



Sarnia Police Services Board

Open Meeting
Thursday, September 14, 2023
9:00 a.m.

1. Welcome		Chair
2. Traditional Territory Acknowledgement		Chair
3. Declarations of Conflict of Interest		Chair
4. Approval of Agenda	Approval	Chair
5. Minutes 5.1 July 27, 2023	Approval	Chair
6. Delegation – Media Relations	Information	Nathan Colquhoun
7. Board Reserve Fund	Approval	Chief
8. Adequacy Standards Board Policies	Approval	Chair
9. Monthly Operation Update	Information	Deputy Chief
10. 2024 Budget Draft	Discussion	Chief
11. Open Forum		All
12. Adjournment 12.1 Next Regular Public Meeting: Thursday, October 12, 2023	Approval	Chair



SARNIA POLICE SERVICES BOARD

SPECIAL OPEN MINUTES
9:00 a.m. - THURSDAY, JULY 27, 2023
COMMUNITY ROOM, SARNIA POLICE SERVICES

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

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

Additional Present: Ronald LeClair, Zone 6 Advisor

Absent: Board Member Chrissy McRoberts

1. Welcome

Chair Paul Wiersma opened the meeting.

2. Traditional Territory Acknowledgement

We, the Sarnia Police Services Board acknowledge the traditional territory of the council of the three fires; Potawatomi, Chippewa, and Odawa people, that being Aamjiwnaang (Sarnia 1st Nation), Bkejwanong (Walpole Island 1st Nation), Kikonaang (Kettle Point 1st Nation), Aashoodenaa (Stoney Point 1st Nation).

3. Declarations of Conflict of Interest

There were no disclosures of pecuniary interest.

4. Approval of Agenda

Moved by Board Member G. Vandenberg, seconded by Vice Chair K. Ash, and **carried:**

That the Agenda as presented, be adopted.

5. Minutes

Moved by Vice Chair K. Ash, seconded by Board G. Vandenberg, and **carried:**

That the Minutes of June 22, 2023, be adopted.

Board Member C. Sebastian joined the meeting at 9:10 am

6. Delegation – Dr. Robert Dickieson - Traffic Noise in Sarnia

Chair P. Wiersma invited Dr. Dickieson to the podium to make his presentation.

Dr. Dickieson provided a handout to the Board Members entitled “The Sound Around Us” with statistics on hearing damage.

Dr. Dickieson advised he lives in the downtown core and the excessive traffic noise being experienced. He provided a handheld decibel reader and advised of readings and damage caused by higher decibels. He advised he feels the constant noise makes people more aggressive and requested that the Board explore options of reducing traffic noise. He felt that lower speed limits and enforcement of the limits would reduce the traffic noise.

Board Member G. Vandenberg advised that traffic noise legislation is provided under the Highway Traffic Act.

Chair P. Wiersma encouraged Dr. Dickieson to use the on-line reporting tool with traffic noise complaints, giving Police Services statistics to track on these types of complaints.

Chief Davis validated Dr. Dickieson feelings, but, advised of priority calls and challenges for Police Services to enforce traffic noise offenses.

Chair P. Wiersma thanked Dr. Dickieson for his presentation.

7. 2023 Q2 Financial Update

A report from Chief Davis, dated July 27, 2023, with a Financial Update, Operating Budget was provided.

C. Dam, Director of Financial Services gave the financial update and responded to questions from the Board.

8. Monthly Operation Update

A report from Deputy Chief Craddock, dated July 27, 2023, with the monthly operation update was provided.

Deputy Chief Craddock spoke to the increased use of naloxone, advising it is being used on a daily basis and they were now tracking each dose given.

Deputy Chief Craddock advised they were moving forward with the Auxiliary Police Unit with the intent to start training in August, she also gave an update on the Canada Day event and the collaboration with community partners in providing a safe community event.

9. Special Constable Appointment

A report from Deputy Chief Craddock, dated July 27, 2023 with regard to Special Constable Appointments was considered.

Moved by Vice Chair K. Ash, seconded by Board Member G. Vandenberg, and **carried:**

THAT the Sarnia Police Services Board approve the appointments of Sarnia Police Service employees, Shasta DOIRE and Marley JACKSON, as Special Constables pursuant to Section 53 of the Police Services Act, in accordance with the terms and conditions set forth in the attached Approval of Appointment Form.

10. Special Constable - Board Signing Authority

A report from Deputy Chief Craddock, dated July 17, 2023 regarding Special Constable, Board Signing Authority was considered.

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

That the Sarnia Police Services Board authorize the Board Chair to sign the Approval of Appointment and or appointment renewal forms for Special Constables pursuant to Section 53 of the Police Services Act, in accordance with the terms and conditions set forth in the form.

11. Renewal of Police Training Centre Lease

A report from Chief Davis, dated July 27, 2023, regarding the Renewal of Lease for Police Training Centre.

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

That the Sarnia Police Services Board approve the renewal of a five-year lease with Europro (Lambton Mall) GP Inc, in its capacity as general partner for and on behalf of Europro (Lambton Mall) LP allowing for the Sarnia Police Service to operate a training facility as per terms and conditions set out in the agreement at a cost of \$8 per square foot escalating by \$2 per square foot per year to \$16 per square foot over the five year period with an option to renew for three additional years at a cost of \$16 per square foot plus utilities and water recoveries; and

That the Sarnia Police Services Board request Sarnia City Council to enact a bylaw designating the space a Municipal Capital Facility for property tax exemption purposes.

12. Renewal of Telecommunications Lease

A report from Chief Davis, dated July 27, 2023 regarding Renewal of Telecommunications Lease Europro, was considered.

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

That the Sarnia Police Services Board approve the renewal of a five-year lease with Europro (Lambton Mall) GP Inc, in its capacity as general partner for and on behalf of Europro (Lambton Mall) LP allowing for the Sarnia Police Service to operate and maintain telecommunications equipment at 1380 London Road as per terms and conditions set out in the agreement at an annual cost of \$10,200 plus taxes for five years with a three year renewal option.

13. Correspondence - Point Edward OPP Board Chair Carolyn Leaver Luciani

An email from Point Edward OPP Board Chair Carolyn Leaver Luciani regarding Highway 402 westbound issues with trucks blocking entrance and exits for local lanes was brought forward for discussion.

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

That the Sarnia Police Services Board endorse the intent of the resolution of the Village of Point Edward OPP Police Service Board in their concern with public safety on Hwy. 402 Westbound to the Bluewater Bridge.

14. Aamjiwnaang Community Officer Update

Deputy Chief Craddock gave a background of the complex First Nation Policing and explained the Policing Agreement with the Aamjiwnaang Community and Sarnia Police Services. She detailed the primary goals Sarnia Police Services had in building a relationship with the Aamjiwnaang Community.

Constable Tyler Callander was introduced and described his role as Aamjiwnaang First Nation's new community officer.

15. Open Forum

Officers Volunteer Work

Board Member G. Vandenberg advised he had seen a picture of Constable Allison Knapp on the front page of Sarnia & Lambton County This Week involved in volunteer work and thanked officers for their dedication to volunteering in the Community.

16. Adjournment

Moved by Vice Chair K. Ash, seconded by Board Member Board Member G. Vandenberg, and **carried:**

That the Sarnia Police Services Board adjourn to its Next Regular Public Meeting to be held Thursday, September 21, 2023.

Secretary

Chair

To Chief Davis and Members of the Sarnia Police Services Board:

My name is Nathan Colquhoun, and I am the majority owner of the Sarnia Journal.

I am writing to you today to express my concern about the lack of consistent, timely and detailed communication from the Sarnia Police Service to the media. As a resident of Sarnia, and owner of the only locally owned and operated news agency, I want to emphasize and remind the police board that the public has a right to be kept informed about police activities, and the public's safety is directly impacted by the flow of information from the police to the press.

In recent months, there have been a number of incidents where the Sarnia Police Service has failed to provide timely information, or professional information to the media. This includes:

- There is a significant gap in communication between police and the media; specifically the way in which media releases are distributed (i.e. some emails don't go out at all, depending on the officer sending them), and the absence of a dedicated media relations officer
- Stereotyping of certain demographics of people experiencing homelessness
- Identifying people as "addicts."
- Issuing an apology for unprofessional and inappropriate communication

These are just a few examples where the Sarnia Police Service has failed to communicate effectively or professionally with the media which in turn means they are failing to communicate to the public. This is a serious problem that needs to be addressed.

I believe that the best way to improve the Sarnia Police Service's communication with the media is to hire a trained communications professional. This person should have experience in public relations and media relations. They should also be familiar with the laws and regulations governing police communication and have an understanding of our local context in Sarnia near indigenous communities and being a border town.

I understand that there may be some concerns about the cost of hiring a communications professional. However, I believe that this is a necessary investment in order to improve public safety and build trust between the police and the community.

I urge the Sarnia Police Service to take my concerns seriously and to take steps to improve their communication with the media. I look forward to discussing this matter with you further at your next board meeting.

Thank you for your time and consideration.

Sincerely,

Nathan Colquhoun (edited)

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Nathan Colquhoun



SARNIA POLICE SERVICE

Public Agenda Recommendation Report

To: Chair and Police Services Board Members

From: Chief Derek W. Davis

Subject: Board Funds Report

Date: September 14, 2023

Report Number: 23-09-007-0

RECOMMENDATION:

"The Sarnia Police Services Board authorize the creation of a Board Discretionary Fund in perpetuity, pursuant to the provisions of the Police Services Act. These funds are to be used for any purpose that the Board considers in the public interest."

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

Derek W. Davis
Chief of Police

::CO/CD/DD

BACKGROUND:

The Police Services Act - <https://www.ontario.ca/laws/statute/90p15#BK170>

Section 132 (1) This section applies to personal property of all kinds, except firearms and money, that comes into the possession of a police force under either of the following circumstances:

1. The property was stolen from its owner or was found abandoned in a public place, and the chief of police is unable to determine who owns it.
2. The property was seized by a member of the police force in the lawful execution of his or her duties, all legal proceedings in respect of the property have been completed, there is no court order for its disposition and there is no legal requirement, apart from this section, that it be retained or disposed of.

Sale

(2) The chief of police may cause the property to be sold, and the board may use the proceeds for any purpose that it considers in the public interest.

Perishable property

(3) If the property is perishable, it may be sold at any time without notice. R.S.O. 1990, c. P.15, s. 132 (1-3).

Non-perishable property

(4) If the property is not perishable, the following rules apply to its sale:

1. The property may be sold when it has been in the possession of the police force for at least one month, in the case of a motor vehicle as defined in the Highway Traffic Act or a bicycle, or for at least three months, in the case of other property.
2. The sale shall be by public auction or by public tender.
3. At least ten days' notice of the time and place of the public auction shall be given by publication in a newspaper of general circulation in the municipality.
4. The sale may be adjourned, repeatedly if necessary, until the property is sold. R.S.O. 1990, c. P.15, s. 132 (4); 1997, c. 8, s. 38.

Claim of owner of property

(5) If a motor vehicle, bicycle or other property has been sold before it has been in the possession of the police force for three months and if the owner makes a claim before that time, the owner is entitled to receive the proceeds, less the costs of storage, advertising and sale.

Register of property

(6) The chief of police shall ensure that the police force keeps a register of property and that the following rules are followed:

1. The description and location of every item of property shall be recorded.
2. If the property is sold, full particulars shall be recorded.
3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.

Exception

(7) This section does not apply to a motor vehicle that is impounded under section 220 of the Highway Traffic Act. R.S.O. 1990, c. P.15, s. 132 (5-7).

Section Amendments with date in force (d/m/y)

Money

133 (1) This section applies to money that comes into the possession of a police force under the circumstances described in paragraph 1 or 2 of subsection 132 (1).

Accounting

(2) The money shall be accounted for according to the prescribed method.

Use of money

(3) If three months have elapsed after the day the money came into the possession of the police force and the owner has not claimed it, the board may use it for any purpose that it considers in the public interest. R.S.O. 1990, c. P.15, s. 133.

DISCUSSION / ANALYSIS

As per Section 37 of the **Police Services Act**, the Sarnia Police Services Board is authorized to establish its own rules and procedures in performing its duties under the **Act**. This includes the ability to establish a "Discretionary Fund".

Section 132(2) of the **Police Services Act** establishes that Police Services Boards have the sole authority for spending the proceeds from the sale of property which lawfully comes into the possession of the police service. The **Act** stipulates that "the Chief of Police may cause the property to be sold, and the Board may use the proceeds for any purpose that it considers in the public interest." In the case of the Board, the proceeds from such sales can be placed into a fund known as a "Discretionary Fund" or name of their choosing.

Generally, Police Services Boards set up a Discretionary Fund to account for the use of these proceeds. Below are a few examples:

- Hamilton – Police Auction Fund Policy
- Toronto – Special Fund Policy
- York – Public Relations Reserve Fund Policy
- Peel – Community Support and Recognition Fund
- Greater Sudbury – Police Services Board Trust Fund
- London – Request for Board Funds Policy
- Ottawa – Board Discretionary Fund
- Halton – Board Discretionary Fund
- Guelph – Community Account

Regardless of what the Discretionary Fund is titled, the objective is the same; to support matters of public interest that support community engagement initiatives aimed at fostering safer communities, which include collaborative relationships with community members and organizations.

Further, disbursements from the Discretionary Fund allows the Police Services Board to demonstrate their belief that community engagement is the basis for enhancing community safety and well-being that builds healthy, strong and inclusive communities.

It also allows Police Services Board to support internal initiatives that celebrate member contributions and support their health and well-being.

Customarily, Police Service Boards establish and use these funds for the purposes of:

- Supporting participation by members of the Service and citizens in their city, in community events and activities.
- Building effective partnerships between the Police Service and other stakeholders in the community.
- Providing limited funding to members of the Police Service and community groups and organizations that need financial support.
- Providing skills training, education, and leadership opportunities for members of the community and the Police Service.
- Supporting public awareness of law enforcement and justice initiatives within Ontario.
- Recognizing the work of members of the Police Services Board and the Police Service.
- Offering rewards as approved by the Board.

Funds are generally not used:

- For any item funded through the current or capital budget of the Board or the Police Service.
- To cover an accumulated deficit.
- To support political events or activities
- Under normal circumstances, as additional support of any group or organization that has received funding from the City in the current fiscal year.

Discretionary Funding Approval & Assessment Process

The Police Services Board will be responsible for approving all requests for financial support from the Discretionary Fund. The Board will consider applications for funding from the Discretionary Fund for initiatives that align with the priorities of the Board, and that enhance community safety and well-being.

The Police Services Board may establish a funding approval and assessment process that includes:

- All requests for financial support must be made in writing to the Police Services Board and the application must include a description of the initiative, clear and measurable outcomes for the proposed initiative, a timeline for the initiative, and any other information requested by the Sarnia Police Services Board.
- Applications for funding from the Discretionary Fund will be considered by the Board at a regular monthly meeting.
- All funding initiatives are subject to the availability of funds in the Discretionary Fund.
- The Discretionary Fund will not support retroactive funding of initiatives that have already taken place, unless exceptional circumstances are present that may require it.
- It shall be a condition of any funding from the Discretionary Fund that any unspent funds shall be returned to the Discretionary Fund by an approved applicant.
- The approval of funding for a particular purpose shall not be considered a binding precedent on the Police Services Board.
- The Director of Financial Services or designate, shall ensure the appropriate accounting and audit systems are in place to protect the integrity of the Discretionary Fund.
- In consultation with the Director of Financial Services or designate and the Chief of Police, the Police Services Board, shall monitor expenditures and shall report semi-annually all activity in the Discretionary Fund, including revenue, disbursements and balance.
- At the conclusion of the initiative the applicant delivers a report that accounts for the use of the funds.

FUNDING SOURCES:

The source of money for this fund would be the disposal of items that have come into the lawful possession of the police service. This includes public auctions and disposal of money where no other lawful recipient has been identified. Trust funds would not be included or funded from operational or capital sources that form part of the SPS annual budget request submitted to the municipality.

RECOMMENDATIONS/ALTERNATIVES:

Status Quo (not recommended) – at present time, there is no designated Board fund or budget line that delineates money arising from property. This has historically been permitted to be absorbed into operational funds.

Create a Board Discretionary Fund reserve (recommended) – This would permit existing financial processes to track any money received that would require direct Board oversight. This would be included in financial reporting and would be utilized only with Board direction and/or approval.

CONSULTATION:

Derek Davis – Chief of Police
Julie Craddock – Deputy Chief of Police
Cathy Dam – Director of Financial Services
Legal Counsel

ATTACHMENTS/REFERENCES:

- None



Sarnia Police Services Board

To: Sarnia Police Services Board

From: Paul Wiersma, Sarnia Police Services Board Chair

Subject: Adequacy Standards Board Policies

Date: Wednesday, September 14, 2023

Background

Police Services Boards are expected to have policies that provide for adequate and effective policing. These policies are based on the "adequacy standards", which are derived from the Police Services Act and its Regulations. The Policing Standards Manual (October 2020) is a resource that provides for each standard 1. the legislative/regulatory requirements, 2. a sample board policy, and 3. a sample service policy.

Most of the adequacy standards policies that the Sarnia Police Services Board has were written in 2003 and have not generally been updated as the adequacy standards have been revised over the years.

The eighty-four proposed policies are based on the sample board policies in the Policing Standards Manual and reflect current expectations for adequate and effective policing. The policies indicate which policies are being replaced.

Recommendation

That the SPS Board adopt the proposed adequacy standards policies and rescind all previous adequacy standards policies.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-001

Subject: Board Business Planning	Effective Date:
Replaces: SPS-BP-AI-003	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

Table of Contents

A	Policy Statement.....	2
B	Performance Objectives	3
C	Information Technology	3
D	Police Facilities	3
E	Resource Planning	5
F	Communication.....	6

A Policy Statement

1. It is the policy of the Sarnia Police Service Board with respect to business planning that:
 - (a) This Board, in partnership with the Chief of Police, will prepare a strategy for the development of the business plan, consistent with the requirements of the Adequacy Standards Regulation (including the protocol with municipal council), that will include consultation on:
 - (i) An environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
 - (ii) The results achieved by the police service in relation to the business plan currently in effect;
 - (iii) A summary of the workload assessments and service delivery evaluations undertaken during the existing business plan cycle;
 - (iv) The board's proposals with respect to the police service's objectives, core business and functions, and performance objectives and indicators related to:
 - a. The Service's provision of community based crime prevention initiatives, community based patrol and criminal investigative services;
 - b. Community satisfaction with the Service;
 - c. Emergency calls for service;
 - d. Violent crime and clearance rates for violent crime;
 - e. Property crimes and clearance rates for property crime;
 - f. Youth crime, clearance rates for youth crime, and rates of pre-charge diversion of youth;
 - g. Police assistance to victims of crime and re-victimization rates; and
 - h. Road safety; and
 - (v) The estimated cost of delivering adequate and effective police services to meet the needs identified in the draft business plan.

B Performance Objectives

1. This Board, in partnership with the Chief of Police, will consider when developing the performance objectives, factors such as:
 - (i) The police service's existing and/or previous performance, and estimated costs;
 - (ii) Analysis and trends of crime rates, calls for service and public disorder and other social, demographic and economic factors that may impact on the community;
 - (iii) The type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;
 - (iv) The availability of measurements for assessing the success in achieving the performance objectives; and
 - (v) Community expectations, derived from the consultation process, community satisfaction surveys, and victimization surveys.
2. The business plan will include the estimated cost projections for implementing the business plan for each year that the plan covers.

C Information Technology

1. This Board, in partnership with the Chief of Police, will include in the business plan an information technology plan that:
 - (a) Is based on an evaluation of the police service's information technology needs, including its capacity to electronically share information with other agencies, organizations and community groups;
 - (b) Requires the periodic review of key business processes, practices and related technology to identify possible changes that may reduce the administrative workload of front-line officers; and
 - (c) Addresses information technology acquisition, updating, replacement and training.
2. Where it is determined that the police facilities do not meet the requirements in 1(a), (b) and (c) above, the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

D Police Facilities

1. This Board, in partnership with the Chief of Police, will include in the business plan a

police facilities plan that, at minimum, ensures that the police service maintains one or more police facilities that are accessible to the public during normal working hours, and that during all other hours public telecommunications access to a communications centre.

2. The Chief of Police should review and report back to the board, at least once every business cycle, on whether:
 - (a) All police facilities:
 - (i) Meet or exceed provincial building and fire codes;
 - (ii) Have sufficient space for the efficient organization of offices and equipment;
 - (iii) Be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
 - (iv) Have lockers, separate change area, if members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
 - (v) Have appropriate security measures and communications;
 - (b) Members of the police service have available:
 - (i) Appropriate and secure working, records and equipment storage space; and
 - (ii) Separate or private areas for interviewing purposes; and
 - (c) The police service's lock-up facilities meet the following requirements:
 - (i) The minimum cell size is 7' x 4'6" x 7' high;
 - (ii) Fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
 - (iii) Smoke and heat detectors are installed in the lock-up area;
 - (iv) Toilet facilities are provided in each lock-up;
 - (v) No unsafe conditions exist, including means of attaching ligatures;
 - (vi) First aid equipment, including airway devices for mouth to mouth resuscitation, are readily available;

- (vii) Lock-ups are separate from public view;
 - (viii) Confidential interviews with legal counsel can be accommodated;
 - (ix) A proper area for prisoner processing is provided;
 - (x) Cell keys are in a secure location and master or duplicate keys are readily available;
 - (xi) The area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
 - (xii) Compliant with the police service's policy and procedures with respect to communicable diseases; and
 - (xiii) A means of constantly communicating with the main desk area and/or the Communications centre is available
3. Where it is determined that the police facilities do not meet the requirements in 2.(a) above, the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

E Resource Planning

1. The Board, in partnership with the Chief of Police, will develop a resource plan and methodology which takes into account policing service demands. The Chief of Police will:
- (a) Implement a resource planning methodology that is either automated or manual, and which takes into account the business plan and existing demands for service; and
 - (b) At least once every business cycle, undertake and report back on workload assessments and service delivery evaluations for the following areas:
 - (i) Crime prevention;
 - (ii) Law enforcement, including separate assessments and evaluations for the Service's community patrol, communications and dispatch, crime analysis, criminal intelligence, criminal investigation and investigative supports functions;
 - (iii) Providing assistance to victims;
 - (iv) Public order maintenance; and

- (v) Emergency response services for the six functions identified in sections 21(1) and 22 of the Adequacy Standards Regulation.

F Communication

1. This Board, in partnership with the Chief of Police, will establish a process, with municipal council if required, for the communication of the business plan to:
 - (a) Members of the police service; and
 - (b) Members of the public.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-002

Subject: Skills Development and Learning Plan	Effective Date:
Replaces: SPS-BP-AI-005	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

1. Section 33 of the Adequacy Standards Regulation requires a police service to have a Skills Development and Learning Plan that addresses:
 - (a) The plan’s objectives;
 - (b) The implementation of a program to coach or mentor new officers; and
 - (c) The development and maintenance of the knowledge, skills and abilities of members of the police service, including:
 - (i) The police service’s criminal investigators;
 - (ii) Members of the police service who provide investigative supports functions, if any;
 - (iii) Members of a public order unit, if any; and
 - (iv) Members of the police service who provide emergency response services.

B Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will prepare once every three (3) years, a Skills Development and Learning Plan that:
 - (a) Includes the plan's objectives with an overview of the Service's existing and future skills development and learning needs;
 - (b) Promotes innovative and cost-effective delivery of skills development and learning, identifying potential partnerships with other service providers;
 - (c) Supports the implementation of a program to coach and mentor new officers and any other Service personnel as required;
 - (d) Ensures the development and maintenance of knowledge, skills and abilities of Service members, consistent with the Adequacy Standards Regulation;
 - (e) Engages the community of Sarnia and seeks opportunities for partnership with experts from the community, including individuals with lived experience, in the development and delivery of training, where possible;
 - (f) Emphasizes the importance of organizational learning;
 - (g) Addresses the responsibility of members for career development and skills development and learning;
 - (h) Ensures that the plan addresses the training and sharing of information with officers, communications operators and supervisors on:
 - (i) Protocols; and
 - (ii) Conflict resolution and use of force related to persons who may be emotionally disturbed, or may have a developmental disability;
 - (i) Includes an evaluation plan to ensure the effectiveness and impact of the Service's training; and
 - (j) Is consistent with the Adequacy Standards Regulation.

B Reporting

1. Furthermore, it is the policy of the Sarnia Police Services Board that:

- (a) The Chief of Police will prepare an annual report to the Board with the findings of the evaluations of training carried out during the year.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-003

Subject: Equal Opportunity; Discrimination and Workplace Harassment Prevention	Effective Date:
Replaces: SPS-BP-AI-007	Distribution: All Members
Last Reviewed: August 2023	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative/ Regulatory Requirements

Police Services Act (PSA), section 1, paragraphs 5 & 6, state that police services shall be provided throughout Ontario in accordance with certain principles, including “the need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society”, and “the need to ensure that police forces are representative of the communities they serve.”

PSA subsection 47(1) states that “if an employee of a municipal police force becomes mentally or physically disabled and as a result is incapable of performing the essential duties of the position, the board shall accommodate his or her needs in accordance with the *Ontario Human Rights Code*.”

Ontario Human Rights Code, subsection 24(2) states that employers are required to provide accommodation unless to provide accommodation would cause undue hardship to the employer, considering the costs, outside sources of funding, if any, and health and safety requirements, if any.

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 *PSA* 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 *OHSAA*;
- (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 section 47 of the *PSA*;
- (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: SPS-BP-AI-004 (2008)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date:
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B 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).



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-005

Subject: Use of Auxiliaries	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Policy Statement

1. The Sarnia Police Services 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.

B 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 auxiliaries by the Service in accordance with the *Police Services Act* and the *Adequacy Standards Regulation*; and
 - (b) Ensure that records are maintained regarding the use of auxiliaries.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-006

Subject: Use of Volunteers	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A 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.

B 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 in accordance with the Adequacy Standards Regulation, 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: SPS-BP-AI-006	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 31(1)(c) of the *Police Services Act (PSA)* requires a Police Services Board, in providing adequate and effective police services, to establish policies for the effective management of the Police Service.

In addition, section 41(1)(a) requires the Chief of Police to administer the Police Service and oversee its operations in accordance with the objectives, priorities and policies established by the Board.

Furthermore, section 2 of the Regulation on *Violent Crime Linkage Analysis Systems Reports* requires the submission and updating of ViCLAS crime analysis reports.

B Board Policy

1. It is the policy of the Sarnia Police Services 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) Comply with the procedures set out in the Ministry of The Solicitor General' ("Ministry") designated "Ontario Major Case Management Manual"; and

- (c) 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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-008

Subject: Marked General Patrol Vehicles	Effective Date:
Replaces: SPS-BP-AI-008 (2008)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Under the *Police Services Act (PSA)*, municipalities are responsible for providing the infrastructure necessary to support adequate and effective police services, including vehicles.

Section 15 of the *Equipment and Use of Force Regulation* sets out what type of vehicle is not permitted to be used for general police patrol purposes.

In addition, 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 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 as set out in the Ministry's Policing Standards Manual;
 - (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.



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-AI-009

Subject: Safe Storage of Police Service Firearms	Effective Date:
Replaces: SPS-BP-AI-009 (2008)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B 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 establish procedures that are consistent with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-010

Subject: Police Uniforms	Effective Date:
Replaces: SPS-BP-AI-010 (2008)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

The *Municipal Police Forces Regulation* sets out requirements relating to the wearing of police insignias and service badges.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to police uniforms that the Chief of Police will develop procedures on the provision and use of a standardized uniform by the police service's uniformed police officers.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-011

Subject: Framework for Annual Reporting	Effective Date:
Replaces: SPS-BP-AI-011 (2008)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 31 of the Adequacy Standards Regulation requires the Chief of Police to prepare, for the Police Services Board, an annual report on the activities of the police service during the previous fiscal year, which includes information on:

- Performance objectives, indicators and results;
- Public complaints; and
- The actual cost of police services.

In addition, section 32 of the Adequacy Standards Regulation requires a police services Board to enter into a protocol with its municipal council that sets out the date by which the annual report will be provided to the municipal council, the responsibility for making the annual report public and the date by which it will be made public.

Furthermore, Section 30 of the Adequacy Standards Regulation requires a Police Services Board to include in its business plan, which is to be prepared at least once every three years, quantitative and qualitative performance objectives and indicators relating to:

- The police service’s provision of community-based crime prevention initiatives, community patrol and criminal investigation services;

- Community satisfaction with police services;
- Emergency calls for service;
- Violent crime and clearance rates for violent crime;
- Property crime and clearance rates for property crime;
- Youth crime and clearance rates for youth crime;
- Police assistance to victims of crime and re-victimization rates; and
- Road safety.

Finally, the *Police Services Act* sets out the following with regard to public complaints:

- paragraph 41 (1)(d) specifies, as a duty of the Chief of Police, the administration of the complaints system in accordance with Part V of the Act;
- Part V sets out the processes for the Chief of Police's administration of the complaints system with respect to complaints by the public about the policies or services provided by a police service, or complaints by the public regarding the conduct of a police officer; and
- Sub-section 31(1) requires the police services board to establish guidelines for dealing with complaints made under Part V of the Act, review the Chief of Police's administration of the complaints system under Part V of the Act, and receive regular reports from the Chief of Police on his or her administration of the complaints system.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to annual reporting that:
 - (a) The Chief of Police will prepare an annual report for the Board on the activities of the police service during the previous fiscal year, which includes, at minimum, information on:
 - (i) Performance objectives and indicators as set out in the business plan, and results achieved;
 - (ii) Public complaints; and
 - (iii) The actual cost of police services; and
 - (b) This Board will enter into a protocol with municipal council that addresses:

- (i) The responsibility for making the annual report public; and
- (ii) The dates by which the annual report will be made available to the Municipal Council.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-012

Subject: Use of Force	Effective Date:
Replaces: SPS-BP-LE-034	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

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 *Equipment and Use of Force Regulation 926*, under the *Police Services Act*, sets out requirements in relation to the use of force, including use of approved weapons, training, reporting and use/technical specifications for handguns.

Section 44(1) of the *Police Services Act* mandates that all municipal police officers are required to receive their initial period of training at the Ontario Police College.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to use of force that:
 - (a) The Board, upon receiving a report on the investigation into an injury or death caused by the discharge of a member's firearm, will:
 - (i) Review the report and make further inquiries as necessary; and

- (ii) File a copy with the Solicitor General, including any additional inquiries of the Board;
- (b) The Board, upon being notified that the Chief of Police has discharged a firearm in the performance of his/her duty, will cause an investigation into the circumstances and file a report on the investigation with the Solicitor General;
- (c) The Chief of Police shall:
 - (i) Ensure that members do not use a weapon other than a firearm, with the exception of those used on another member in the course of a training exercise in accordance with procedures, unless:
 - (ii) That type of weapon has been approved for use by the Solicitor General;
 - (iii) The weapon conforms to technical standards established by the Solicitor General; and
 - (iv) The weapon is used in accordance with standards established by the Solicitor General;
- (d) Ensure that, at minimum, police officers are:
 - (i) Issued a handgun that meets the technical specifications set out in the Equipment and *Use of Force Regulation 926*;
 - (ii) Issued oleoresin capsicum aerosol spray;
 - (iii) Issued a baton; and
 - (iv) Trained in officer safety, communication, handcuffing and physical control techniques;
- (e) Issue conducted energy weapons to police officers who are:
 - (i) Front-line patrol supervisors;
 - (ii) Members of tactical/hostage rescue teams;
 - (iii) Classes of officers as the Chief of Police deems appropriate;
- (f) Ensure that members do not:
 - (i) Use force on another person unless they have successfully completed a training course on the use of force; and

- (ii) Carry a firearm unless, during the 12 previous months, they have successfully completed a training course on the use of firearms, and is competent in the use of the firearm;
- (g) Despite subsection (f)(ii), ensure that a member of a police service who has not successfully completed a training course on the use of firearms during the 12 previous months and who has been granted additional time to take the training course under subsection (i) may carry a firearm for the period of additional time granted;
- (h) Subject to subsection (i), ensure that, at least once every 12 months, members:
 - (i) Who may be required to use force on other persons receive a training course on the use of force; and
 - (ii) Authorized to carry a firearm, receive a training course on the use of firearms;
- (i) Ensure that if it was not reasonably possible for a member of a police service to take a training course on the use of force or on the use of firearms within the time required by subsection (f), the Chief of Police may grant the member additional time, not to exceed 60 days, to take the course;
- (j) Ensure that if a member of the police service has been granted additional time to take a training course under subsection (g) that the member takes the training course within that additional time period.
- (k) Permit the use of reasonable weapons of opportunity by police officers, when none of the approved options is available or appropriate to defend themselves or members of the public;
- (l) Establish procedures consistent with the requirements of the *Equipment and Use of Force Regulation*;
- (m) Immediately cause an investigation to be made where a member unintentionally or intentionally discharges his or her firearm, except on a target range or in the course of weapon maintenance;
- (n) Immediately cause an investigation and file a report to this Board where a member, by the discharge of a firearm in the performance of his or her duty, kills or injures another person;
- (o) Where the Chief discharges a firearm in the performance of the Chief's duties, except on a target range or in the course of weapon maintenance, promptly report the matter to this Board;

- (p) Ensure that a written record is maintained of the training courses taken by the members of the Police Service on the use of force and the use of firearms;
- (q) Ensure the reporting of the use of force by members in accordance with the *Equipment and Use of Force Regulation*;
- (r) Ensure the ongoing review and evaluation of local use of force procedures, training and reporting; and
- (s) Provide a copy of the Police Service's annual use of force study to this Board for review, and ensure the availability of an appropriate report to the community;
- (t) Provide regular updates to the Board on the Service's use of conducted energy weapons.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-013

Subject: Speed Measuring Devices	Effective Date:
Replaces: SPS-BP-AI-013 (2008)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

The *Occupational Health and Safety Act* (OHSA) outlines the responsibilities of employers, supervisors and workers for workplace safety. The Ontario Ministry of Labour’s Health and Safety Guideline on “*Radiofrequency and Microwave Radiation in the Workplace*”(or its successor) sets out Occupational Exposure Limits; and is enforced in Ontario workplaces by the Ministry of Labour (MOL).

The Occupational Exposure Limits in the above noted MOL Guideline are based on Health Canada’s “Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz”, *Safety Code 6, 2009* or its successors.

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 2004, Technical Manual or successor versions) is a publication of the National Highway Traffic Safety Administration (NHTSA). This NHTSA Technical Manual has been adopted by the International Association of Chiefs of Police (IACP); and, it is recognized as the performance standard for speed measuring radar²² devices.

The current *"Speed Measuring Device Performance Specifications: Lidar Module"* (DOT HS 809-811, June 2004, Technical Manual or successor versions) is an NHTSA publication. This NHTSA Technical Manual has been adopted by the IACP; and, is recognized as the performance standard for speed measuring lidar²³ (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 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 chief of Police (IACP) and entitled, *"Speed Measuring Device Performance Specifications: Down-the-Road Radar Module"* (DOT HS 809-811, June 2004, 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, 2009 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: Down-the-Road Radar Module" (DOT HS 809-812, June 2004, Technical Manual); and "Speed Measuring Device Performance Specifications: Lidar Module" (DOT HS 809-811, June 2004, Technical Manual); Health Canada's Safety Code 6, 2009; 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).



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-014

Subject: Secure Holster	Effective Date:
Replaces: SPS-BP-AI-012	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

B 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; and
- (b) Consult with designated employee representatives regarding the acquisition of secure holsters.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-AI-015

Subject: Body Armour	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

1. The *Occupational Health and Safety Act* (OHSA) sets out the responsibilities of employers, supervisors and workers for workplace safety. Section 135 of the *Police Services Act* allows for the making of regulations regarding the use of any equipment and the use of force by a police force or any of its members. "Regulation 926" (Equipment and Use of Force), under the *Police Services Act*, sets out requirements in relation to the use of force, including use of approved weapons, training, reporting and use/technical specifications for handguns.

B 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 9001:2008 standards for production and manufacturing; and
 - (iii) Ensure that the body armour provided is listed on the NIJ Compliant Products List, including replacement panels and carriers, in accordance with current NIJ Standards/Requirements;
- (c) Ensure that each member uses, maintains and cares for the body armour provided in accordance with the manufacturer's instructions;
- (d) Ensure that a formal and documented inspection program is in place that addresses wear and tear;
- (e) Ensure that members receive the appropriate training on the legislative requirements of OSHA 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: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

Section 1 of the *OHS*A defines workplace violence as:

- (a) “The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- (c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.”

Employers are expected to comply with the requirements of the *OHS*A. Some of the key employer obligations under the *OHS*A with respect to workplace violence are to:

- (a) Prepare and review a policy with respect to workplace violence;
- (b) Develop and maintain a program to implement the policy with respect to workplace

violence;

- (c) Provide appropriate information and instruction to workers on the contents of the workplace violence policy and program;
- (d) Assess and reassess the risks of workplace violence to ensure the workplace violence policy and related program continue to protect workers from workplace violence;
- (e) Take every precaution reasonable in the circumstances for the protection of workers when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace and would likely expose a worker to physical injury;
- (f) Provide information, including personal information, about a risk of workplace violence from a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of his or her work, and the risk of workplace violence is likely to expose the worker to physical injury. No more personal information shall be disclosed than is reasonably necessary to protect the worker from physical injury; and
- (g) Report incidents where a person is killed, critically injured, or disabled from performing his or her usual work because of workplace violence to the Joint Health and Safety Committee, Health and Safety Representative, and the trade union (i.e. the police association).

B Application

The employer obligations set out in the *OHSA* 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 *OHSA* to protect police personnel from workplace violence in all police workplaces, including those beyond police facilities.

C 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, it is the policy of the Sarnia Police Services Board with respect to

workplace violence prevention that 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 officers receive training on workplace violence prevention.



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-AI-017

Subject: Acoustic Hailing Devices	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to long-range acoustic hailing devices that:
 - (a) Acoustic hailing devices will only be used in accordance with procedures that set out the supervisory, operating, reporting and training requirements for their deployment; and
 - (b) Police Service procedures regarding the use of acoustic hailing devices are based on recommendations about the devices per section 16(1)(c) of the Equipment and Use of Force Regulation.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-CP-001

Subject: Problem Oriented Policing	Effective Date:
Replaces: SPS-BP-CP-002	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to problem-oriented policing that the Chief of Police will:
 - (a) Require appropriate supervisors and front-line members to work, where possible, with municipalities, school boards, businesses, community organizations and members of the public to address crime, public disorder and road safety problems;
 - (b) Require appropriate supervisors and front-line members to promote and implement problem-oriented policing initiatives to respond to identified crime, community safety, public disorder and road safety problems, including repeat calls for service and repeat victimization;
 - (c) Ensure that supervisors and front-line members are provided with information and resource material on problem-oriented policing;

- (d) Promote the use of directed patrol, targeted enforcement and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences;
- (e) Develop procedures to support the promotion and implementation of problem oriented policing; and
- (f) Provide information in the annual report on the steps taken by the police service to promote, implement and evaluate problem-oriented policing initiatives.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-CP-002

Subject: Crime Prevention	Effective Date:
Replaces: SPS-BP-CP-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to providing community-based crime prevention initiatives that the Chief of Police will:

- (a) Identify the need, and recommend service delivery options, in accordance with the Adequacy Standards Regulation, for community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs;
 - (b) Ensure that the Police Service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
 - (c) Designate a member to have overall responsibility for the Police Service's involvement in community based initiatives; and
 - (d) Establish procedures on crime prevention initiatives.
2. This policy does not apply to local crime prevention activities being undertaken by front-line officers and supervisors in accordance with the Police Service's procedures on problem-oriented policing.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-CT-001

Subject: Terrorism Mitigation	Effective Date:
Replaces: SPS-BP-ER-005	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have policies with respect to counter-terrorism and criminal intelligence.

Section 28 of the Adequacy Standards Regulation requires every Chief of Police to establish procedures that are consistent with any federal or provincial counter-terrorism plan designated by the Minister of Public Safety and Security.

Section 5(1) (b) of the Adequacy Standards Regulation requires a police service to have a criminal intelligence capacity.

Section 5(4) of the regulation allows a police service to deliver criminal intelligence by contracting with another police service, or entering into arrangements to provide this service on a combined, regional or cooperative basis.

In addition, section 13(1) (c) requires the Chief of Police to establish procedures and processes with respect to criminal intelligence.

The Provincial Counter-Terrorism Plan provides definitions for terrorism and related acts as contained in federal legislation:

The *Canadian Security Intelligence Service Act* defines “threats to the security of Canada”;

The *Criminal Code of Canada* defines an “internationally protected person”;

The *Anti-Terrorism Act* provides definitions of “terrorist activity” and “terrorist group” and refers to a number of terrorism-specific criminal offences;

The *Security Offences Act* addresses police jurisdiction with respect to an offence under any law of Canada that constitutes a threat to the security of Canada and/or in which the victim of the offence is an “internationally protected person”.

B **Board Policy**

1. It is the policy of the Sarnia Police Services Board with respect to terrorism mitigation that the Chief of Police will:
 - (a) Develop and maintain procedures that are consistent with the most recent version of the Ministry of Public Safety and Security’s *Provincial Counter-Terrorism Plan*;
 - (b) Establish priorities and procedures for terrorism mitigation that address the collection, collation, analysis, evaluation and dissemination of intelligence or any other threat information;
 - (c) Ensure the ongoing identification, evaluation and assessment of potential targets with the goal of reducing the risk of a terrorist incident or minimizing its impact;
 - (d) Establish policies and procedures with respect to the conduct of multi-jurisdictional investigations, intelligence programs and equipment;
 - (e) Work in partnership with other first responders to develop and implement community awareness strategies using strategic public education and communication tools.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-CT-002

Subject: Terrorism Preparedness and Planning	Effective Date:
Replaces: SPS-BP-ER-005	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have policies with respect to counter-terrorism, emergency planning and victims' assistance.

Section 28 of the Adequacy Standards Regulation requires every Chief of Police to establish procedures that are consistent with any federal or provincial counter-terrorism plan designated by the Minister of Public Safety and Security.

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

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

Section 17 of the Adequacy Standards Regulation requires the Chief of Police to establish procedures on providing assistance to victims that:

- (a) Reflect the principles of the *Victims' Bill of Rights, 1995*, and
- (b) Set out the roles and responsibilities of members for providing victims' assistance.

The Provincial Counter-Terrorism Plan provides definitions for terrorism and related acts as contained in federal legislation:

- (a) The *Canadian Security Intelligence Service Act* defines “threats to the security of Canada”;
- (b) The *Criminal Code of Canada* defines an “internationally protected person”;
- (c) The *Anti-Terrorism Act* provides definitions of “terrorist activity” and “terrorist group” and refers to a number of terrorism-specific criminal offences;
- (d) The *Security Offences Act* addresses police jurisdiction with respect to an offence under any law of Canada that constitutes a threat to the security of Canada and/or in which the victim of the offence is an “internationally protected person”.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to terrorism preparedness/planning that the Chief of Police will:
 - (a) Develop and maintain procedures that are consistent with the most recent version of the Ministry of Public Safety and Security’s *Provincial Counter-Terrorism Plan*;
 - (b) Establish priorities and procedures for terrorism preparedness/planning that address:
 - (i) Establishing a protocol for notification in relation to actual or potential acts of terrorism, or credible threats thereof that is disseminated to all levels of the organization;
 - (ii) Communicating, networking and sharing of information;
 - (iii) Identifying potential targets in the community;
 - (iv) Developing an Incident Management/Response Plan to address local, multijurisdictional and contiguous provinces/States protocol for response;
 - (v) The provision of training;
 - (vi) Managing voice and data communications;
 - (vii) Identifying the role of the media;

- (viii) Identifying and accessing the necessary equipment;
 - (ix) Crime victim and witness assistance;
- (c) Ensure that the counter-terrorism plan is clearly linked to the municipal emergency plan.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-CT-003

Subject: Terrorism Response and Notifications	Effective Date:
Replaces: SPS-BP-ER-005	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have policies with respect to counter-terrorism, emergency planning and victims’ assistance.

Section 28 of the Adequacy Standards Regulation requires every Chief of Police to establish procedures that are consistent with any federal or provincial counter-terrorism plan designated by the Minister of Public Safety and Security.

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

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

The Provincial Counter-Terrorism Plan provides definitions for terrorism and related acts as contained in federal legislation:

- (a) The *Canadian Security Intelligence Service Act* defines “threats to the security of Canada”;

- (b) The *Criminal Code of Canada* defines an “internationally protected person”;
- (c) The *Anti-Terrorism Act* provides definitions of “terrorist activity” and “terrorist group” and refers to a number of terrorism-specific criminal offences;
- (d) The *Security Offences Act* addresses police jurisdiction with respect to an offence under any law of Canada that constitutes a threat to the security of Canada and/or in which the victim of the offence is an “internationally protected person”.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to terrorism response and notifications that the Chief of Police will:
 - (a) Implement the procedures established in the counter-terrorism plan of the police service;
 - (b) Assign key responsibilities to appropriate members as early as possible;
 - (c) Ensure that, in the implementation of the plan, there is cooperation and communication with other first responders;
 - (d) Ensure that the implementation of the response procedures addresses:
 - (i) Implementing the notification protocol;
 - (ii) Communicating, networking and sharing of information;
 - (iii) Protecting potential targets in the community;
 - (iv) Implementing the Incident Management/Response Plan;
 - (v) Managing voice and data communications;
 - (vi) The role of the media;
 - (vii) The availability of necessary equipment; and
 - (viii) Assistance to crime victims and witnesses.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-CT-004

Subject: Terrorism Recovery	Effective Date:
Replaces: SPS-BP-ER-005	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have policies with respect to counter-terrorism, emergency planning hate or bias motivated crime and hate propaganda, and victims' assistance.

Section 28 of the Adequacy Standards Regulation requires every Chief of Police to establish procedures that are consistent with any federal or provincial counter-terrorism plan designated by the Minister of Public Safety and Security.

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

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

Section 12(1)(h) requires every chief of police to develop and maintain procedures on and processes for undertaking and managing general criminal investigations and investigations into hate or bias motivated crime and hate propaganda.

Section 17 of the Adequacy Standards Regulation requires the Chief of Police to establish procedures on providing assistance to victims that:

- (a) Reflect the principles of the *Victims' Bill of Rights, 1995*, and
- (b) Set out the roles and responsibilities of members for providing victims' assistance.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to terrorism recovery that the Chief of Police will:
 - (a) Implement procedures that are consistent with the most recent version of the Ministry of Public Safety and Security's *Provincial Counter-Terrorism Plan*;
 - (b) Ensure coordination of the Police Service's recovery efforts with those of all other first responders; and
 - (c) Implement procedures for terrorism recovery that address:
 - (i) Continuing investigation of the incident(s) during the recovery period;
 - (ii) Communicating, networking and sharing of information;
 - (iii) Community concerns and the prevention of repercussions;
 - (iv) Crime victim assistance; and
 - (v) Conducting operational reviews to assess the impact on resources and community.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-001

Subject: Preliminary Perimeter Control and Containment	Effective Date:
Replaces: SPS-BP-ER-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

Furthermore, Section 29 requires a Board to have a policy concerning the deployment of a Containment Team. Also, Section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which the Containment Team will be deployed.

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

B 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, including compliance with the requirement of Section 22(3) of the Adequacy Standards Regulation, pending the deployment of a Tactical Unit; and
 - (v) The training of officers in preliminary perimeter control and containment; and
 - (c) The Chief of Police will, if the police service establishes its own Containment Team, or has officers who are members of a Joint Containment Team, develop and maintain a manual on containment team services that addresses:
 - (i) The selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - (ii) The equipment to be used/available to the members of the Team in accordance with the Ministry's designated equipment and facilities list; and

- (iii) The ongoing training of members of the Team.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-002

Subject: Tactical Units	Effective Date:
Replaces: SPS-BP-ER-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a Police Service to provide, within a reasonable response time, the services of a Tactical Unit.

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

Section 23 requires every Tactical Unit to consist of a minimum of 12 full-time tactical officers, including the Tactical Supervisor and that a Tactical Unit shall be able to perform the following functions:

- containment;
- apprehension of an armed barricaded person; and
- may be able to perform explosive forced entry if it utilizes the services of a Police Explosive Forced Entry Technician.

Section 24(1) requires, when a Board has entered into an agreement to provide a Tactical Unit or entered into arrangements to provide this service on a combined, regional or cooperative basis, the Police Service to:

- Enter into agreement with the same Police Service to obtain the services of its Major Incident Commanders and Crisis Negotiators who have trained with that Tactical Unit; or
- Require the Chief of Police to ensure that at least one of the Police Service's Major Incident Commanders and Crisis Negotiators train with the other Police Service's Tactical Unit.

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

Section 29 requires a Board to have a policy regarding the deployment of a Tactical Unit. Furthermore, Section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which a Tactical Unit will be deployed.

Section 29 requires a Board to have a policy concerning the delegation of responsibility to the Tactical Supervisor or Major Incident Commander for determining how many Tactical Officers are required to be deployed to an incident. Section 25(2)(b) requires the Chief of Police to establish procedures that delegates to the Tactical Supervisor or Major Incident Commander the responsibility for determining how many Tactical Officers are required to be deployed to an incident.

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

B 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, 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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-003

Subject: Hostage Rescue	Effective Date:
Replaces: SPS-BP-ER-002	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a Police Service to provide, within a reasonable response time, the services of a Hostage Rescue Team.

Additionally, Section 21 of the regulation permits a Police Service to deliver the services of a Hostage Rescue Team by contracting with another Police Service, or entering into arrangements to provide this service on a combined, regional or cooperative basis.

Section 23 requires every Hostage Rescue Team to consist of a minimum of twelve (12) full-time Tactical Officers, including the supervisor and that a Hostage Rescue Team shall be able to perform the following functions:

- Containment;
- Apprehension of an armed barricaded person; and
- Hostage rescue.

Section 24(1) requires, when a Board has entered into an agreement to provide the services of a Hostage Rescue Team or has entered into arrangements to provide hostage rescue on a combined, regional or cooperative basis, the Police Service to:

- Enter into agreement with the same Police Service to obtain the services of its Major Incident Commanders and Crisis Negotiators who have trained with that Hostage Rescue Team; or
- Require the Chief of Police to ensure that at least one of the Police Service's Major Incident Commanders and Crisis Negotiators train with the other Police Service's Hostage Rescue Team.

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

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

Furthermore, section 29 requires a Board to have a policy on the delegation to the Tactical Supervisor or Major Incident Commander of responsibility for determining how many Tactical Officers are required to be deployed to a hostage rescue incident. Section 25(2)(b) requires the Chief of Police to establish procedures that delegates to the Tactical Supervisor or Major Incident Commander the responsibility for determining how many Tactical Officers are required to be deployed to a hostage rescue incident.

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

Note: The functions of a Tactical Unit and Hostage Rescue Team may be provided by one Unit or Team that is capable of performing the functions of both a Tactical Unit and a Hostage Rescue Team. Also, it is implicit that a Hostage Rescue Team must have the capability to undertake explosive forced entry.

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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-004

Subject: Major Incident Command	Effective Date:
Replaces: SPS-BP-ER-004 (2003)	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a Police Service to provide within a reasonable response time access to the services of one or more Major Incident Commanders.

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

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

Furthermore, Section 29 requires a Board to have a policy concerning the deployment of Major Incident Commanders. Also, Section 25(2)(a) requires the Chief of Police to establish procedures that set out the circumstances in which Major Incident Commanders will be deployed.

Finally, Section 29 requires a Board to have a policy requiring that all Major Incident Commanders have access to a procedure manual. Section 25(3) requires the Chief of Police to

ensure that the police service's procedures for major incident command are contained in a manual that is available to each member providing that service.

B 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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-005

Subject: Crisis Negotiators	Effective Date:
Replaces: SPS-BP-ER-002	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a Police Service to provide, within a reasonable response time, the services of one or more Crisis Negotiators.

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

Section 24(2) requires the Chief of Police to ensure that no person is to be a Crisis Negotiator unless that person has successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies.

Section 29 requires a Police Service Board to have a policy in respect of required accredited training and equivalent competencies for Crisis Negotiators.

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

Finally, Section 29 requires a Bboard to have a policy requiring that all Crisis Negotiators have access to a procedures manual. Section 25(3) requires the Chief of Police to ensure that the Police Service’s procedures for Crisis Negotiation are contained in a manual that is available to each member providing that service

B 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 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, 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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-006

Subject: Explosives	Effective Date:
Replaces: SPS-BP-ER-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 21 of the Adequacy Standards Regulation requires a Police Service to provide, within a reasonable response time, the services of Police Explosive Forced Entry Technicians and Explosive Disposal Technicians.

Section 21(2) of the regulation allows a Police Service to deliver the services of Police Explosive Forced Entry Technicians or Explosive Disposal Technicians by contracting with another Police Service or entering into arrangements to provide these services on a combined, regional or cooperative basis.

Furthermore, Section 21(4) allows a Police Service to enter into an agreement with the Canadian Armed Forces or another organization to provide Explosive Disposal Technicians. In situations where the Police Service enters into an agreement with another organization to provide explosive disposal services, the Explosive Disposal Technician must work under the direction of a member of the Police Service.

Section 29 of the regulation requires a Police Services Board to have a policy on the services of Police Explosive Forced Entry Technicians and Explosive Disposal Technicians. In addition, section 25 requires the Chief of Police to establish procedures on the services of Police Explosive Forced Entry Technicians and Explosive Disposal Technicians which:

- set out the circumstances in which Police Explosive Forced Entry Technicians and Explosive Disposal Technicians will be deployed;
- require that, if the Police Service has its own Police Explosive Forced Entry Technicians and Explosive Disposal Technicians, the Police Service's procedures on these services are contained in a manual that is available to all members providing these services; and
- ensure that a person who is a Police Explosive Forced Entry Technician or Explosive Disposal Technician has the knowledge, skills and abilities to provide the specific service.

B Board Policy

1. It is the policy of the City of 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: SPS-BP-ER-003	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy on Ground Search.

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

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

B Board Policy

1. It is the policy of the City of Sarnia Police Service Board with respect to ground search for lost or missing persons that the Chief of Police will:
 - (a) Promote, through partnerships with other emergency service providers and volunteer groups, the coordination of ground search services in the jurisdiction served by the police service;
 - (b) Develop procedures on ground search for lost or missing persons; and

- (c) Ensure that Search Coordinators and Team Leaders have the knowledge, skills and abilities required to perform these functions.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-008

Subject: Emergency Plan	Effective Date:
Replaces: SPS-BP-ER-007	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy with respect to Ground Search by the Police Service.

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

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

B Board Policy

1. It is the policy of the City of Sarnia Police Service Board with respect to emergency planning that the Chief of Police will consult with the municipality and other emergency services on the development of an Emergency Plan that addresses the role and duties of the Police Service during an emergency, and the procedures to be followed by members of the Police Service during an emergency.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-009

Subject: Underwater Search and Rescue	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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 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.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-ER-010

Subject: Canine	Effective Date:
Replaces: SPS-BP-ER-006	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 5(1)(d) of the Adequacy Standards Regulation requires that Police Services have Canine Tracking investigative supports.

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

- Using the Police Service’s own members;
- Entering into an agreement with the Board of another Police Service or entering into an agreement with the Boards of one or more Police Services to provide those supports on a combined, regional or cooperative basis; or
- Entering into an agreement with one or more persons or organizations other than Police Services to provide the supports by means of a person or organization that is not a Police Service.

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

- Report directly to, and take direction from, the member of the Police Service to whom the investigative support is being provided; and
- Comply with the procedures and processes of the Police Service in respect of the investigative support.

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

Definitions:

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

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

Canine Unit – made up one or more canine teams.

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to the services of a Canine Unit that:
 - (a) This Board will contract with the OPP West Region to provide the services of a Canine Unit, available twenty-four (24) hours per day and within a reasonable response time;
 - (b) The Chief of Police, in consultation with the OPP, will:
 - (i) Establish procedures that set out the circumstances in which the Canine Services will be deployed, including the process for obtaining the services and the reporting relationships;
 - (ii) Ensure members of the Sarnia Police Service train with the OPP Canine Team and/or Unit;
 - (iii) Ensure that members performing the functions of a Canine Team and/or Unit have the knowledge, skills and abilities to provide the canine functions assigned;
 - (iv) Ensure the ongoing joint training of members who provide the functions of a Canine Team/Unit;

- (v) Establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-001

Subject: Community Patrol	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to community patrol that the Chief of Police will:

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



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-002

Subject: Communications and Dispatch	Effective Date:
Replaces: SPS-BP-LE-048	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 5(1)(a) of the Adequacy Standards Regulation requires a police service to have a communications centre.

Section 5(3) allows a police service to access the services of a communications centre by contracting with another municipal emergency service, contracting with another police service, or entering into arrangements to provide the services of a communications centre on a combined, regional or cooperative basis.

Section 5(6) requires a communications centre to operate 24 hours a day with one or more communications operators/dispatchers to answer emergency calls for service, and maintain constant two-way voice communication capability with police officers who are on patrol or responding to emergency calls.

In addition, section 6(1) of the Adequacy Standards Regulation requires a police service to ensure that:

- 24 hours a day a member of a police service is available to supervise police communications and dispatch services; and
- Police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol.

Furthermore, section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on communications and dispatch services. Also, section 6(3) requires the Chief of Police to:

- Establish procedures on communications and dispatch services; and
- Ensure that communications operators/dispatchers and those supervising them have successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies.

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to communications and dispatch services that:
 - (a) The Sarnia Police will provide the services of a communications centre; and
 - (b) The Chief of Police will:
 - (i) Ensure that twenty-four (24) hours a day a member of a police service is available to supervise police communications and dispatch services;
 - (ii) Ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol;
 - (iii) Establish procedures and processes on communications and dispatch services;
 - (iv) Ensure that members who provide communications and dispatch services meet the requirements of the Adequacy Standards Regulation; and
 - (v) Establish procedures that set out when more than one officer will respond to an occurrence or call for service.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-003

Subject: Crime, Call and Public Disorder Analysis	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to crime, call and public disorder analysis that:
 - (a) Crime, call and public disorder analysis will be provided by the Sarnia Police; and
 - (b) The Chief of Police will:
 - (i) Establish systems and procedures for the collection, collation, analysis and dissemination of crime, call, and public disorder data;
 - (ii) Ensure, if the police service uses its own members to perform crime, call and public disorder analysis, and persons who assist, that they have the knowledge, skills and abilities to perform the functions, and have the necessary equipment;
 - (iii) Report back to the board on the criteria and process to be used for sharing relevant crime, call and public disorder analysis with municipal council and officials, school boards, community organizations and groups, businesses and members of the public; and
 - (iv) Provide information in the annual report on crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-004

Subject: Criminal Intelligence	Effective Date:
Replaces: SPS-BP-LE-025	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 5(1)(b) of the Adequacy Standards Regulation requires a police service to have a criminal intelligence capacity.

Section 5(4) of the regulation allows a police service to deliver criminal intelligence by contracting with another police service, or entering into arrangements to provide this service on a combined, regional or cooperative basis.

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to criminal intelligence that:
 - (a) Criminal intelligence will be provided by the Sarnia Police; and
 - (b) The Chief of Police will:
 - (i) Establish priorities and procedures for criminal intelligence, including strategic and tactical intelligence;

- (ii) Promote the use of criminal intelligence analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement or problem-oriented policing initiatives; and
- (iii) Ensure, if the police service uses its own members to perform the criminal intelligence function, that the members have the knowledge, skills and abilities to perform this function and the necessary tools and equipment.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-005

Subject: Arrest	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy on arrest. In addition, section 13(1)(j) requires the Chief of Police to establish procedures and processes in respect of arrest.

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to arrest that the Chief of Police will:
 - (a) Establish procedures on arrest that require the compliance by members of the police service with the legal, constitutional and case law requirements relating to arrest; and
 - (b) Ensure that officers, and other members as appropriate, are kept informed of changes in the law relating to arrest.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-006

Subject: Criminal Investigation Management Plan	Effective Date:
Replaces: SPS-BP-LE-012	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Ontario Adequacy Standards Regulation 3/99, sections 5(1)(d), 9, 11(1), 11(2), 11(3), 11(4), 12(1), 14(1), 14(3), 14(4) and 29.

Preamble

The objective of Criminal Investigations Management and Procedures is to ensure that investigations into criminal acts:

- Are effectively and efficiently investigated by qualified investigators and investigative supervisors;
- Respect the individual rights of victims, persons of interest, suspects and witnesses alike; and
- Are capable of supporting a successful prosecution of the person(s) for the criminal acts in question.

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to general criminal investigation that:

- (a) The Chief of Police will:

- (i) Periodically review and report back to the Board on the occurrences which can be investigated by members of the police service based on their knowledge, skills and abilities, and which occurrences require the services of another police service;
 - (ii) Prepare a criminal investigation management plan that meets the requirements of the Adequacy Standards Regulation, including identifying the type of occurrences which should be investigated by another police service or through a combined, regional or cooperative service delivery method;
 - (iii) Develop and maintain procedures on and processes for undertaking and managing criminal investigations;
 - (iv) Establish a selection process for criminal investigators, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - (v) Ensure that the police service has one or more members who are criminal investigators;
 - (vi) Require supervisors to ensure that the member assigned an occurrence listed in the criminal investigation management plan has the knowledge, skills and abilities to investigate that type of occurrence;
 - (vii) Ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulation; and
 - (viii) Ensure that persons who provide other investigative supports identified in (b) have the knowledge, skills and abilities to provide that support.
- (b) Scenes of crime analysis, forensic identification, canine tracking, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports will be provided by its own members or in collaboration with the OPP. Behavioural science support will be provided by OPP (Orillia), which is mandated to provide the service as required.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-007

Subject: Hate/Bias Motivated Crime	Effective Date:
Replaces: SPS-BP-LE-007	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy on investigations into hate/bias motivated crime.

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to undertaking and managing investigations into hate/bias motivated crime that the Chief of Police will:
 - (a) Ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate/bias motivated crime;
 - (b) Ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to prevent the repetition of hate/bias motivated crime and to counter the activities of organized hate groups in the community;

- (c) Develop and maintain procedures on and processes for undertaking and managing investigations into hate/bias motivated crime;
- (d) Ensure that officers are provided with information on hate/bias motivated crime;
- (e) Ensure that the police service works with other law enforcement and government agencies to respond to hate/bias motivated crime and the activities of organized hate groups; and
- (f) Assess and report back to the Board on the need for, cost and feasibility of establishing a dedicated unit to investigate hate/bias motivated crime.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-008

Subject: Hate Propaganda	Effective Date:
Replaces: SPS-BP-LE-007	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy on investigations into hate propaganda.

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to undertaking and managing investigations into hate propaganda that the Chief of Police will:
 - (a) Ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate propaganda occurrences;
 - (b) Ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to respond to hate propaganda occurrences and to counter the activities of organized hate groups in the community;

- (c) Develop and maintain procedures that require that investigations into hate propaganda be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- (d) If the police service has a dedicated unit to investigate hate/bias motivated crime, assign that unit the responsibility to investigate hate propaganda occurrences.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-009

Subject: Joint Forces Operations	Effective Date:
Replaces: SPS-BP-LE-022	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy on joint forces operations. In addition, section 13(1)(b) requires the Chief of Police to establish procedures and processes in respect of joint forces operations.

For the purposes of these requirements, a joint forces operation is defined as a planned operation, supported by a written agreement, involving two or more police services who have common objectives related to the investigation of multi-jurisdictional criminal activity. This is not meant to include situations where one police service requests assistance from another police service with an investigation into an individual or specific criminal occurrence(s).

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to joint forces operations that the Chief of Police will:
 - (a) Develop procedures that address the approval process and accountability mechanisms for joint forces operations; and
 - (b) Provide information in the annual report on the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved their performance objectives.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-010

Subject: Internal Task Forces	Effective Date:
Replaces: SPS-BP-LE-008	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Service Board to have a policy on internal task forces. In addition, section 13(1)(a) requires the Chief of Police to establish procedures and processes in respect of internal task forces.

For the purposes of these requirements an internal task force is defined as a planned operation established within the police service related to the investigation of criminal activity.

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to internal task forces that the Chief of Police will:
 - (a) Develop procedures that address the approval process and accountability mechanisms for internal task forces; and
 - (b) Provide information in the annual report on the number of completed internal task forces established within the police service, the cost to the police service and whether they achieved their performance objectives.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-011

Subject: Search of Premises	Effective Date:
Replaces: SPS-BP-LE-029	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to search of premises that the Chief of Police will:
 - (a) Establish procedures on search of premises that require the compliance by members of the police service with the legal, constitutional and case law requirements relating to the search of premises; and
 - (b) Ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-012

Subject: Search of Persons	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to the search of persons that the Chief of Police will:
 - (a) Establish procedures that address:
 - (i) The compliance by members of the police service with the legal, constitutional and case law requirements relating to when and how searches of persons are to be undertaken;
 - (ii) The circumstances in which an officer may undertake a search of person;
 - (iii) Frisk/field searches;
 - (iv) Strip/complete searches;

- (v) Body cavity searches;
 - (vi) Consent searches;
 - (vii) The supervision of searches of persons; and
 - (viii) The documentation of searches of persons; and
- (b) Ensure that officers and other members as appropriate are kept informed of changes in the law relating to the search of persons.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-013

Subject: Police Response to Persons who are Emotionally Disturbed or have a Mental Illness or a Developmental Disability	Effective Date:
Replaces: SPS-BP-LE-027	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability that the Chief of Police will:
 - (a) Work, where possible, with appropriate community members and agencies, health care providers, government agencies, municipal officials, other criminal justice agencies, and the local Crown to address service issues relating to persons who have a mental illness or developmental disability;
 - (b) Establish procedures and processes that address the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability; and

- (c) Ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communicators / dispatchers and supervisors on:
 - (i) Local protocols; and
 - (ii) Conflict resolution and use of force in situations involving persons who may be emotionally disturbed, or may have a mental illness or developmental disability.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-014

Subject: Court Security	Effective Date:
Replaces: SPS-BP-LE-011	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

- Prepare a court security plan;
- Establish procedures on court security that address supervision and training; and

- Ensure that court security personnel have the knowledge, skills and abilities to perform court security functions.

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

B **Board Policy**

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



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-015

Subject: Paid Informants and Agents	Effective Date:
Replaces: SPS-BP-LE-021	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a Police Services Board to have a policy on informants and agents. In addition, section 13(1)(e) requires the Chief of Police to establish procedures and processes in respect of informants and agents.

For the purposes of this requirement, informant means a “paid” informant of the police service.

B Board Policy

1. It is the policy of the Sarnia Police Service Board with respect to paid informants and agents that the Chief of Police will:
 - (a) Establish procedures and processes relating to the use and management of paid informants and agents; and
 - (b) Establish procedures on the use of in-custody informants that are consistent with the procedures set out in the Ministry’s designated *Ontario Major Case Management Manual*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-016

Subject: Prisoner Care and Control	Effective Date:
Replaces: SPS-BP-LE-009	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to prisoner care and control that the Chief of Police will:
 - (a) Establish procedures and processes for:
 - (i) The care and control of prisoners, including effective monitoring; and
 - (ii) Responding to an escape from police custody;
 - (b) Ensure that members involved in prisoner care and control have the knowledge, skills and abilities required to perform this function; and
 - (c) Following an escape or in-custody death, review the procedures, processes and practices of the police service for prisoner care and control and report back to the board.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-017

Subject: Traffic Management, Enforcement and Road Safety	Effective Date:
Replaces: SPS-BP-LE-027	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on traffic management, traffic law enforcement and road safety. In addition, section 8 requires the Chief of Police to establish procedures on traffic management, traffic law enforcement and road safety.

In addition, section 5(1)(d) requires that police services have technical collision investigation, reconstruction and breath analysis investigative supports. These supports will be provided by members of the Sarnia Police Service.

Section 14(1) requires the Chief of Police to establish procedures and processes in respect of technical collision investigation, reconstruction and breath analysis investigative supports.

Furthermore, section 14(4) requires the Chief of Police to ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.

Finally, section 29 requires a police services board to have a policy with respect to general technical collision investigation, reconstruction and breath analysis investigative supports.

B **Board Policy**

1. It is the policy of the Sarnia Police Services Board with respect to traffic management, traffic law enforcement and road safety that:
 - (a) Technical collision investigation, reconstruction and breath analysis investigative supports will be provided by members of the Sarnia Police Service;
 - (b) The Chief of Police will:
 - (i) Develop and implement a traffic management, traffic law enforcement and road safety plan;
 - (ii) Establish procedures on traffic management, traffic law enforcement and road safety, including procedures to address road closures and minimizing the interference of traffic; and
 - (iii) Ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-018

Subject: Witness Protection	Effective Date:
Replaces: SPS-BP-LE-032	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to witness protection and security that the Chief of Police will:
 - (a) Establish procedures and processes in respect of witness protection and security; and
 - (b) Ensure that the police service has a Witness Protection Liaison Officer, or an arrangement with another police service to use their Witness Protection Liaison Officer.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-019

Subject: Stolen or Smuggled Firearms	Effective Date:
Replaces: SPS-BP-LE-017	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to stolen or smuggled firearms that the Chief of Police will develop and maintain procedures:
 - (a) That require that every firearm that comes into the possession of the police service will be checked to determine whether the firearm:
 - (i) Has been reported stolen or lost;
 - (ii) Is legally registered in Canada; or
 - (iii) Is smuggled;

- (b) On the investigation of stolen or smuggled firearms in accordance with the police service's criminal investigation management plan; and
- (c) That address the sharing of crime analysis, criminal intelligence and other information on stolen or smuggled firearms with relevant law enforcement agencies and as required by section 134(8)4 of the *Police Services Act*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-020

Subject: Collection, Preservation and Control of Evidence and Property	Effective Date:
Replaces: SPS-BP-LE-014	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to property and evidence control and the collection, preservation, documentation and analysis of physical evidence that the Chief of Police will:
 - (a) Ensure and report back on compliance by members of the police service with sections 132, 133 and 134 of the *Police Services Act*,

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



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-021

Subject: Elder and Vulnerable Adult Abuse	Effective Date:
Replaces: SPS-BP-LE-006	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to elder and vulnerable

adult abuse that the Chief of Police will:

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



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-022

Subject: Officer Note Taking	Effective Date:
Replaces: SPS-BP-LE-002	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 31(1)(c) of the *Police Services Act (PSA)* requires a police services board, in providing adequate and effective police services, to establish policies for the effective management of the police service.

In addition, section 41(1)(a) requires the Chief of Police to administer the police service and oversee its operations in accordance with the objectives, priorities and policies established by the board.

Furthermore, consistent with these provisions of the *PSA*, and demonstrated through jurisprudence and public inquiries/inquests, a police services board should establish a policy on, and the Chief of Police should establish procedures for, the effective note taking by members of the police service.

B Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will establish procedures relating to officer note taking, including the secure storage and retention of police officer notes.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-023

Subject: Bail and Violent Crime	Effective Date:
Replaces: SPS-BP-LE-018	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on bail and violent crime. In addition, section 13(1)(k) requires the Chief of Police to establish procedures and processes with respect to bail and violent crime.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to bail and violent crime that the Chief of Police will establish procedures on bail and violent crime that address:
 - (a) Assessing opposing bail on the secondary grounds;
 - (b) Preparing the show cause report (bail hearing brief);
 - (c) Post-bail hearing notifications; and
 - (d) Breach of bail conditions.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-024

Subject: Domestic Violence Occurrences	Effective Date:
Replaces: SPS-BP-LE-028	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to domestic violence occurrences that the Chief of Police will:
 - (a) In partnership with the police service's local Crown, Probation and Parole Services, Victim/Witness Assistance Programme (VWAP), Victim Services of York Region, municipalities, local Children's Aid Societies and other local service providers and community representatives responsible for issues related to domestic violence including women's shelters, work to establish and maintain one or more domestic violence review committees that cover the geographic areas that fall within the jurisdiction of the police service;
 - (b) Implement one or more of the models set out in ministry guidelines for the investigation of domestic violence occurrences and ensure that the police service has access to trained domestic violence investigators;
 - (c) Develop and maintain procedures for undertaking and managing investigations into domestic violence occurrences that address:
 - (i) Communications and dispatch;
 - (ii) Initial response;
 - (iii) Enhanced investigative procedures;
 - (iv) The mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or a restraining order;
 - (v) The use of a risk indicators tool;
 - (vi) Children at risk;
 - (vii) High-risk cases and repeat offenders;
 - (viii) Occurrences involving members of a police service;
 - (ix) Post-arrest procedures;
 - (x) Victim assistance; and
 - (xi) Safety planning;
 - (d) Ensure that the police service's response to domestic violence occurrences are monitored and evaluated; and
 - (e) Ensure that officers and other appropriate members receive the appropriate ministry-accredited training.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-025

Subject: Supervision	Effective Date:
Replaces: SPS-BP-LE-035	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to supervision that the Chief of Police will:
 - (a) Ensure that there is 24 hour supervision available to members of the police service;
 - (b) Establish procedures on supervision that set out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident, including for all major case incidents; and

- (c) Establish a selection process to ensure that members appointed permanently to supervisory positions have the knowledge, skills and abilities for the supervisory positions.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-026

Subject: Missing Persons	Effective Date:
Replaces: SPS-BP-LE-030	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain procedures that:
 - (a) Set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers and elder and vulnerable adults;
 - (b) Ensure investigative follow-up on outstanding cases; and
 - (c) Where circumstances indicate a strong possibility of foul play, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*,

- (d) Ensure AMBER ALERT activation is considered in all missing children investigations, and that Major Case Management is implemented in all cases involving AMBER Alert activation.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-027

Subject: Child Abuse and Neglect	Effective Date:
Replaces: SPS-BP-LE-015	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to child abuse and neglect investigations that the Chief of Police will:
 - (a) In partnership with the local Crown, Children’s Aid Societies, municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
 - (b) Develop and maintain procedures on and processes for undertaking and managing child abuse and neglect investigations;

- (c) Enter into a child abuse protocol with their local Children's Aid Societies with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child; and
- (d) If the alleged child abuse fits the definition of a major case, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-028

Subject: Criminal Harassment	Effective Date:
Replaces: SPS-BP-LE-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to undertaking and managing investigations into criminal harassment that the Chief of Police will develop and maintain procedures that address:
 - (a) The procedures for investigating criminal harassment complaints in accordance with the police service's criminal investigation management plan;
 - (b) The use of enhanced investigative techniques, such as behavioural science services as part of the investigation;
 - (c) The provision of victims' assistance;

- (d) The information to be provided to police officers on criminal harassment; and
- (e) Compliance with the Ministry's designated *Ontario Major Case Management Manual* for criminal harassment cases that fall within the definition of major case.

C Reporting Requirements

- (a) As part of the statistical reports, the Chief of Police shall report to the Board on criminal harassment incidents and the clearance rates.
- (b) The Chief of Police shall report on compliance with this policy.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-029

Subject: Preventing or Responding to Occurrences Involving Firearms	Effective Date:
Replaces: SPS-BP-LE-016	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to preventing or responding to occurrences involving firearms that the Chief of Police will:
 - (a) Ensure that the police service's officers are provided with information on all the search and seizure powers available to officers under Part III and Part XV of the Criminal Code that may be relevant to the search and seizure of firearms, ammunition, or related licences, certificates or permits, as well as options for obtaining prohibition orders;
 - (b) Develop and maintain procedures on undertaking and managing investigations into offences/occurrences involving firearms;
 - (c) Develop and maintain procedures on preventing offences/occurrences involving firearms; and

- (d) Develop and maintain procedures relating to the Firearms Interest Police (FIP) category of the Canadian Police Information Centre (CIPC).



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-030

Subject: Property Offences	Effective Date:
Replaces: SPS-BP-LE-051	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to property offences, including break and enter, that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
 - (b) Identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence and community needs.



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-LE-031

Subject: Drug Offences	Effective Date:
Replaces: SPS-BP-LE-024	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on the investigation of drug-related offences other than simple possession.

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to undertaking and managing investigations into drug-related offences other than simple possession that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
 - (b) Ensure that officers investigating drug-related offences other than simple possession have the knowledge, skills and abilities required.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-032

Subject: Illegal Gambling	Effective Date:
Replaces: SPS-BP-LE-019	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to illegal gaming that the Chief of Police will develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-033

Subject: Prisoner Transportation	Effective Date:
Replaces: SPS-BP-LE-009	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to prisoner transportation that the Chief of Police will:
 - (a) Establish procedures on prisoner transportation that require compliance by police officers/special constables with the police service's procedures on prisoner care and control;
 - (b) Ensure that police officers/special constables used to escort persons in custody have the knowledge, skills and abilities required to perform this function; and
 - (c) Ensure that appropriate safety equipment is used/available to police officers/special constables performing this function.



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-LE-034

Subject: Sexual Assault Investigations	Effective Date:
Replaces: SPS-BP-LE-020	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to sexual assault investigations that the Chief of Police will:
 - (a) Develop and maintain procedures and processes that:
 - (i) Require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
 - (ii) Require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - (iii) Address communications and dispatch, initial response and investigations

relating to sexual assaults;

- (iv) Address community notification;
- (b) Work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services, as well as the local Crown, to ensure a co-ordinated and effective response to victims of sexual assaults; and
- (c) Address training for officers and other appropriate members on the response to sexual assault occurrences, including victims' assistance.

C Reporting Requirements

- (a) As part of the statistical reports, the Chief of Police shall report to the Board on sexual assault incidents and the clearance rates.
- (b) The Chief of Police shall report on compliance with this policy.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-035

Subject: Waterways Policing	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 19(1) of the *Police Services Act* provides that the OPP is responsible for providing police services in respect of all navigable bodies and courses of water in Ontario, except those that lie within municipalities designated by the Minister of Public Safety and Security.

Section 15 of the Adequacy Standards Regulation requires every Chief of Police in a municipality that has been designated under subsection 19(1) of the *Act* to establish procedures and processes for the provision of police services in respect of all navigable bodies and courses of water within that municipality.

In addition, section 29 of the Regulation requires the police services board to establish policies with respect to waterways policing.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to waterways policing that the Chief of Police will:
 - (a) Establish procedures on waterways policing; and
 - (b) Ensure that members involved in waterways policing have the knowledge, skills and abilities required to perform the specialized functions connected with waterways policing.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-036

Subject: Child Pornography (Internet Child Exploitation)	Effective Date:
Replaces: SPS-BP-LE-023	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy and Effectiveness of Police Services Regulation requires a Police Services Board to have a policy on investigations into child pornography.

Section 12(1)(b) of the Adequacy and Effectiveness of Police Services Regulation requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into child pornography.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to child pornography (Internet Child Exploitation) investigations that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - (b) Notify the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) in all cases of suspected child pornography (Internet child exploitation); and
 - (c) Ensure support is provided to manage the psychological well-being of members to acknowledge risks associated with long-term effects from exposure to Internet child exploitation investigation-related activities.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-037

Subject: Sudden Death and Found Human Remains	Effective Date:
Replaces: SPS-BP-LE-003	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 29 of the Adequacy Standards Regulation requires a police services board to have a policy on investigations into found human remains.

Section 12(1)(j) requires the Chief of Police to develop and maintain procedures on and processes for undertaking and managing investigations into found human remains.

In addition to the above legislative requirements, a number of Chief Coroner's Memoranda outline protocols to be followed during the investigation of:

- (a) Sudden and unexpected deaths of children under two years of age;
- (b) Multiple fatality incidents, as well as railway fatalities and aviation fatalities;
- (c) Persons dying in hospitals following suspected accidents, suicides or homicides;
- (d) Firearm-related suicides; and
- (e) Homicides.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to sudden or unexplained

death investigations and investigations into found human remains that the Chief of Police will:

- (a) Develop and maintain procedures that require that investigations into sudden or unexplained deaths and found human remains be considered potential homicides and be undertaken in accordance with the police service's criminal investigation management plan;
- (b) Ensure that officers investigating sudden or unexplained death and found human remains occurrences have the knowledge, skills and abilities required; and
- (c) Where an occurrence falls within the definition of a major case, ensure that officers comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-038

Subject: Fraud and False Pretence Investigation	Effective Date:
Replaces: SPS-BP-LE-013	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to fraud and false pretences investigations that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
 - (b) Work, where possible, with municipal and provincial social assistance officials and the Crown, to develop a local protocol on the investigation of social assistance fraud;
 - (c) Establish, where possible, cooperative arrangements for the investigation of fraud and false pretences occurrences with:

- (i) The Employment Insurance Commission;
 - (ii) The Fire Marshal's Office;
 - (iii) The Ministry of Consumer and Commercial Relations; and
 - (iv) The insurance industry; and
- (d) Ensure that police officers investigating complex fraud and false pretences occurrences have the knowledge, skills and abilities required.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-039

Subject: Homicide	Effective Date:
Replaces: SPS-BP-LE-050	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to investigations into homicides and attempted homicides that the Chief of Police will develop and maintain procedures that require compliance by officers with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-040

Subject: Parental and Non-Parental Abductions and Attempts	Effective Date:
Replaces: SPS-BP-LE-026	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to parental and non-parental abductions and attempted abductions of children that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations into parental/familial abductions and attempted abductions be undertaken in accordance with the police service's criminal investigation management plan; and
 - (b) Develop and maintain procedures that require that investigations into non-parental/non-familial abductions and attempted abductions be undertaken in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-041

Subject: Proceeds of Crime	Effective Date:
Replaces: SPS-BP-LE-052	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to proceeds of crime that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan, including notifying the Ontario Provincial Police *Proceeds of Crime Team* or the *Integrated Proceeds of Crime Section* for the appropriate assistance and/or investigative procedure to follow; and
 - (b) Ensure that officers involved in the investigation of proceeds of crime have the knowledge, skills and abilities required.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-042

Subject: Robbery	Effective Date:
Replaces: SPS-BP-LE-053	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to robbery investigations that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
 - (b) Ensure that a robbery occurrence that also involves a major case be investigated in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-043

Subject: Vehicle Theft	Effective Date:
Replaces: SPS-BP-LE-004	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to vehicle thefts that the Chief of Police will:
 - (a) Develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan; and
 - (b) Ensure the timely notifications of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-044

Subject: Youth Crime	Effective Date:
Replaces: SPS-BP-LE-033	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

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

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

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to youth crime that the Chief of Police will:
 - (a) Develop and maintain procedures on and processes for undertaking and managing investigations into youth crime;
 - (b) Work, where possible, with local school boards to develop programs for safe schools, including establishing protocols for investigating school-related occurrences; and
 - (c) Consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the police service's

procedures on crime prevention and problem-oriented policing.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-045

Subject: Suspect Apprehension Pursuits	Effective Date:
Replaces: SPS-BP-LE-005	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 5 of the *Suspect Apprehension Pursuits Regulation* requires a police services board to have a policy on suspect apprehension pursuits that is consistent with the regulation.

Section 6 requires every police force to establish written procedures on suspect apprehension pursuits that are consistent with the regulation. In addition, the regulation requires every police force to establish procedures that:

- Set out the tactics that may be used:
 - as an alternative to suspect apprehension pursuit; and
 - for following or stopping a fleeing motor vehicle;
- Address the management and control of suspect apprehension pursuits;
- Describe the responsibilities of police officers, dispatchers, communications supervisors and road supervisors; and
- Describe the equipment that is available for implementing alternative tactics.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to suspect apprehension pursuits that the Chief of Police will:

- (a) Establish procedures consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
- (b) Ensure that police officers, dispatchers, communications supervisors and road supervisors receive training accredited by the Solicitor General on suspect apprehension pursuits;
- (c) Ensure that police officers receive training about the intentional contact between vehicles consistent with the requirements of the Suspect Apprehension Pursuits Regulation;
- (d) Address the use of tire deflation devices and officer training;
- (e) Ensure that the particulars of each suspect apprehension pursuit are recorded on a form and in a manner approved by the Solicitor General; and
- (f) Enter into agreements with neighbouring police services to determine under what circumstances decision-making responsibility for a pursuit will be, and will not be, transferred from one jurisdiction to another.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-046

Subject: Ontario Sex Offender Registry	Effective Date:
Replaces: SPS-BP-LE-031	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 3(1) of *Christopher's Law (Sex Offender Registry)*, 2000 requires a sex offender, as defined in the Act, to report in person to the police service in the area in which the offender resides or at another designated place where the police service provides services.

Section 3(2) requires the offender to provide satisfactory proof of identity and address upon presenting him or herself to the police service. Additionally, section 3(3) requires each police service to designate a place(s) within the police service's jurisdiction, where police services are provided, where offenders may present themselves and allows for the designation of the days and times when offenders may present themselves.

Furthermore, under section 4, each police service is required to submit offender information, upon satisfaction that the information provided by the offender is correct, to the Ministry of the Solicitor General (Ministry) for inclusion in the Sex Offender Registry. Section 9(2) also requires a police service, upon being presented with satisfactory proof of a pardon, to advise the Ministry.

Section 6 requires a police service to disclose to the offender a copy of the information about the offender that is contained in the Sex Offender Registry, upon receiving a written request from the offender and being satisfied of proof of identity. If as a result of the disclosure, any corrections are required to the offender record, then the police service shall submit the corrected information to the Ministry.

Section 10 requires a police service to have access to the Sex Offender Registry at all times and to collect, retain and use information obtained from the Registry for any purpose under this Act, under subsection 41(1.1) of the *Police Services Act* or for crime prevention or law enforcement purposes. In addition, a police service may share information contained in the Registry with other police services.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to the Sex Offender Registry that the Chief of Police will:
 - (a) Designate and maintain a registration site(s);
 - (b) Establish procedures and processes consistent with the requirements of *Christopher's Law (Sex Offender Registry), 2000*, and
 - (c) Ensure that appropriate members receive training on the Sex Offender Registry, consistent with the role and responsibilities assigned to them.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-LE-047

Subject: Police Response to High Risk Individuals	Effective Date:
Replaces: SPS-BP-LE-054	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

Section 25(3) of the *Corrections and Conditional Release Act (CCRA)* requires that Correctional Service Canada, where they have reasonable grounds to believe that an inmate who is about to be released by reason of the expiration of the sentence will, on release, pose a threat to any person, prior to the release and on a timely basis, take all reasonable steps to give the police all information under its control that is relevant to that perceived threat.

The *Ministry of Correctional Services Act (MCSA)* as amended by the *Community Safety Act, 1997 (CSA)* proclaimed on June 4, 1998, provides the ability for authorized ministry staff to release to a Chief of Police or designate personal information about an individual, in accordance with the regulations, when there are reasonable grounds to believe that the individual poses a “significant risk of harm to other persons or property”, and reasonably believes that disclosure will reduce that risk.

Section 41(1.1) of the *Police Services Act (PSA)* as amended by the *Community Safety Act, 1997* allows for the Chief of Police, or designate, to disclose personal information about an individual in accordance with regulations.

Further, section 41(1.2) of the *PSA* requires that any disclosure made under subsection (1.1) be for one or more of the following purposes:

Protection of the public;

Protection of victims of crime;

Keeping victims of crime informed of the law enforcement, judicial or correctional processes relevant to the crime that affected them;

Law enforcement;

Correctional purposes;

Administration of justice;

Enforcement of and compliance with any federal or provincial Act, regulation or government program; and

Keeping the public informed of the law enforcement, judicial or correctional processes respecting any individual.

Section 2(1) of the Disclosure of Personal Information Ontario Regulation 265/98, made under the *PSA*, allows the Chief of Police or designate to disclose personal information about an offender when there are reasonable grounds to believe that the individual poses a significant risk of harm to others or property and the disclosure will reduce the risk posed by the individual. Other sections of the regulation address disclosures made on individuals charged with offences and disclosures allowed to a victim, if requested.

In addition, the *Freedom of Information and Protection of Privacy Act (FIPPA)* section 11(1) states that "Despite any other provisions of this Act, a head shall, as soon as practicable, disclose any record to the public or persons affected if the head has reasonable and probable grounds to believe that it is in the public interest to do so and that the record reveals a grave environmental, health or safety hazard to the public".

Finally, section 5(1) of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* provides similar obligations to disclose records.

This guideline has been developed to assist in establishing a consistent approach in managing the risk to public safety posed by sexual, violent and "potentially dangerous" individuals. It recognizes the need for cooperation between police services and their communities, and the importance of respecting and understanding the needs of victims of crime. It also recognizes the complexity of risk assessment and risk management strategies that has resulted in the need for the establishment of formal protocols with multi-agencies for information sharing and decision-making. In addition, although the ultimate decision on whether to disclose personal information rests with local police services, there is a move towards the use of committees with representatives of the justice system, the medical profession and the community, to assist in the review of risk assessment information and to make recommendations on effective management strategies.

In identifying individuals deemed to be “High-Risk”, evidence would show that there are reasonable grounds to believe that the individual has a high likelihood to commit an offence causing serious harm. An individual may be assessed as “High-Risk” based on the individual’s psychological state and behaviour, such as in some domestic violence cases, even though the individual may not have a prior criminal record or have ever been convicted of a serious personal injury offence. Further, an order under section 810.1 of the Criminal Code does not require a conviction for an offence or even the laying of a charge. It can be obtained by anyone who can establish a reasonable fear that the person in question will commit one or more of the enumerated sexual offences against a person under the age of 14. In addition, a “High-Risk” individual may be identified as a released “Dangerous Offender” or a “Long-Term Offender”, where the substantial risk that they present by their re-offending needs to be managed in the community with intensive supervision and other risk management strategies, including treatment interventions.

For the purposes of this guideline, a “High-Risk” individual is identified through various criteria or factors that may be included in legislation (e.g. Dangerous Offender, Long-Term Offender, detained until warrant expiry); or in policies and procedures (e.g., High-Risk Offender National Flagging System, Ministry’s guidelines on Bail and Violent Crime and Domestic Violence Occurrence) including:

- (a) An offender detained until warrant expiry in consideration of the factors identified in sec. 132 of the *CCRA* and determined likely to commit a further offence involving serious harm or death; a sexual offence against a child; or a serious drug offence prior to the warrant expiry date (Warrant Expiry Inmate Release); or
- (b) An offender placed on the High-Risk Offender National Flagging System who, in the opinion of Crown counsel, has been identified as posing an ongoing serious threat to society. The High-Risk Offender National Flagging System may include Habitual Offenders, Dangerous Sexual Offenders, Dangerous Offenders serving determinate sentence and indeterminate sentence, Long-Term Offenders, Warrant Expiry Inmate Releases, and Judicial Restraint Orders pursuant to section 810.1, 810.01 and 810.2 cc; or
- (c) An individual assessed by correctional authorities or mental health authorities who presents a high risk to commit a sexual offence or an offence likely to cause serious bodily harm or death to another person (factors would support placement in Intensive Supervision correctional plan); or
- (d) An individual where the court has been satisfied that there are reasonable grounds to fear that the individual will cause personal injury or damage.

B Board Policy

1. It is the policy of the Sarnia Police Services Board with respect to high-risk individuals that the Chief of Police will:

- (a) Work in partnership, where possible, with the local Crown, appropriate community members and agencies, including health care providers, government agencies, municipal officials, other criminal justice agencies, including law enforcement agencies, as well as victim services to ensure a coordinated and effective strategy in response to high-risk individuals that addresses:
- (i) Bail opposition consistent with the Ministry's guideline on Bail and Violent Crime;
 - (ii) Dangerous offender and long term offender applications;
 - (iii) High-Risk Offender National Flagging System and requirements of CPIC;
 - (iv) Information sharing;
 - (v) Case management planning;
 - (vi) Judicial restraint orders;
 - (vii) Victim assistance; and
 - (viii) Disclosure of information, including community notification and safety planning; and
- (b) Ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communication operators/dispatchers and supervisors on the police response to high-risk individuals.



Sarnia Police Services Board Policy

Issue Number: PO-001

Subject: Public Order Units	Effective Date:
Replaces: SPS-BO-PO-002	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

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

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

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

B **Policy**

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

- (a) This Board will contract with the Ontario Provincial Police (OPP) to provide the services of a public order unit within a reasonable response time; and
- (b) The Chief of Police will establish procedures, in consultation with the OPP that:
 - (i) Set out the circumstances in which a public order unit may be deployed;
 - (ii) Set out the steps for obtaining the services of a public order unit; and
 - (iii) Address the circumstances and processes for liaising with appropriate officials for the purposes of *Sections 63 - 68 of the Criminal Code*, regarding unlawful assemblies and riot situations.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-PO-002

Subject: Police Action at Labour Disputes	Effective Date:
Replaces: SPS-BP-PO-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative/Regulatory Requirements

B Board Policy



Sarnia Police Services Board Policy

Issue Number: SPS-BP-PO-003

Subject: Policing Aboriginal Occupations and Protests	Effective Date:
Replaces: New	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative Authority

Section 4(1) of the *Police Services Act* states every municipality to which this subsection applies shall provide adequate and effective police services in accordance with its needs.

Section 4(2) of the *Police Services Act* states adequate and effective police services must include, at a minimum, all of the following police services:

- (a) Crime prevention.
- (b) Law enforcement.
- (c) Assistance to victims of crime.
- (d) Public order maintenance.
- (e) Emergency response.

Section 1 of the *Police Services Act* sets out principles for the provision of police services throughout Ontario, including:

- (a) The need to ensure the safety and security of all persons and property in Ontario;

- (b) The importance of safeguarding the fundamental rights guaranteed by the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*;
- (c) The need for co-operation between the providers of police services and the communities they serve;
- (d) The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.

Section 42(1)(a) of the *Police Services Act* states the duties of a police officer include, preserving the peace.

Section 42(3) of the *Police Services Act* states a police officer has the powers and duties ascribed to a constable at common law.

Section 2 of the *Criminal Code* defines peace officer, referring to a duty to ensure the preservation and maintenance of the public peace.

1. For the purposes of this guideline, Aboriginal occupation means: the seizure and control of an area arising from assertions of Aboriginal or treaty rights by members of an Aboriginal group.
2. For the purposes of this guideline, Aboriginal protest means: a physical demonstration related to assertions of Aboriginal or treaty rights by members of an Aboriginal group.
3. For the purposes of this guideline, Aboriginal people has the same meaning as in s. 35(2) of the *Constitution Act, 1982*. Subsection 35(2) states that Aboriginal peoples includes Indian, Inuit and Metis people.

B Policy

1. The objective of policing Aboriginal occupations and protests is to preserve the peace, prevent offences, and enforce the law in a manner that respects the rights of all involved parties. To this end, it is the policy of the Sarnia Police Services Board with respect to policing Aboriginal occupations or protests that:
 - (a) The role of the police at an Aboriginal occupation or protest is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law;
 - (b) The consideration of police actions at an Aboriginal occupation or protest include preserving the peace, communication, negotiation and building trust with participating and affected communities;

- (c) The Chief of Police will develop and maintain procedures on:
- (i) Communicating information in relation to police procedures on Aboriginal occupations and protests;
 - (ii) Training requirements for policing Aboriginal occupations and protests;
 - (iii) Fostering community understanding of the police response to the events;
 - (iv) The collection and analysis of information prior to and during events; and
 - (v) Addressing the uniqueness of Aboriginal occupations and protests.



Sarnia Police Services Board Policy

Issue Number: SPS-BP-VA-001

Subject: Victim's Assistance	Effective Date:
Replaces: SPS-BP-VA-001	Distribution: All Members
Last Reviewed: August 2023	Expiration Date: Indefinite
Approved By: Board Chair	Signature:

A Legislative Authority

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

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

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

- (i) Reflect the principles of the *Victims' Bill of Rights, 1995*, and
- (ii) Set out the roles and responsibilities of members for providing victims' assistance.

B Policy

1. It is the policy of the Sarnia Police Services Board with respect to providing assistance to victims that the Chief of Police will:
 - (a) Working in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Program (V/WAP) and agencies that deliver the Victim Crisis and Referral Service (VCARS) program, where available, municipalities, community and

social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;

- (b) Ensure that members of the police service are aware of victim service providers or a victim referral service available in the area;
- (c) Establish procedures on providing assistance to victims; and
- (d) Ensure that in each instance where there is police service contact with one or more victims of crime involving physical and/or psychological injury, that such victims are referred to the appropriate community service available in their area.



SARNIA POLICE SERVICE

Open Agenda Information Report

To: Chair and Police Services Board Members

From: Deputy Chief Julie Craddock

Subject: Monthly Operational Update

Date: September 14th, 2023

Report Number: 23-09-009-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 "J Craddock".

Julie M. Craddock
Deputy Chief of Police

:jc

Community Response:

1. On July 29, 2023 police received a call that a distressed male was threatening to drive his vehicle into the Sarnia Bay Marina and that he had consumed a quantity of pills. Officers located the vehicle and strategically positioned their police vehicles in order to prevent the male from driving in any direction. PC SIMM immediately began to communicate with the male and after negotiating for approximately 2 hours, were able to build a rapport and convince the man to surrender to police in order to be transported to Bluewater Health for a mental health assessment.

2. On August 5, 2023, officers received a call that a male had been attacked by a machete and the assailant was still present on scene. PC LANE and PC MUNRO made entry into the unit where the victim was calling from and observed the accused holding a large machete. The victim had a large gash wound and the subject with the machete was standing above him with the machete half raised up his body and was pointed at the victim. The officers engaged with the accused and using verbal commands were able to convince the male to surrender without further incident.

The accused, a young person was charged with Assault with a weapon, Utter Threats and other weapon related offences.

Criminal Investigations Division:

On August 28, 2023, just after midnight, the victim and his girlfriend returned to a residence in the 200 block of Napier Street, Sarnia. The victim pulled into the driveway and exited from his vehicle at which time he observed a masked suspect. The suspect brandished a firearm and began shooting striking him three times, once in the neck and twice in the chest. The victim ran to the Sarnia Police Service where he received lifesaving first aid from members of the SPS including a special constable and an officer on his first week of service.

The victim is currently in stable condition and the Criminal Investigations Division is continuing to investigate.

Community Engagement:

The following are excerpts of communication received from the community:

1. We discussed my son and the outstanding humanizing services that your team of officers offer to my son. We also discussed how well he was doing. Unfortunately he was struggling and I was unaware and he over dosed on some prescription medication and went missing. After a call to the police department by the Inn of the Good Shepherd,

a wellness check was issued. Constable Douglas contacted me for additional information and was going to issue a missing persons alert after less than two hours of searching for him. After only about two hours, your team located him, called an ambulance and escorted the ambulance to the hospital. During all of this, Constable Douglas kept me updated to what was happening, next steps and ultimately my son's admission. Constable Douglas was caring, respectful, empathic and compassionate to me as a parent. It is a daily struggle to raise and parent a child and now a young man who suffers with developmental delays and mental health. Therefore, Constable Douglas' behaviour and actions were very much appreciated. He reassured a very distraught mom and made the situation a little easier to go through.

Please pass on my heartfelt appreciation and thanks to Constable Douglas.

2. On behalf of the Mitton Village Neighborhood Connects Group, I would like to extend our gratitude to the Sarnia Police Services Street Crime Officers for attending our July Bike Night event! Their support in promoting safe biking was a fantastic piece of the skill building approach we were looking for at this community event!

It takes a community to make great things happen!

3. Please accept this letter of appreciation from me on behalf of P.C. Brandon Johnston. Early last week I received an alert from my credit card company advising me of suspicious activity on my credit card. I called your Service and a short time later P.C. Johnston arrived to observe the video.

I just wanted to thank your Service for the quick response and the dedicated work and time P.C. Johnston put into to helping me recover my property.

CONSULTATION:

Leo Murphy – Inspector Criminal Investigations Division
Mike Van Sickle – Inspector Support Services
Dwayne Whelpley – Inspector Community Response



SARNIA POLICE SERVICE
Open Agenda Information Report

To: Chair and Police Services Board Members

From: Chief Derek W. Davis

Subject: **Update – 2024 Draft Operating Budget**

Date: September 14, 2023

Report Number: **23-09-010-0**

SUMMARY:

This is a draft update of the 2024 Budget submitted for information and discussion purposes. As part of this ongoing budget process, two public information nights were held by the Sarnia Police Service and SPS Board (September 7 and 12, 2024). During these sessions, community members had the opportunity to ask questions during those sessions and via an advertised dedicated email address.

This report is intended to provide the Board with an update of budgetary process to date, and permit further discussion to occur. The final 2024 SPS Budget will be presented to the SPS Board at the October 12, 2023 meeting for final review and potential approval.

The primary focus of the 2024 SPS Budget is front line operations to address community priorities identified in the 2023-2205 Strategic Plan along with emerging crime and disorder concerns.

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

Derek W. Davis
Chief of Police

/CD

Excerpts from the Police Services Act - <https://www.ontario.ca/laws/statute/90p15#BK59>

Responsibilities of boards

Section 31 (1) *A board is responsible for the provision of adequate and effective police services in the municipality*

Section 39 (1) *The board shall submit operating and capital estimates to the municipal council that will show, separately, the amounts that will be required,*

- (a) to maintain the police force and provide it with equipment and facilities; and*
- (b) to pay the expenses of the board's operation other than the remuneration of board members.*

(2) The format of the estimates, the period that they cover and the timetable for their submission shall be as determined by the council.

Budget

(3) Upon reviewing the estimates, the council shall establish an overall budget for the board for the purposes described in clauses (1) (a) and (b) and, in doing so, the council is not bound to adopt the estimates submitted by the board. Same

(4) In establishing an overall budget for the board, the council does not have the authority to approve or disapprove specific items in the estimates.

Commission hearing in case of dispute

(5) If the board is not satisfied that the budget established for it by the council is sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities, the board may request that the Commission determine the question and the Commission, shall, after a hearing, do so. 1997, c. 8, s. 26.

BACKGROUND:

The 2024 budget process started in May with a review of all expenditures, staffing allocations, external factors (e.g. service calls), legislative requirements. Budget reviews were conducted across every command area with the assumption of a zero base. This later resulted in management reductions from the original 17.2% increase based on original requests across the organization. At this stage in the development of the 2024 Police Budget, the draft is projected to be a 2024 budget of \$34.1 million, an increase at 12.1%. The administration will continue to refine the amounts prior to the submission of the Final 2024 Budget at the Board Budget session in early October.

The first step in the process consisted of the collating of needs of each area through their Commander (Operations, Criminal Investigations, and Community Support). Each divisional submission was evaluated against the 2023-2025 Sarnia Police Business Plan (developed in the fall of 2022). In addition, operational functions were examined in context with the Police Adequacy Standards set by the province. A Board Budget Workshop held in early summer provided the opportunity for management to present budget information to the Board and to explore priorities and challenges.

Key impact factors within policing:

- The 2023 Budget is \$30,400,273 of which \$27,740,509 (91.25%) attributed to salaries and benefits.
- SPS benefits and salaries are established through collective bargaining, which is heavily influenced at a provincial level. *NOTE: As of the date of this report, contract negotiations are ongoing and not yet completed for 2024.*

- Inflationary pressures are being experienced by the SPS, including the cost of fuel, heat/hydro, building repairs, equipment, and other consumables.
- Sarnia has a Crime Severity Index of 80.03, which is 57th of 237 Ontario communities.
- Since 2012, the number of occurrences handled by the Sarnia Police have increased by 50% (22,500 to 34,000)
- Additional statistics and workload factors impacting the organization (below)

Sample Factors Across Comparable Communities

Service	Population	Sworn Officers	Pop-to-Cop	2022 CSI
Chatham-Kent	107,540	155	694	71.28
Barrie	153,169	225	681	56.71
Peterborough-Lakefield	98,087	149	658	77.18
Greater Sudbury	169,079	258	655	85.04
Sarnia	74,692	124	602	80.03
North Bay	58,464	99	591	103.87
Woodstock	48,012	83	578	91.19
Sault Ste Marie	75,762	138	549	117.42
Timmins	42,012	82	512	148.45
Thunder Bay	116,968	249	470	108.87

Citizen Generated Calls to Police - 2023 YTD (compared to same period in 2022)

DOMESTIC DISPUTE	1046	+115 ↑	+12% ↑
DISTURB THE PEACE	913	+14 ↑	+2% ↑
THEFT	846	+366 ↑	+76% ↑
COMPLAINT	780	+109 ↑	+16% ↑
TRESPASS TO PROPERTY ACT	645	+285 ↑	+79% ↑
FAMILY DISPUTE	564	+104 ↑	+23% ↑
MOTOR VEHICLE COLLISION	421	+35 ↑	+9% ↑

"Citizen generated" refers to services calls that are sourced to the public, not initiated by officer action. These are reflective of increased demands coming from the community.

Criminal Charges – 2023 YTD

2696
Charges This Year-to-Date
+20% ↑ from Jan. 1, 2022 - Sep. 11, 2022

Top Criminal Charges – 2023 YTD (by volume) compared to same period in 2022

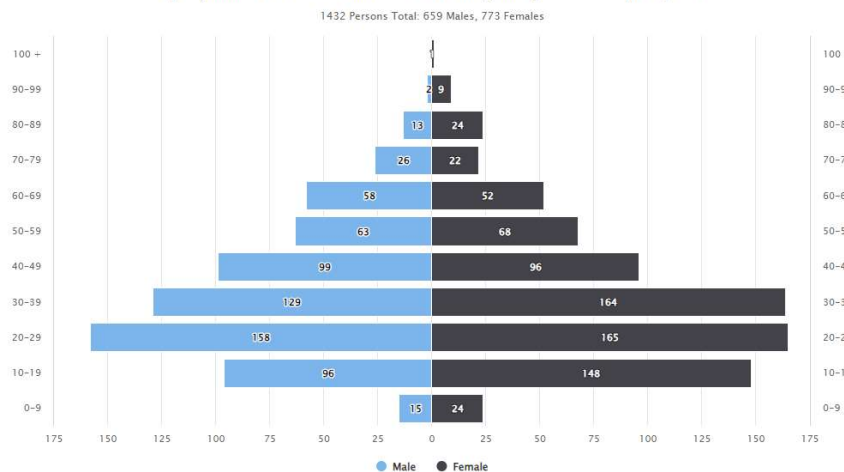
CC 145(5)(A) FAILURE TO COMPLY WITH RELEASE ORDER - OTHER THAN TO ATTEND COURT	355	+42 ↑	+13% ↑
CC 733.1(1) FAIL TO COMPLY WITH PROBATION ORDER	349	+158 ↑	+83% ↑
CC 334(B) THEFT UNDER \$5000	164	+50 ↑	+44% ↑
CC 266 ASSAULT - SPOUSAL	152	+43 ↑	+39% ↑
CC 430(4) MISCHIEF UNDER \$ 5,000	141	-2 ↓	-1% ↓
CC 266 ASSAULT	127	-2 ↓	-2% ↓
CC 145(4)(A) FAILURE TO COMPLY WITH UNDERTAKING	85	+13 ↑	+18% ↑
CC 145(3) FAIL TO COMPLY WITH APPEARANCE NOTICE - COURT/FINGERPRINTING	82	+22 ↑	+37% ↑

Niche RMS - Classification of "Victim" - 2023 YTD compared to same period in 2022

These are occurrences reported within the records management system where one or more involved individuals have been classified as a victim of crime. This is indicative of the occurrence types where victimization is occurring within our community.

ASSAULT	345	+50 ↑	+17% ↑
THEFT	268	+138 ↑	+106% ↑
DOMESTIC DISPUTE	228	+38 ↑	+20% ↑
SHOPLIFT	192	+78 ↑	+68% ↑
THREATS	141	+37 ↑	+36% ↑
HARASSMENT	109	+31 ↑	+40% ↑
MISCHIEF	85	+22 ↑	+35% ↑
SEXUAL ASSAULT	80	+28 ↑	+54% ↑

Pop. Pyramid for Occ. Person Classifications, Jan. 1, 2023 — Sep. 11, 2023



DISCUSSION/ANALYSIS:

The 2023-2025 Strategic Plan was developed through extensive consultation with the public along with feedback from internal and external stakeholders. This included multiple community consultations and a public survey. The 2024 Budget is being prepared through the strategic framework as outlined in that plan. The applicable sections of that plan have been included in the budget details below.

The following budget summary shows that overall increases were of a modest nature. The greatest impact to the increase is in the area of new positions and a funding infusion toward police reserves, both shown in the highlighted area of the table.

2024 Draft Budget Overview

Category	2023 Budget	\$ Change	2024 Budget	% Change
Revenues				
Fees Revenues	(\$284,000)	(\$3,000)	(\$287,000)	1.1%
Cost Recoveries	(\$748,046)	(\$129,022)	(\$877,068)	17.2%
Revenues Other	(\$15,000)	\$10,000	(\$5,000)	-66.7%
Grant - Ontario	(\$321,185)		(\$321,185)	
Grant - County	(\$1,430,653)	(\$96,000)	(\$1,526,653)	6.7%
	(\$2,798,884)	(\$218,022)	(\$3,016,906)	7.8%
Expenditures				
Employee Compensation	\$20,945,128	\$958,578	\$21,903,706	4.6%
Employee Benefits	\$6,795,509	\$367,710	\$7,163,219	5.4%
Recruitment, Training, Development, Wellness	\$264,693	\$46,900	\$311,593	17.7%
Clothing/Personal Equipment	\$140,000	\$44,867	\$184,867	32.1%
Operational Supply	\$389,165	\$66,070	\$455,235	17.0%
Licensing/Maintenance - Police Technology	\$336,791	\$37,070	\$373,861	11.0%
Small Equipment & Supplies	\$68,645		\$68,645	
IT & Systems	\$777,508	\$108,350	\$885,858	13.9%
Maintenance - Facility	\$451,850		\$451,850	
Maintenance - Fleet	\$433,820		\$433,820	
Lease - Facility/Telecommunications	\$89,518	\$13,200	\$102,718	14.7%
Other Expense	\$345,625		\$345,625	
Transfers & Allocations	\$2,111,000	\$50,000	\$2,161,000	2.4%
Board Expense	\$49,905	\$25,000	\$74,905	50.0%
New Positions – Salaries & Benefits		\$1,364,500	\$1,364,500	
Increase in Reserves Funding		\$800,000	\$800,000	
	\$33,199,157	\$3,882,245	\$37,081,402	11.7%
Net Budget Expenditures	\$30,400,273	\$3,664,223	\$34,064,496	12.1%

Organizational Growth Requests

The budget requests were compiled and evaluated against the need to enhance front line operations. The following is a breakdown of new items that were deemed essential to achieving this goal.

Item	Description	Cost
Salaries/Benefits		
2 nd Sergeant per Platoon (+4)	<p>With only one Staff Sergeant and Sergeant on each platoon, supervision is not available to front line members at all times. Currently this is being addressed through acting Sergeants, removing a constable from the road.</p> <p>Absence of confirmed ranks create increased overtime demands at the Sergeant and Staff Sergeant level. With an increasingly junior front line service, the need for effective supervision is growing.</p> <p>Strategic Plan – Priority #1, Operations and Community Policing (multiple sections)</p>	\$700,000
Canine Officer (+1)	<p>Canine officers are patrol officers with the additional capabilities of a police dog. These units are used regularly in searches for missing people, suspect apprehension, efficient clearing of buildings and are effective in deescalating situations.</p> <p>Strategic Plan – Priority #1, Operations and Community Policing (multiple sections)</p>	\$117,500
Corporate Communications (+1)	<p>Community requests and internal workloads have identified the need for a dedicated corporate communications person. Many comparable agencies have these positions including St Thomas and Peterborough.</p> <p>Strategic Plan – Priority #2, Community Engagement and Outreach</p>	\$150,000
Communicator/Dispatch (+2)	<p>Front line response includes 9-1-1 call taker/dispatcher interface with both the public and the road officers. With increased call activity, this area is frequently under duress from insufficient staffing levels.</p>	\$250,000

	<p>Strategic Plan – Priority #1, Operations and Community Policing. “Recognize that any enhancement in front-line police capability has to be met with an appropriate expansion of police support capabilities, specifically in the areas of dispatch and information technology”</p>	
Civilian Crime Analyst (+1)	<p>A Crime Analyst is a dedicated civilian member supporting criminal investigations. Crime Analysts review all reports and occurrence to identify trends, investigative connections, and support interagency communication. Crime Analyst capabilities are a legislative requirement in addition to Police Analytics (programmatic reporting and statistics).</p> <p>Strategic Plan – Priority #1, Operations and Community Policing. “Development of enhanced crime analysis capabilities to ensure investigations and police operations achieve successful outcomes”</p>	\$147,000
Total Expense - New Positions		\$1,364,500
Contribution to Reserves		
Increase in Reserves Funding	<p>The SPS operates four key reserves: Building Replacement Reserve –911 Equipment reserve, Contingency reserve, Equipment reserve. These reserves have been impacted by inflationary cost increase and low levels of historical funding.</p> <p>Strategic Plan – Priority #3, Facilities, Equipment, and Technology “Commit to undertaking long range facilities planning with an understanding of the specific needs of the police organization and a recognition that building replacement will eventually be needed” “Ensure life-cycle planning for fleet and equipment by implementing asset management best practices”</p>	\$800,000
Total New Budget Items		\$1,577,500

Deferred Needs

When the needs of the service were initially compiled, the increase stood at 17.2%. In an attempt to cut the budget increase, the following items were deferred bringing the draft budget down to 12.1%:

Item	Description	Cost
Staff Sergeant - Records/9-1-1 Communications (1)	Uniform supervision for 45 full and part time Dispatch/Communications and Records civilians. Strategic Plan – Priority #1, Operations and Community Policing.	\$190,000
Civilian Clerk Property/Evidence (1)	SPS has been engaged in an extensive property room audit to address historical oversight deficiencies. Strategic Plan – Priority #1, Operations and Community Policing.	\$80,000
ERT Team Leader – Convert to Sergeant	Currently ERT is being lead by a Constable. Need identified for operational command and administrative duties. Strategic Plan – Priority #1, Operations and Community Policing.	\$17,500
Civilian Temp Funding	Functions include Policy Updates, Recruit Background Checking, HR Support, Community Outreach Strategic Plan – Priority #4, Organizational Capacity.	\$200,000
Canine Start Up Equipment	Seek external funding for this one time capital expense, Board Trust funds (public interest), or any unexpected realized savings through operational efficiencies. Strategic Plan – Priority #1, Operations and Community Policing.	\$90,000
Media Server	Dedicated Secure Storage of Video Evidence Strategic Plan – Priority #3, Facilities, Equipment, and Technology	\$250,000

Item	Description	Cost
Replacement LiveScan (fingerprint) Equipment for Cell Booking Area	Fingerprinting services are delivered for the public (in the admin area) and for persons in custody (secure area). This is for the replacement of the older machine now experiencing technical challenges. Strategic Plan – Priority #3, Facilities, Equipment, and Technology	\$50,000
Reserve Funding Infusion	Original request based on short term capital and equipment needs is \$1.5 million Strategic Plan – Priority #3, Facilities, Equipment, and Technology	\$700,000
Total		\$1,577,500

CONSULTATION:

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