- (a) Establish written procedures in accordance with **subsections 5 (1) 2, and 10 (1) 10 of the O. Reg 392/23** and **subsection 7 (1) of Schedule 1** to the said **O. Reg 392/23** that set out the circumstances in which a Canine Unit will be deployed;
 - (b) Develop and maintain a manual on Canine Unit services that is available to each member providing the service;
 - (c) Ensure the manual is reviewed on an annual basis and amended as required;
 - (d) Establish a selection process for members of the unit, ensuring that members who provide the service meet the requirements of **O. Reg. 392/23: Adequate and Effective Policing (General)**;
 - (e) Ensure that all members performing the functions of a Canine Team and/or Unit have the requisite knowledge, skills and abilities and receive training on an ongoing basis;
 - (f) Ensure the appropriate equipment, in accordance with the **subsection 7 (1) of Schedule 1** to the said **O. Reg 392/23** and the Ministry's designated equipment and facilities list, is used/available to members who provide canine investigative tracking supports.
2. The Chief of Police will provide information in the annual report with respect to the Canine Unit.



Sarnia Police Service Board Policy

Issue Number: ER-011

Subject: Extreme Incident Response Plan	Effective Date:
Replaces:	Distribution: All Members
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

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.

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; therefore the Board has deemed it appropriate that it establish a policy regarding an Extreme Incident Response Plan

The Provincial Extreme Incident Response Plan

B Policy Statement

1. It is the policy of the Sarnia Police Service Board, that the Chief of Police will have procedures that are consistent with Ministry's Extreme Incident Response Plan (EIRP) to respond to and effectively manage an extreme incident with the goal of:

- (a) Preventing the continuation of the incident;
- (b) Safeguarding human life and property; and
- (c) Restoring order.

C Board Policy

1. The Chief of Police shall establish procedures relating to Extreme Incidents that are consistent with the EIRP and **O. Reg. 392/23: Adequacy and Effective Policing (General)**, which procedures shall include, at a minimum, the following:
 - (a) Procedures respecting planning for response to Extreme Incidents as required by Section 2 of the EIRP; Operational Response Procedures as required by Section 3 of the EIRP;
 - (b) Inter-agency cooperation, information sharing and intelligence sharing protocols as required by Section 4 of the EIRP;
 - (c) Procedures respecting public communications and media relations as referenced in Section 5 of the EIRP;
 - (d) Post incident review procedures as required by Section 6 of the EIRP.
2. The Chief or designate shall inform the Board of the Extreme Incident in real time, where applicable, and shall continue to provide appropriate updates through the Board Chair.
3. The Chief shall make a written report to the Board following an Extreme Incident within the times specified in Section 6 of the EIRP to review and evaluate the Police Service's response to the incident. The report must include at a minimum, the matters addressed in Section 6 of the EIRP, and:
 - (a) Budget impacts of the response to the Extreme Incident;
 - (b) Comment on the sufficiency of available personnel, including personnel from the Service and other agencies, training of such personnel, and equipment available for use during the Extreme Incident, and if insufficient, recommendations to address the insufficiency.
 - (c) Any other information which the Chief deems appropriate to enable the Board to carry out its oversight responsibilities.
4. The Board shall not make any information from the report available to the public without

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



Sarnia Police Service Board Policy

Issue Number: ER-012

Subject: Active Attacker Incidents	Effective Date:
Replaces: New	Distribution: All members
Last Reviewed:	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

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

Ontario Regulation 393/23 Active Attacker Incidents prescribes standards for responding to incidents involving an active attacker.

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

B Policy Statement

1. The Sarnia Police Service Board, recognizes that being fully prepared for potential Active Attacker situations is paramount to protecting the community's safety. The Board will ensure the Service is equipped and trained to handle such crisis and restore safety and order swiftly.
2. It is further the policy of this Board to provide support to victims and members of the Service throughout the incident.

C Board Policy

1. The Chief shall comply with **Ontario Regulation 393/23 – Active Attacker Incidents** and develop written procedures in accordance with **O. Reg. 393/23** which shall address, at a minimum, the following:
 - (a) Deployment of officers;
 - (b) Assistance to victims;
 - (c) Coordinated response arrangements with external service providers;
 - (d) Public alerts and information dissemination
 - (e) All matters referenced in Section 7 of **O. Reg. 393/23**;
 - (f) Reporting requirements of Section 8 of **O.Reg.393/23**;
 - (g) Any other matters which the Chief feels are appropriate and necessary for the protection of the public, external service providers and members of the public.
2. The Chief shall provide shall prepare a report within 120 days after,
 - (a) The day of the incident, if there is no Special Investigations Unit investigation into the incident; or
 - (b) If there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under **section 33** of the **Special Investigations Unit Act, 2019** or a report is published in respect of the incident under **section 34** of that **Act**, as the case may be.
3. If the Chief of Police is unable to complete the report within the time specified, the Chief of Police shall notify the Police Service Board or, the Minister of the status of the report every 30 days, until the report is complete.
4. The Chief of Police shall give the Police Service Board or the report within thirty (30) days of its completion.

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



SARNIA POLICE SERVICE Public Agenda Recommendation Report

To: Chair and Police Service Board Members
From: Chief Derek W. Davis
Subject: Amendment to 2025 Operating Budget Report
Date: August 27, 2024
Report # 24-09-008-0

RECOMMENDATION:

"That the Sarnia Police Service Board approve the amendment of three of seven total references to the net dollar amount in the 2025 Operating and Reserves Budget Report (Open Agenda of August 27, 2024) from \$36,294,935 to \$36,369,840 resulting in zero impact to the approved 8.86 percentage increase."

A handwritten signature in cursive script that reads "Derek Davis".

Derek W. Davis
Chief of Police

/CD

BACKGROUND:

The 2025 Operating and Reserves Budgets were approved at the Police Service Board Open Meeting of August 27, 2024 with a percentage increase of 8.86%.

The total funding requirement for the 2025 Operating Budget in dollars is \$36,369,840. The 2025 Operating and Reserves Budget report in the Open Agenda contains several references to the total Operating Budget dollar amount. Of seven total references, three are typographical errors displaying the amount incorrectly as \$36,294,935, a difference of \$74,905, equal to the "Police Service Board" portion of the Police Service budget.

DISCUSSION

On August 27, 2024, the 2025 Operating and Reserves Budgets were approved as presented. The total 2025 operating requirement is \$36,369,840, representing a year over year increase of 8.86%. This is a downward trend from 2023 and 2024 Sarnia Police Service budget submissions, which were approved at 11.53% and 9.98% respectively.

Additionally, an incremental request of \$500,000 was approved by the Board on August 27, 2024 for initial capital funding to enable the Police Facility Replacement project to proceed. This represents 1.5% of prior year's operating budget.

If the incremental capital funding request is approved by City Council, funding options exist. A possible funding source is City Reserves. Alternately, the amount may be added to the 2025 general levy, in which case the total general levy impact of 2025 Police Operating plus 2025 Police Capital funding needs is 10.36%.

FINANCIAL IMPACT

The amendment of the typographical errors causes no financial impact. The correct information has been conveyed to City Hall staff for inclusion in 2025 City of Sarnia budgets.

The net 2025 Operating Budget increase remains unchanged at 8.86%.

CONSULTATION

Cathy Dam, Director Financial Services



SARNIA POLICE SERVICE

Open Agenda Information Report

To: Chair and Police Service Board Members

From: Chief Derek Davis

Subject: Monthly Operational Update

Date: September 26th, 2024

Report #: 24-09-010-O

SUMMARY:

The Sarnia Police Service is committed to continuously improving the level of service and safety we provide to our communities. While the police are traditionally responsible for incident response, by working with community partners in each of the prevention, risk intervention and social development pillars, a coordinated response can be implemented.

This report is a snapshot of operational and member accomplishments and is not an exhaustive account of the achievements of the Sarnia Police Service.

A handwritten signature in cursive script that reads "Derek Davis".

Derek Davis
Chief of Police

:RH/MV/LM

Operations Division

1. PSD Vader Gets His First Arrest

On September 2, 2024, at 7:40 pm the Sarnia Police Service responded to a dispute involving a stolen dog on Wellington Street in Sarnia. The victim and accused are known to each other and had gotten into an earlier argument over the victim's Chihuahua. Following that argument, video surveillance showed the accused exiting the victim's building with the stolen dog.

The search for the accused and the missing dog led officers to the 200 block of Forsyth Street in Sarnia. As officers were speaking with people in the area they received information that the accused had jumped from a second-story window and ran upon police arrival. Officers located the accused and attempted to arrest him, however he was able to break free and flee. Officers immediately set up containment in the area and called PC Urban and PSD Vader to the scene to locate the accused.

While awaiting the arrival of the police dog team, officers observed the accused emerge from a concealed location and run down Essex Street and then onto College, eventually losing sight of him again on Maria Street. PSD Vader was deployed in a tracking capacity, leading officers through backyards and over a fence.

The K9 track led into the backyard on Penrose Street, where PSD Vader jumped on top of an overturned canoe and began to bark frantically. Police located the accused hiding under the overturned canoe. He surrendered himself into custody without any further issues.

This represented the first apprehension by PSD Vader and the Sarnia PDT.

2. Break and Enter Arrest - SA24023702

On September 8, at 5:30 AM Officers received a call to attend 1372 Vidal St. S (United Rentals) for an alarm call. Officers were already in the area at the time of the call and immediately set up containment on the outer perimeter of the business. Once this was done, they located two male suspects who had been inside the compound.

Both males attempted to claim that they worked for the company but upon further investigation it was determined they did not. The two accused persons were arrested by D platoon officers. One of the accused was already out on bail at the time of the break and enter.

Officers located a hole cut in the exterior fence of the compound which the suspects used to gain entry to the business. The vehicle that they had arrived in was located just outside and a search of it was conducted. This resulted in the seizure of break and enter tools (a DEWALT reciprocating saw and a DEWALT portable work light), .5 grams of crystal methamphetamine, and a pipe.

3. Stolen Vehicle / Multi-jurisdictional Arrest - SA24024164

On September 12, 2024 a vehicle that was used to ram a London Police Service (LPS) cruiser, followed by a pursuit, was reported stolen in Sarnia. The owner of the vehicle was out of town and did not grant anyone permission to use his vehicle.

SPS officers work collaboratively with our partner organizations. As this vehicle was from Sarnia, SPS officers assisted LPS with the investigation, resulting in the accused being identified

as Ronald Whitlock. SPS officers gathered video and witness evidence to LPS to support grounds for Flight/Fail to stop offences.

Investigation revealed that the accused took the car without permission and attended the city of London where the vehicle was involved in a collision with a LPS cruiser while they tried to conduct a traffic stop on it. This resulted in a pursuit that was discontinued by LPS. LPS had no information about the driver at that time.

This attentive and collaborative work by the SPS team and information sharing with LPS enabled LPS to solve a significant incident in their area. This is a good example of interagency cooperation from the frontline officers and having awareness of what is happening in other jurisdictions that ultimately relate back to Sarnia.

Criminal Investigations Division:

1. Bradly Ogilvie Homicide Investigation - SA23029020

The Criminal Investigations Division have been actively investigating the disappearance of Bradley James Ogilvie since he was reported missing in November 2023. Through the investigation, police learned that Bradley was last seen alive leaving a Stuart Street home in the company of three other people, who are now accused of killing him. During the morning hours of Friday September 6, 2024 Sarnia Police arrested three people and executed several search warrants.

Arrested and charged are:

- Robin Alexander MANESS (44-years-old) of Aamjiwnaang First Nation
- Nikki Jean COTTRELLE (42-years-old) of Aamjiwnaang First Nation
- Trevor John WALLER (47-years-old) of Sarnia

These accused remain in custody.

2. Stolen Vehicle Investigation - SA24022308 & SA24022038

On August 26th 2024, the Sarnia Police Service Major Case Action Team (MCAT) responded to a complaint from a local business regarding a suspicious pick-up truck. Through investigation, it was discovered the truck had a stolen licence plate on the rear and was suspected of being involved in a hit-and-run incident that occurred on August 23rd, 2024 in the 1200 block of Afton Drive, Sarnia.

At approximately 4:37pm, members of MCAT located the pick-up, which was a brown 2007 Ford dually being driven by an unidentified male in the 200 block of East Street N. The vehicle was observed by officers pulling into a parking lot, where the driver exited the vehicle. Officers attempted to stop and arrest the male, but he fled on foot. Following a short foot pursuit on East Street N., the male was arrested. Further investigation revealed that the vehicle the male was operating had been stolen out of London several days earlier.

A 37-years-old Sarnia man has been criminally charged with two counts of possession of stolen property under \$5,000, and one count of possession of stolen property over \$5,000 and several Highway Traffic Act offences including using plates not authorized for the vehicle and driving while under suspension.



3. Drug Investigation - SA24021746

On August 20th, 2024, at approximately 9:49 PM, the Major Case Action Team (MCAT) conducted a traffic stop on a pickup truck in the area of Lanark Crescent and Summerset Crescent in Sarnia for the purpose of arresting one of its two occupants for drug offences.

During the stop, the driver of the truck attempted to flee by striking an unmarked police vehicle before driving onto a residential lawn. Officers attempted to box the truck in while it continued to flee, during which time it struck a second unmarked police vehicle head-on, allowing other unmarked police vehicles to successfully pin the truck and arrest both the driver and passenger. Thankfully no one was injured and the damage to police vehicles was minimal.

A search incident to arrest police located and seized the following drugs:

- 111.33 grams of cocaine
- 299 Dilaudid pills
- 0.40 grams of crystal methamphetamine

The estimated street value of the seized drugs is \$14,855.00.

Two Sarnia residents are facing a myriad of drug charges and one of them faces an additional charge of dangerous operation of a motor vehicle.



Community Support Division:

1. Mental Health Intervention Sept 19 2024 - SA24024903

MHEART and Patrol attended at 356 Kathleen Ave on Thursday, Sept 19 for a male that was threatening to kill police officers from MHEART and later, himself. The SPS has 49 occurrences with this male since Jan 1, 2024 (mostly for mental health issues).

Patrol and two on duty ERT members, supported by MHEART, were quickly able to engage the male in a dialogue and he subsequently exited his apartment calmly; police did not have to use any force. He was arrested for Uttering Death Threats and subsequently brought to BWH for a mental health assessment.

The tactical communications utilized by Patrol and MHEART officers (Sgt. Ruetz as well) were excellent. Although the threats were targeted at MHEART, the rapport that they have established with this male up to present time were vital in bringing the incident to a peaceful resolution.

2. Newcomers to Canada Event - Sept 18 2024

On Wednesday, Sept 18th, D/Chief Hansen, Sgt. Ruetz, PC Sapeta, PC McLean and Insp. Leo Murphy attended the "Newcomers to Canada" event at the YMCA on Oakdale Avenue, Sarnia.

Officers' were able to network with the staff and the newcomers to the City. It was a very positive event that allowed the newcomers to see the police in a positive light, as some come from areas of the world where that is not the case.

CONSULTATION:

Leo Murphy – Inspector Community Support Division
Ron Hansen – Deputy Chief Criminal Investigations Division
Mike Van Sickle – A/Deputy Chief Community Support / Operations Division
Brad Murray – Investigative Analyst