



Public Agenda

Date: Thursday, May 19, 2022

Time: 1:45 – 3:00 pm

Location: Zoom Video Conference

1. Call to Order
2. Declarations of Conflict & Pecuniary Interest by Members
3. Approval of Agenda
4. Approval of Minutes – Public Minutes April 14, 2022
5. Business Arriving from the Minutes
6. Delegations
 - 6.1. Ontario Medal for Police Bravery - PC Ian Mailloux
 - 6.2. Can Am Games – Windsor
7. General Reports
 - 7.1. Professional Standards Branch - April
 - 7.1.1. Section 32
 - 7.2. Crime Stoppers - April
 - 7.3. Crime Statistics – April
 - 7.4. MCRRT Statistics and Referral Tracking - April
 - 7.5. All Chief Memos
8. Policy Items
 - 8.1. Disconnecting from Work - Service Policy
 - 8.2. Disconnecting from Work - Board Policy
 - 8.3. WPS Board Policy Project
 - 8.3.1. Financial
 - 8.3.2. Human Resources
 - 8.3.3. Administration
 - 8.3.4. Ontario Regulations Manual
9. Financial Matters
10. Human Resources
 - 10.1. Retirements
11. Communications
 - 11.1. Scholarships
 - 11.2. Crime Stoppers Charity Golf Tournament - August 18th
 - 11.3. Letter from Mr. Mario Di Tommaso, O.O.M., Deputy Solicitor General, Community Safety
12. New Business
 - 12.1. Reward Extension Gerardine Butterfield
 - 12.2. Reward Extension Jerome Allen

- 12.3. Reward Extension & Increase Request – Various Homicides
- 13. Adjournment
 - 13.1. Next Regular Public Meeting: Thursday, July 7, 2022.



Public Meeting Minutes

Date: Thursday April 14, 2022
Time: 1:45pm
Location: Zoom Video Conference

PRESENT:

| | |
|--|-------------------------------|
| Mayor Drew Dilkens, Chair | Deputy Chief Frank Providenti |
| Mayor Aldo DiCarlo, Vice Chair (Virtual) | A/ Chief Jason Bellaire |
| Councillor Rino Bortolin | |
| Mr. Robert de Verteuil | |
| Ms. Denise Ghanam (Virtual) | |

REGRETS: None

RECORDER: Sarah Sabihuddin, Administrative Director

1. Call to Order

The Chair, Mayor Dilkens called the meeting to order at 1:47pm

2. Disclosure Of Pecuniary Interest And The General Nature Thereof

None

3. Approval of the Agenda

Moved by Vice Chair, Mayor DiCarlo, seconded Councillor Robert de Verteuil. CARRIED

4. Minutes Of The Regular Public Meeting - February 24, 2022

Moved by Denise Ghanam, seconded Councillor Rino Bortolin. CARRIED

5. Business Arriving from the Minutes

None

6. Delegations

None

7. General Reports

7.1. Professional Standards Branch – February & March
Section 32

Moved by Denise Ghanam, seconded Robert de Verteuil. CARRIED

- 7.2. Crime Stoppers – February & March
- 7.3. Crime Statistics – February & March

Moved by Denise Ghanam, seconded Robert de Verteuil. CARRIED

- 7.4. MCRRT Statistics and Referral Tracking – February & March
- 7.5. ROA/EMCPA Enforcement Statistics – February & March
- 7.6. Annual Report: WPS Donations

Moved by Denise Ghanam, seconded Robert de Verteuil. CARRIED

- 7.7. Annual Report: University of Windsor
- 7.8. Q1: Use of Force

Councillor Bortolin: Could you speak to the impact on businesses related to these statistics

A/ Chief Bellaire: you will see an increase in the statistics in those areas that are identified geographically due to the statistically probability of it due to the business area.

Robert de Verteuil: Do we also track gender of either the officer or the individual affected?

Deputy Providenti: No to both. However, that may be coming from the Province in the future (tracking of individuals gender).

- 7.9. Q1: Naloxone
- 7.10. Q1: POP/ CCP Statistics

Moved by Denise Ghanam, seconded Robert de Verteuil. CARRIED

- 7.11. Q1: Youth Crime Statistics Report

Robert de Verteuil: I want to thank you for this. Youth Crime is critically important. To have visibility on this will be great to track the data and I do think that this will pay off 10 fold in the future. To be able to use community programs to divert youth crime will be helpful and will reduce crime overall in our community. I look forward to these regular reports.

Councillor Bortolin; The one questions I have is on page 5. The ones that were youth offenders/resulted in more than 1 criminal investigation. These individuals were not candidates for youth diversion. These seem like the ones most in need of this type of program.

A/ Chief Bellaire; Youth diversion is voluntary. The severity of the offence and unwilling to participate could be a factor or how the courts see fit to utilize this program.

Councillor Bortolin: Being a repeat offender doesn't disqualify youth from participating?

A/ Chief Bellaire: Correct. There are often other factors.

Moved by Robert de Verteuil, seconded Councillor Bortolin. CARRIED

- 7.12. Amherstburg Detachment - Policing Activities
- 7.13. All Chief Memos

Moved by Vice Chair, Mayor DiCarlo, seconded Denise Ghanam. CARRIED

8. Financial Matters

8.1. Scholarship – University of Windsor

Moved by Vice Chair, Mayor DiCarlo, seconded Robert de Verteuil. CARRIED

9. Human Resources

9.1. Promotions/ Elevations

Constable Robert Durling was recognized by A/ Chief Bellaire for being promoted to the rank of Sergeant and now serving in the Patrol division.

9.2. Retirements

A/ Chief Bellaire recognized the following WPS Members and thanked them for their Service.

Pamela Mizuno (#7832)
28 Years & 2 Months

Mary Ann Papineau (#5087)
32 Years & 4 Months

Susan McCormick (#6746)
30 Years & 4 Months

Paul Smith (#20560)
28 Years & 4 Months

Moved by Robert de Verteuil, seconded Denise Ghanam. CARRIED

10. Communications

10.1. Bridge Blockade Letter & Provincial Response

Chair, Mayor Dilkens provides overview of the letters and of the requests sent to the provincial and federal governments and reiterates that financial assistance is required.

Councillor Bortolin: Has there been any communications received back from SOLGEN or other entities?

Chair, Mayor Dilkens: No. We have not heard back yet. Dave Tilley is visiting today from SOLGEN and hopefully he will bring it back and we will hear back shortly. Chair also thanked once again the WPS members and all the Services who came to help during this time.

Moved by Robert de Verteuil, seconded Denise Ghanam. CARRIED

11. New Business

11.1. CBSA Radio Agreement – Renewal

Moved by Vice Chair, Mayor DiCarlo, seconded Denise Ghanam. CARRIED

11.2. Bill 13: Police Records Check Legislation

Moved by Denise Ghanam; seconded Councillor Bortolin. CARRIED

12. Adjournment

There is no further business, the meeting adjourned at 2:17pm

Moved by Councillor Bortolin, seconded Denise Ghanam to adjourn meeting.

13.1. Next Meeting May 19, 2022

SARAH SABIHUDDIN
ADMINISTRATIVE DIRECTOR

APPROVED THIS 14 DAY OF MAY 19, 2022

MAYOR DREW DILKENS, CHAIR
WINDSOR POLICE SERVICES BOARD



**WINDSOR
POLICE
SERVICE**

Chief's Executive Office

A/Chief J. Bellaire
Deputy Chief F. Providenti
A/Deputy Chief J. Crowley

MEMORANDUM

Date: May 9, 2022

To: Windsor Police Services Board

From: Deputy Chief Frank Providenti

Re: Professional Standards Report – April – Public Agenda

Attached are the reports outlining the complaints and external recognition for the month of April 2022.

Submitted for your information.

A handwritten signature in black ink, appearing to read "Frank Providenti".

Frank Providenti

Deputy Chief, Operational Support

FP/mo

MONTHLY BOARD REPORT - APRIL 2022

| SYNOPSIS OF APRIL 2022 COMPLAINTS | | |
|--|---|---|
| In April 2022, the Professional Standards office addressed the following number of complaints: | | |
| 12 | New Complaints Received in April 2022 | |
| | | |
| 35 | Complaints Carried Over From 2019/2020/2021/ Jan-Mar 2022 | |
| | | |
| Of the | 47 | total complaints handled in April 2022: |
| | | |
| 7 | Complaints From 2019/2020/ 2021/ Jan-Mar 2022 Closed in April 2022 | |
| | | |
| 6 | Complaints Opened & Closed in April 2022 | |
| | | |
| 0 | Complaint From 2019 Carried Into May 2022 | |
| | | |
| 4 | Complaints From 2020 Carried Into May 2022 | |
| | | |
| 13 | Complaints From 2021 Carried Into May 2022 | |
| | | |
| 17 | Complaints From 2022 Carried Into May 2022 | |
| | | |
| Break Down & Classification of New Complaints | | |
| CHIEF COMPLAINTS-(CH) | | 4 |
| PUBLIC COMPLAINTS-(PC) | | 7 |
| SERVICE/POLICY COMPLAINTS-(SP) | | 1 |

**WINDSOR POLICE SERVICE
PROFESSIONAL STANDARDS**

April 2022 MONTHLY BOARD REPORT

EXTERNAL RECOGNITION

Sergeant Rich Antal

A Thank you card was sent in to acknowledge the extraordinary efforts of Sergeant Rich Antal as he helped a motorist take care of an injured animal. The motorist noticed a bunny was limping in the middle of the road and in an effort to protect this animal from further injury, she stopped her vehicle in the middle of the road to block vehicles from driving over the bunny. When Sgt. Antal arrived on scene, he took it upon himself to bring the injured animal to the Humane Society where it got the care it needed. The motorist was extremely grateful for the Officer's compassion and willingness to help.

Constable Sean Jones and Constable Louie George

A letter of recognition was sent in commending Constable Sean Jones and Constable Louie George for the manner in which they handled a call about a check on the well-being, involving a known fentanyl user. Constable Sean Jones and Constable Louie George remained respectful and dignified in spite of the challenges they faced with gaining access to the apartment and in dealing with the excessive delay with the ambulance arrival time. Their professionalism was noted by the writer of this letter.

Constable Ahmad Chafchak

A Windsor Landlord called into the 911 Communication Centre to acknowledge the professional and delightful conversation he had with Constable Ahmad Chafchak. According to this Landlord, he has had ongoing issues with break-ins to his residence and his frustration level is very high. He became even more agitated when the response to his call was continuously delayed because of a high call volume. However, he was so impressed by the officer when he arrived, that he was able to change his perspective and appreciate what they talked about.

Constable Anthony Ruccolo, Constable Vishal Kumar and Constable Michael Zuiderveen

An appreciation email was received noting the respectful and professional actions of Constable Ruccolo, Constable Vishal Kumar and Constable Michael Zuiderveen. The party wanted to thank the Officers for their significant impact they had on him during a very tenuous situation where he was arrested and detained. To receive gratitude from someone involved in a less than ideal interaction, demonstrates that these officers exude a genuine fairness and dedication to service.

Constable Andrew Yacoub

A local resident wanted to extend her appreciation for the help provided by Constable Andrew Yacoub. Her husband had been in the hospital and underwent three brain surgeries. On the day he was released, he went missing and it was because of Constable Yacoub's kindness and relentless sense of duty that he was able to locate her husband and provide much relief to the family.

Constable Susan McCormick and Constable Angus Mckenzie

A citizen wrote in a letter to commend Constable Susan McCormick and Constable Angus Mckenzie for their kind and compassionate visits with her father. While visiting his wife in the hospital, there were many times when her father had to wait in the lobby due to COVID restrictions. It was during this time that both Constable McCormick and Constable Mckenzie would greet her dad, listen to his life stories and concerns and share their understanding and compassion for his wife's situation. There is an immense gratitude for their unfailing commitment to individuals in the Windsor Community and their exemplary service.

Sergeant Derek Nurmi, Constable Ashley Larocque, Constable Brandon Coburn and Constable Taylor Vansickle

Sergeant Derek Nurmi, Constable Ashley Larocque, Constable Brandon Coburn and Constable Taylor Vansickle were acknowledged for their compassionate interaction with a man experiencing a mental health crisis. Their kindness and understanding diffused a very stressful situation and helped in the moment when it really counted.

Sergeant Brit Johnson, Constable Chris Phillion, 911 Communicators Mari-Tricia Brooks, Erica Nohra and Renee Calder

A complainant called to thank Sergeant Brit Johnson, Constable Chris Phillion and the 911 Communicators, Mari-Tricia Brooks, Erica Nohra and Renee Calder for quickly locating her elderly mother who went missing. She appreciated the hard work, professionalism and all of their efforts to bring her mother home to safety.

Constable Ian Mailloux

Constable Ian Mailloux is the recipient of the Ontario Medal for Police Bravery for his outstanding act of courage in September of 2020. Constable Ian Mailloux, who is a trained Navy rescue diver, entered the Detroit River after a female jumped in trying to end her life. Because of his quick actions and ultimate sense of duty, this female was brought safely to shore and given the help that she needed. This heroic act exemplifies the kind of bravery and commitment to service that is representative of Windsor Police.

An error occurred during the upload of Section 32 Report - Charron - SIU 21-OCI-404 WPS SI2021-015 approved by privacy coordinator.docx_.pdf, please re-upload this file.



**WINDSOR
POLICE
SERVICE**

Chief's Executive Office

A/Chief J. Bellaire
Deputy Chief F. Providenti
A/Deputy Chief J. Crowley

MEMORANDUM

Date: May 9, 2022

To: Windsor Police Services Board

From: A/Deputy Chief Jason Crowley

Re: April 2022 Crime Stoppers Statistics – PUBLIC Agenda

Dear Chair and Members of the Board,

Please see the attached April 2022 Crime Stoppers Statistics Report.

Submitted for INFORMATION – Public Agenda.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley
A/Deputy Chief of Operations
Windsor Police Service



Windsor & Essex County Crime Stoppers

Police Coordinator Report

April 1st – 30th, 2022

Overview

- The Coronavirus Disease (Covid-19) hit many world Countries including Canada and Windsor and Essex County limiting much of our community involvement to media and social media venues.
- Crime Stoppers continued to receive normal Tip volume despite the Pandemic that swept the area.

Program Education and Community Events

- Recycle Day “take back your drugs” event- Devonshire Mall- April 23rd
- Southern Footprints Run- Point Pelee National Park- April 24th

AM800

“Crime of the Week” report with AM800 radio recorded every Monday which airs every Tuesday morning and afternoon.

- April 4th - Break and Enter- LaSalle Police
- April 11th - Bowling Alley Shooting- WPS
- April 18th - Suspicious Waterway Activity
- April 25th - Stabbing in the 1400 block of Parent Ave- WPS

St. Clair College-Media Plex and Radio CJAM FM 99.1

- Recorded weekly through Zoom - Crime of the Week.

Social Media

- Daily/Weekly Facebook, Twitter, and Instagram posts

Crime Stoppers Upcoming Calendar

- Chuck-A-Puck - First week of May
- Police Week- Devonshire Mall- - May 12th
- Crime Stoppers Golf Tournament- August 18th

Should you wish a Crime Stoppers Police Coordinator to attend an upcoming meeting or event in your community, please feel free to contact our office.

Windsor Police Coordinator Lauren Brisco - 519-255-6700 ext 4493
OPP Police Coordinator Sarah Werstein - 519-255-6700 ext. 4496

This statistical report is reflective of April 1st- 30th, 2022

Crime Stoppers tip information was distributed to the following agencies during this period.

Windsor Police Service
Chatham-Kent Crime Stoppers
Crime Stoppers of Winnipeg
WPS - Amherstburg Detachment
Ontario Provincial Police
LaSalle Police Service
Ministry of Revenue and Finance
Windsor & Essex County Health Unit- Tobacco Enforcement
Crime Stoppers Toronto
RCMP
CBSA
Ministry of Natural Resource and Forestry
ROPE
Windsor Police Criminal Intelligence Unit – Cannabis Enforcement

Attached documents include:

Police Coordinators Report
Monthly Statistical Report
Tip Summary Report

This Report was Prepared By:

Constable Lauren Brisco – WPS Police Coordinator

TOTAL POPULATION REPRESENTED – 398,718 (2019 CENSUS)

*POPULATION (CITY) – 217,188
POPULATION (COUNTY) – 126,314
POPULATION (LASALLE) – 33,180
POPULATION (AMHERSTBURG) – 22,036*

**SI on Statistical Report is “Since Inception” – 1985

| Statistic | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------------|----------|-----------|-------------|---------|-------|-----|-----|-----|-----|-----|-----|-----|
| Tips Received | 101 | 84 | 108 | 112 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tip Follow-ups | 137 | 77 | 125 | 128 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | 4 | 1 | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cases Cleared | 3 | 3 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Charges Laid | 22 | 30 | 6 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fugitives | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Administrative Discipline | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # of Rewards Approved | 3 | 4 | 0 | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rewards Approved | \$700 | \$1,075 | \$0 | \$1,450 | \$300 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| # of Rewards Paid | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rewards Paid | \$0 | \$900 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| # of Weapons Recovered | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # of Vehicles Recovered | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Property Recovered | \$500 | \$10,500 | \$38,592 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Cash Recovered | \$0 | \$0 | \$0 | \$1,215 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Drugs Seized | \$14,870 | \$118,230 | \$4,383,484 | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Recovered | \$15,370 | \$128,730 | \$4,422,076 | \$6,215 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| Statistic | Q1 | Q2 | Q3 | Q4 | YTD | SI |
|---------------------------|-------------|---------|-----|-----|-------------|--------------|
| Tips Received | 293 | 114 | 0 | 0 | 407 | 58,956 |
| Tip Follow-ups | 339 | 134 | 0 | 0 | 473 | 19,430 |
| Calls Received | 0 | 0 | 0 | 0 | 0 | 3,138 |
| Arrests | 15 | 1 | 0 | 0 | 16 | 7,033 |
| Cases Cleared | 8 | 3 | 0 | 0 | 11 | 10,374 |
| Charges Laid | 58 | 12 | 0 | 0 | 70 | 10,093 |
| Fugitives | 0 | 0 | 0 | 0 | 0 | 625 |
| Administrative Discipline | 0 | 0 | 0 | 0 | 0 | 3 |
| # of Rewards Approved | 7 | 5 | 0 | 0 | 12 | 1,833 |
| Rewards Approved | \$1,775 | \$1,750 | \$0 | \$0 | \$3,525 | \$1,248,385 |
| # of Rewards Paid | 2 | 0 | 0 | 0 | 2 | 949 |
| Rewards Paid | \$900 | \$0 | \$0 | \$0 | \$900 | \$823,327 |
| # of Weapons Recovered | 5 | 0 | 0 | 0 | 5 | 543 |
| # of Vehicles Recovered | 0 | 0 | 0 | 0 | 0 | 32 |
| Property Recovered | \$49,592 | \$0 | \$0 | \$0 | \$49,592 | \$13,395,523 |
| Cash Recovered | \$0 | \$1,215 | \$0 | \$0 | \$1,215 | \$572,183 |
| Drugs Seized | \$4,516,584 | \$5,000 | \$0 | \$0 | \$4,521,584 | \$58,251,452 |
| Total Recovered | \$4,566,176 | \$6,215 | \$0 | \$0 | \$4,572,391 | \$72,219,158 |

| Offense Type | Count |
|------------------------------|-------|
| Animal Cruelty | 1 |
| Arson | 1 |
| Assault | 4 |
| Breach of Condition | 2 |
| Break and Enter | 0 |
| By Law | 1 |
| Child Abuse | 1 |
| COVID-19 | 1 |
| Cybercrime | 0 |
| Disqualified Driving | 0 |
| Drugs | 28 |
| Elder Abuse | 0 |
| Fraud | 5 |
| Highway Traffic Act | 4 |
| Hit and Run / Fail to Remain | 0 |
| Homicide | 1 |
| Human Smuggling | 0 |
| Human Trafficking | 0 |
| Illegal Cigarettes | 2 |
| Immigration | 0 |

| | |
|---|------------|
| Impaired Driver | 2 |
| Indecent Act | 0 |
| Liquor (sales to minors, sales without licence) | 0 |
| Mischief | 0 |
| Missing Person | 1 |
| Motor Vehicle Collision | 0 |
| Possession of Stolen Property | 3 |
| Prostitution/Morality | 0 |
| Repeat Impaired Driver | 0 |
| Robbery | 2 |
| Sexual Assault | 4 |
| Stolen Vehicle | 1 |
| Suspended Driver | 1 |
| Suspicious Activity | 8 |
| Terrorism | 0 |
| Test Tip | 0 |
| Theft | 6 |
| Warrant | 13 |
| Weapons | 12 |
| <i>Other</i> | 7 |
| <i>Unknown</i> | 1 |
| Total | 112 |



**WINDSOR
POLICE
SERVICE**

Chief's Executive Office

A/Chief J. Bellaire
Deputy Chief F. Providenti
A/Deputy Chief J. Crowley

MEMORANDUM

Date: May 9, 2022

To: Windsor Police Services Board

From: A/Deputy Chief Jason Crowley

Re: **April 2022 Crime Statistics – PUBLIC Agenda**

Dear Chair and Members of the Board,

Please see the attached April 2022 Crime Statistics Report.

Submitted for INFORMATION – Public Agenda.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley
A/Deputy Chief of Operations
Windsor Police Service



Crime Statistics April, 2022

May 11, 2022
Michael MENZEL
Intelligence Analyst, WPS

*Unless otherwise noted, all crime statistics in this report are compiled using the "all violations" methodology. These statistics should not be compared with those provided by the Canadian Centre for Justice Statistics (CCJS), a division of Statistics Canada. This published data measures only the most serious offence related to an incident. In addition, the CCJS includes the number of offences reported by the Windsor Detachment of the Royal Canadian Mounted Police with the Windsor Police Service crime statistics. The CCJS data should be used for comparisons between policing jurisdictions as all data is compiled using the same reporting methodology

***Unless otherwise stated, the crime statistics are shown as a combination of City of Windsor and the Town of Amherstburg**

Overall Crime

There were 1832 total violations in April of this year. This total represents 98 more violations than were reported in the same month of last year (increase of 5.65%) This total also represents a decrease of 194 violations from the 2026 reported last month (decrease of 9.6%).

Violent Crime

There were 230 incidents of violent crime in April, an increase of 22 compared to April 2021. This figure also represents an increase of 17 from last month.

Seasonal Variations – Violent Crime

The following categories illustrate the differences in seasonal numbers broken down by Violent Crime offence:

- There were no homicides in April 2022.
- There were 12 *Sexual Assaults-Non Family* cases reported in April, 1 less than last April and 2 less than last month.
- *Domestic (family) assaults* were reported 75 times, 37 more than reported in April of last year, and 11 more than last month.
- There were 3 *Assault Police* cases in April, 2 more than last year and 1 more than last month.
- *Criminal Harassment* cases were reported 5 times in April, 5 less than last year and 4 less than last month.
- *Other Violent violations* (Threats, Harassing phone calls, etc.) were reported 42 times in April, 8 less than last year, and the same as last month.
- There were 2 cases of *Sexual Assaults-family*, 4 less than last April, and 3 less than last month.
- *Assaults Non-Family* cases were reported 76 times, 1 less than last year and 13 more than last month.
- The number of *Robberies and Attempt Robberies* for April of this year amounted to 13. There were 12 Robberies and Attempts reported in the same month last year. The 13 Robberies and Attempts is the same as last month. Of the 13 robberies;
 - 4 robbery involved a firearm
 - 3 robberies were with 'other weapon'

- 5 robberies other
- 1 attempt robbery

Property Crime

There were 840 property crimes reported in April of this year, 9 less occurrences than in April of last year (decrease of 1.06%) and 224 less than was reported last month.

Seasonal Variations – Property Crimes

The following categories illustrate the differences in seasonal numbers broken down by Property Crime offence:

- *Arson* – 6 reported in April 2022, 1 more than last year.
- *B&E's and Attempts* – 154 reported in April 2022, 27 more than the total in April 2021 and 18 more than last month. Of the 154 B&E's and Attempts reported;
 - 59 were to businesses
 - 51 were to dwellings
 - 27 were to “other buildings or places”
 - 2 was unlawfully in a dwelling
 - 15 were attempts
 - 0 B&E involving a firearm
- *Theft under \$5000* – 283 reported in April of this year, 18 more than April of last year and 100 less than last month.
- *Thefts from Motor Vehicles* – 84 incidents reported in April of this year, 37 less than last April, and 37 less than last month.
- *Possession of Stolen Goods* – 15 occurrences reported in April of this year, 4 less than the same month last year and the same as last month.¹
- *Fraud* – 111 incidents of Fraud were reported in April of this year, 14 less than April 2021, and 25 less than last month.
- *Mischief* – 123 occurrences of Mischief were reported for April of this year, 5 less than last year and 72 less than last month.
- *Vehicle thefts or attempts* – 57 thefts or attempt thefts of motor vehicles, 3 more than April 2021 and the same as what was reported last month.
- *Theft Over \$5000* – there were 7 occurrences of Theft Over reported in April, 2 more than April 2021 and 4 less than last month.

¹ Although counted toward the total property crime numbers, a decrease in possession of stolen goods is a negative enforcement indicator as it occurs as a result of an arrest and seized of stolen goods

There were 14 *Firearms/Offensive Weapons* offences reported in April of 2022, 14 less than last year and 11 less than last month.

“*Other Criminal Code*” offences (consisting mostly of Breach offences) were reported 140 times, 84 less than what was reported in April of last year and 16 more than last month.

There were 338 *Domestic* calls reported to in April of 2022. This total is 9 less than last month.

Youth Related Crime

There were 26 occurrences where Young Persons were charged in April of 2022. Of the 26 occurrence,

- 13 were a crime of violence ,
- 5 property related offence,
- 0 were for Drug Offences
- 3 were “other Criminal Code” offence
- 5 was for other offences

Traffic Related Statistics

There were 525 occurrences involving motor vehicles in April 2022, 168 more than the same month last year (47.06% increase).



Windsor Police Service General Occurrence Reports for:

2022

PROTECTED B

*Unless otherwise noted, all crime statistics in this report are compiled using the "all violations" methodology

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| | | | | | | | | | | | |
|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| January | February | March | April | May | June | July | August | September | October | November | December |
|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|

| Offense Name | Occurrences | Occurrences Last Year | Variance | Variance % | YTD | YTD Previous Year | YTD Variance | YTD Variance % | Cleared by Charge | Charged % | Cleared by Charge YTD | Cleared | Cleared % | Cleared YTD | Cleared YTD % |
|--------------------------------------|-------------|-----------------------|------------|----------------|-------------|-------------------|--------------|----------------|-------------------|---------------|-----------------------|------------|---------------|-------------|---------------|
| Total Crimes Against Person | 230 | 208 | 22 | 10.58% | 888 | 859 | 29 | 3.38% | 164 | 71.30% | 612 | 195 | 84.78% | 738 | 83.11% |
| Homicide | | | | | 1 | 1 | 0 | 0.00% | | | 1 | | | 1 | 100.00% |
| Manslaughter | | 1 | -1 | -100.00% | | 3 | -3 | -100.00% | | | | | | | |
| Violence Causing Death | | | | | 1 | 1 | 0 | 0.00% | | | 1 | | | 1 | 100.00% |
| Attempt Murder | 2 | | 2 | | 5 | 2 | 3 | 150.00% | 2 | 100.00% | 4 | 2 | 100.00% | 5 | 100.00% |
| Sexual Assaults - Family | 2 | 6 | -4 | -66.67% | 20 | 19 | 1 | 5.26% | | | 15 | 1 | 50.00% | 16 | 80.00% |
| Sexual Assaults - Non Family | 12 | 13 | -1 | -7.69% | 54 | 57 | -3 | -5.26% | 6 | 50.00% | 29 | 9 | 75.00% | 37 | 68.52% |
| Assault - Family | 75 | 38 | 37 | 97.37% | 276 | 207 | 69 | 33.33% | 69 | 92.00% | 249 | 72 | 96.00% | 268 | 97.10% |
| Assault - Non Family | 76 | 77 | -1 | -1.30% | 253 | 266 | -13 | -4.89% | 50 | 65.79% | 150 | 64 | 84.21% | 196 | 77.47% |
| Assault Peace/Police Officers | 3 | 1 | 2 | 200.00% | 8 | 10 | -2 | -20.00% | 3 | 100.00% | 8 | 3 | 100.00% | 8 | 100.00% |
| Robberies & Attempts | 13 | 12 | 1 | 8.33% | 44 | 36 | 8 | 22.22% | 6 | 46.15% | 18 | 8 | 61.54% | 25 | 56.82% |
| Criminal Harassment | 5 | 10 | -5 | -50.00% | 31 | 41 | -10 | -24.39% | 2 | 40.00% | 16 | 3 | 60.00% | 22 | 70.97% |
| Other Violent Violations | 42 | 50 | -8 | -16.00% | 195 | 216 | -21 | -9.72% | 26 | 61.90% | 121 | 33 | 78.57% | 159 | 81.54% |
| Total Crimes Against Property | 840 | 849 | -9 | -1.06% | 3630 | 3321 | 309 | 9.30% | 101 | 12.02% | 429 | 132 | 15.71% | 556 | 15.32% |
| Arson | 6 | 5 | 1 | 20.00% | 17 | 28 | -11 | -39.29% | 3 | 50.00% | 5 | 3 | 50.00% | 5 | 29.41% |
| Break and Enters & Attempts | 154 | 127 | 27 | 21.26% | 500 | 489 | 11 | 2.25% | 26 | 16.88% | 60 | 27 | 17.53% | 71 | 14.20% |
| MV Thefts & Attempts | 57 | 54 | 3 | 5.56% | 227 | 227 | 0 | 0.00% | 2 | 3.51% | 16 | 3 | 5.26% | 33 | 14.54% |
| Thefts > \$5000 | 7 | 5 | 2 | 40.00% | 23 | 26 | -3 | -11.54% | | | | 1 | 14.29% | 1 | 4.35% |
| Thefts < \$5000 | 283 | 265 | 18 | 6.79% | 1322 | 1037 | 285 | 27.48% | 16 | 5.65% | 77 | 30 | 10.60% | 118 | 8.93% |
| Theft from MV < \$5000 | 84 | 121 | -37 | -30.58% | 385 | 468 | -83 | -17.74% | 1 | 1.19% | 8 | 2 | 2.38% | 12 | 3.12% |
| Possess Stolen Goods | 15 | 19 | -4 | -21.05% | 67 | 68 | -1 | -1.47% | 11 | 73.33% | 55 | 14 | 93.33% | 59 | 88.06% |
| Fraud | 111 | 125 | -14 | -11.20% | 510 | 467 | 43 | 9.21% | 4 | 3.60% | 24 | 8 | 7.21% | 46 | 9.02% |
| Mischief | 123 | 128 | -5 | -3.91% | 579 | 511 | 68 | 13.31% | 38 | 30.89% | 184 | 44 | 35.77% | 211 | 36.44% |
| Total Other Criminal Code | 155 | 252 | -97 | -38.49% | 637 | 942 | -305 | -32.38% | 119 | 76.77% | 525 | 129 | 83.23% | 556 | 87.28% |
| Prostitution | 1 | | 1 | | 1 | | 1 | | | | | | | | |
| Firearms/Offensive Weapons | 14 | 28 | -14 | -50.00% | 74 | 100 | -26 | -26.00% | 12 | 85.71% | 63 | 12 | 85.71% | 66 | 89.19% |
| Other Criminal Code | 140 | 224 | -84 | -37.50% | 562 | 842 | -280 | -33.25% | 107 | 76.43% | 462 | 117 | 83.57% | 490 | 87.19% |
| Total Other Offences | 201 | 172 | 29 | 16.86% | 798 | 716 | 82 | 11.45% | 90 | 44.78% | 429 | 93 | 46.27% | 440 | 55.14% |
| Drug Offences | 18 | 31 | -13 | -41.94% | 74 | 127 | -53 | -41.73% | 16 | 88.89% | 68 | 16 | 88.89% | 71 | 95.95% |
| Other Federal Charges | 21 | 10 | 11 | 110.00% | 104 | 21 | 83 | 395.24% | 16 | 76.19% | 90 | 17 | 80.95% | 92 | 88.46% |
| Provincial Statutes | 35 | 24 | 11 | 45.83% | 109 | 96 | 13 | 13.54% | | | 4 | 1 | 2.86% | 6 | 5.50% |
| Traffic Criminal Code | 127 | 107 | 20 | 18.69% | 511 | 472 | 39 | 8.26% | 58 | 45.67% | 267 | 59 | 46.46% | 271 | 53.03% |
| Total Accidents | 398 | 250 | 148 | 59.20% | 1626 | 1190 | 436 | 36.64% | 32 | 8.04% | 145 | 33 | 8.29% | 148 | 9.10% |
| Total Bylaws | 8 | 3 | 5 | 166.67% | 15 | 18 | -3 | -16.67% | | | | 1 | 12.50% | 1 | 6.67% |
| Total | 1832 | 1734 | 98 | 5.65% | 7594 | 7046 | 548 | 7.78% | 506 | 27.62% | 2140 | 583 | 31.82% | 2439 | 32.12% |



Windsor Police Service General Occurrence Reports for:

2022

PROTECTED B

*Unless otherwise noted, all crime statistics in this report are compiled using the "all violations" methodology

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| | | | | | | | | | | | |
|---------|----------|-------|--------------|-----|------|------|--------|-----------|---------|----------|----------|
| January | February | March | April | May | June | July | August | September | October | November | December |
|---------|----------|-------|--------------|-----|------|------|--------|-----------|---------|----------|----------|

| Municipality | Occurrences | Occurrences Last Year | Variance | Variance % | YTD | YTD Previous Year | YTD Variance | YTD Variance % | Cleared by Charge | Charged % | Cleared by Charge YTD | Cleared | Cleared % | Cleared YTD | Cleared YTD % |
|--------------------------------------|-------------|-----------------------|------------|----------------|-------------|-------------------|--------------|----------------|-------------------|---------------|-----------------------|------------|---------------|-------------|---------------|
| WINDSOR | 1754 | 1671 | 83 | 4.97% | 7345 | 6820 | 525 | 7.70% | 480 | 27.37% | 2070 | 553 | 31.53% | 2357 | 32.09% |
| Total Crimes Against Person | 220 | 204 | 16 | 7.84% | 853 | 832 | 21 | 2.52% | 158 | 71.82% | 590 | 186 | 84.55% | 710 | 83.24% |
| Homicide | | | | | 1 | 1 | 0 | 0.00% | | | 1 | | | 1 | 100.00% |
| Manslaughter | | 1 | -1 | -100.00% | | 3 | -3 | -100.00% | | | | | | | |
| Violence Causing Death | | | | | 1 | 1 | 0 | 0.00% | | | 1 | | | 1 | 100.00% |
| Attempt Murder | 2 | | 2 | | 5 | 2 | 3 | 150.00% | 2 | 100.00% | 4 | 2 | 100.00% | 5 | 100.00% |
| Sexual Assaults - Family | 2 | 6 | -4 | -66.67% | 20 | 17 | 3 | 17.65% | | | 15 | 1 | 50.00% | 16 | 80.00% |
| Sexual Assaults - Non Family | 12 | 13 | -1 | -7.69% | 53 | 57 | -4 | -7.02% | 6 | 50.00% | 28 | 9 | 75.00% | 36 | 67.92% |
| Assault - Family | 71 | 38 | 33 | 86.84% | 262 | 199 | 63 | 31.66% | 65 | 91.55% | 236 | 68 | 95.77% | 254 | 96.95% |
| Assault - Non Family | 74 | 75 | -1 | -1.33% | 245 | 258 | -13 | -5.04% | 49 | 66.22% | 145 | 62 | 83.78% | 189 | 77.14% |
| Assault Peace/Police Officers | 3 | 1 | 2 | 200.00% | 8 | 10 | -2 | -20.00% | 3 | 100.00% | 8 | 3 | 100.00% | 8 | 100.00% |
| Robberies & Attempts | 13 | 12 | 1 | 8.33% | 44 | 36 | 8 | 22.22% | 6 | 46.15% | 18 | 8 | 61.54% | 25 | 56.82% |
| Criminal Harassment | 5 | 10 | -5 | -50.00% | 28 | 39 | -11 | -28.21% | 2 | 40.00% | 16 | 3 | 60.00% | 22 | 78.57% |
| Other Violent Violations | 38 | 48 | -10 | -20.83% | 186 | 209 | -23 | -11.00% | 25 | 65.79% | 118 | 30 | 78.95% | 153 | 82.26% |
| Total Crimes Against Property | 816 | 817 | -1 | -0.12% | 3541 | 3216 | 325 | 10.11% | 94 | 11.52% | 412 | 124 | 15.20% | 536 | 15.14% |
| Arson | 6 | 5 | 1 | 20.00% | 17 | 28 | -11 | -39.29% | 3 | 50.00% | 5 | 3 | 50.00% | 5 | 29.41% |
| Break and Enters & Attempts | 148 | 121 | 27 | 22.31% | 491 | 472 | 19 | 4.03% | 23 | 15.54% | 57 | 24 | 16.22% | 68 | 13.85% |
| MV Thefts & Attempts | 56 | 50 | 6 | 12.00% | 218 | 217 | 1 | 0.46% | 2 | 3.57% | 15 | 3 | 5.36% | 32 | 14.68% |
| Thefts > \$5000 | 7 | 4 | 3 | 75.00% | 22 | 24 | -2 | -8.33% | | | | 1 | 14.29% | 1 | 4.55% |
| Thefts < \$5000 | 277 | 260 | 17 | 6.54% | 1298 | 1021 | 277 | 27.13% | 16 | 5.78% | 77 | 30 | 10.83% | 118 | 9.09% |
| Theft from MV < \$5000 | 84 | 112 | -28 | -25.00% | 383 | 450 | -67 | -14.89% | 1 | 1.19% | 8 | 2 | 2.38% | 12 | 3.13% |
| Possess Stolen Goods | 14 | 19 | -5 | -26.32% | 65 | 66 | -1 | -1.52% | 10 | 71.43% | 53 | 13 | 92.86% | 57 | 87.69% |
| Fraud | 107 | 120 | -13 | -10.83% | 490 | 440 | 50 | 11.36% | 4 | 3.74% | 21 | 7 | 6.54% | 42 | 8.57% |
| Mischief | 117 | 126 | -9 | -7.14% | 557 | 498 | 59 | 11.85% | 35 | 29.91% | 176 | 41 | 35.04% | 201 | 36.09% |
| Total Other Criminal Code | 148 | 247 | -99 | -40.08% | 622 | 926 | -304 | -32.83% | 116 | 78.38% | 518 | 126 | 85.14% | 548 | 88.10% |
| Prostitution | 1 | | 1 | | 1 | | 1 | | | | | | | | |
| Firearms/Offensive Weapons | 13 | 27 | -14 | -51.85% | 73 | 99 | -26 | -26.26% | 12 | 92.31% | 63 | 12 | 92.31% | 66 | 90.41% |
| Other Criminal Code | 134 | 220 | -86 | -39.09% | 548 | 827 | -279 | -33.74% | 104 | 77.61% | 455 | 114 | 85.07% | 482 | 87.96% |
| Total Other Offences | 187 | 160 | 27 | 16.88% | 761 | 687 | 74 | 10.77% | 83 | 44.39% | 412 | 86 | 45.99% | 422 | 55.45% |
| Drug Offences | 17 | 29 | -12 | -41.38% | 73 | 125 | -52 | -41.60% | 15 | 88.24% | 67 | 15 | 88.24% | 70 | 95.89% |
| Other Federal Charges | 21 | 10 | 11 | 110.00% | 104 | 21 | 83 | 395.24% | 16 | 76.19% | 90 | 17 | 80.95% | 92 | 88.46% |
| Provincial Statutes | 34 | 24 | 10 | 41.67% | 104 | 93 | 11 | 11.83% | | | 4 | 1 | 2.94% | 6 | 5.77% |
| Traffic Criminal Code | 115 | 97 | 18 | 18.56% | 480 | 448 | 32 | 7.14% | 52 | 45.22% | 251 | 53 | 46.09% | 254 | 52.92% |
| Total Accidents | 378 | 240 | 138 | 57.50% | 1558 | 1142 | 416 | 36.43% | 29 | 7.67% | 138 | 30 | 7.94% | 140 | 8.99% |
| Total Bylaws | 5 | 3 | 2 | 66.67% | 10 | 17 | -7 | -41.18% | | | | 1 | 20.00% | 1 | 10.00% |
| Total | 1754 | 1671 | 83 | 4.97% | 7345 | 6820 | 525 | 7.70% | 480 | 27.37% | 2070 | 553 | 31.53% | 2357 | 32.09% |



PROTECTED B

*Unless otherwise noted, all crime statistics in this report are compiled using the "all violations" methodology

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Windsor Police Service General Occurrence Reports for:

2022



| | | | | | | | | | | | |
|---------|----------|-------|--------------|-----|------|------|--------|-----------|---------|----------|----------|
| January | February | March | April | May | June | July | August | September | October | November | December |
|---------|----------|-------|--------------|-----|------|------|--------|-----------|---------|----------|----------|

| Municipality | Occurrences | Occurrences Last Year | Variance | Variance % | YTD | YTD Previous Year | YTD Variance | YTD Variance % | Cleared by Charge | Charged % | Cleared by Charge YTD | Cleared | Cleared % | Cleared YTD | Cleared YTD % |
|--|-------------|-----------------------|-----------|----------------|------------|-------------------|--------------|----------------|-------------------|---------------|-----------------------|-----------|---------------|-------------|---------------|
| <input checked="" type="checkbox"/> AMHERSTBURG | 78 | 63 | 15 | 23.81% | 249 | 226 | 23 | 10.18% | 26 | 33.33% | 70 | 30 | 38.46% | 82 | 32.93% |
| <input checked="" type="checkbox"/> Total Crimes Against Person | 10 | 4 | 6 | 150.00% | 35 | 27 | 8 | 29.63% | 6 | 60.00% | 22 | 9 | 90.00% | 28 | 80.00% |
| <input checked="" type="checkbox"/> Sexual Assaults - Family | | | | | | 2 | -2 | -100.00% | | | | | | | |
| <input checked="" type="checkbox"/> Sexual Assaults - Non Family | | | | | 1 | | 1 | | | | 1 | | | 1 | 100.00% |
| <input checked="" type="checkbox"/> Assault - Family | 4 | | 4 | | 14 | 8 | 6 | 75.00% | 4 | 100.00% | 13 | 4 | 100.00% | 14 | 100.00% |
| <input checked="" type="checkbox"/> Assault - Non Family | 2 | 2 | 0 | 0.00% | 8 | 8 | 0 | 0.00% | 1 | 50.00% | 5 | 2 | 100.00% | 7 | 87.50% |
| <input checked="" type="checkbox"/> Criminal Harassment | | | | | 3 | 2 | 1 | 50.00% | | | | | | | |
| <input checked="" type="checkbox"/> Other Violent Violations | 4 | 2 | 2 | 100.00% | 9 | 7 | 2 | 28.57% | 1 | 25.00% | 3 | 3 | 75.00% | 6 | 66.67% |
| <input checked="" type="checkbox"/> Total Crimes Against Property | 24 | 32 | -8 | -25.00% | 89 | 105 | -16 | -15.24% | 7 | 29.17% | 17 | 8 | 33.33% | 20 | 22.47% |
| <input checked="" type="checkbox"/> Break and Enters & Attempts | 6 | 6 | 0 | 0.00% | 9 | 17 | -8 | -47.06% | 3 | 50.00% | 3 | 3 | 50.00% | 3 | 33.33% |
| <input checked="" type="checkbox"/> MV Thefts & Attempts | 1 | 4 | -3 | -75.00% | 9 | 10 | -1 | -10.00% | | | 1 | | | 1 | 11.11% |
| <input checked="" type="checkbox"/> Thefts > \$5000 | | 1 | -1 | -100.00% | 1 | 2 | -1 | -50.00% | | | | | | | |
| <input checked="" type="checkbox"/> Thefts < \$5000 | 6 | 5 | 1 | 20.00% | 24 | 16 | 8 | 50.00% | | | | | | | |
| <input checked="" type="checkbox"/> Theft from MV < \$5000 | | 9 | -9 | -100.00% | 2 | 18 | -16 | -88.89% | | | | | | | |
| <input checked="" type="checkbox"/> Possess Stolen Goods | 1 | | 1 | | 2 | 2 | 0 | 0.00% | 1 | 100.00% | 2 | 1 | 100.00% | 2 | 100.00% |
| <input checked="" type="checkbox"/> Fraud | 4 | 5 | -1 | -20.00% | 20 | 27 | -7 | -25.93% | | | 3 | 1 | 25.00% | 4 | 20.00% |
| <input checked="" type="checkbox"/> Mischief | 6 | 2 | 4 | 200.00% | 22 | 13 | 9 | 69.23% | 3 | 50.00% | 8 | 3 | 50.00% | 10 | 45.45% |
| <input checked="" type="checkbox"/> Total Other Criminal Code | 7 | 5 | 2 | 40.00% | 15 | 16 | -1 | -6.25% | 3 | 42.86% | 7 | 3 | 42.86% | 8 | 53.33% |
| <input checked="" type="checkbox"/> Firearms/Offensive Weapons | 1 | 1 | 0 | 0.00% | 1 | 1 | 0 | 0.00% | | | | | | | |
| <input checked="" type="checkbox"/> Other Criminal Code | 6 | 4 | 2 | 50.00% | 14 | 15 | -1 | -6.67% | 3 | 50.00% | 7 | 3 | 50.00% | 8 | 57.14% |
| <input checked="" type="checkbox"/> Total Other Offences | 14 | 12 | 2 | 16.67% | 37 | 29 | 8 | 27.59% | 7 | 50.00% | 17 | 7 | 50.00% | 18 | 48.65% |
| <input checked="" type="checkbox"/> Drug Offences | 1 | 2 | -1 | -50.00% | 1 | 2 | -1 | -50.00% | 1 | 100.00% | 1 | 1 | 100.00% | 1 | 100.00% |
| <input checked="" type="checkbox"/> Provincial Statutes | 1 | | 1 | | 5 | 3 | 2 | 66.67% | | | | | | | |
| <input checked="" type="checkbox"/> Traffic Criminal Code | 12 | 10 | 2 | 20.00% | 31 | 24 | 7 | 29.17% | 6 | 50.00% | 16 | 6 | 50.00% | 17 | 54.84% |
| <input checked="" type="checkbox"/> Total Accidents | 20 | 10 | 10 | 100.00% | 68 | 48 | 20 | 41.67% | 3 | 15.00% | 7 | 3 | 15.00% | 8 | 11.76% |
| <input checked="" type="checkbox"/> Accidents | 20 | 10 | 10 | 100.00% | 68 | 48 | 20 | 41.67% | 3 | 15.00% | 7 | 3 | 15.00% | 8 | 11.76% |
| <input checked="" type="checkbox"/> Total Bylaws | 3 | | 3 | | 5 | 1 | 4 | 400.00% | | | | | | | |
| <input checked="" type="checkbox"/> Bylaws | 3 | | 3 | | 5 | 1 | 4 | 400.00% | | | | | | | |
| Total | 78 | 63 | 15 | 23.81% | 249 | 226 | 23 | 10.18% | 26 | 33.33% | 70 | 30 | 38.46% | 82 | 32.93% |



PROTECTED B

Windsor Police Service MVA Related Occurrence Reports for:

2022

| | | | | | | | | | | | |
|---------|----------|-------|--------------|-----|------|------|--------|-----------|---------|----------|----------|
| January | February | March | April | May | June | July | August | September | October | November | December |
|---------|----------|-------|--------------|-----|------|------|--------|-----------|---------|----------|----------|

| Offense_Name | Occurrences | Occurrences Last Year | Variance | Variance % | YTD | YTD Previous Year | YTD Variance | YTD Variance % | Cleared by Charge | Charged % | Cleared by Charge YTD | Cleared | Cleared % | Cleared YTD % |
|--|-------------|-----------------------|------------|---------------|-------------|-------------------|--------------|----------------|-------------------|---------------|-----------------------|-----------|---------------|---------------|
| <input checked="" type="checkbox"/> Total Other Offences | 127 | 107 | 20 | 18.69% | 511 | 472 | 39 | 8.26% | 58 | 45.67% | 267 | 59 | 46.46% | 53.03% |
| <input checked="" type="checkbox"/> Traffic Criminal Code | 127 | 107 | 20 | 18.69% | 511 | 472 | 39 | 8.26% | 58 | 45.67% | 267 | 59 | 46.46% | 53.03% |
| <input checked="" type="checkbox"/> CARELESS DRIVING HTA | 9 | 5 | 4 | 80.00% | 34 | 37 | -3 | -8.11% | 4 | 44.44% | 20 | 4 | 44.44% | 58.82% |
| <input checked="" type="checkbox"/> DANG OPER MV,VESSEL,AIRCRAFT | 2 | 2 | 0 | 0.00% | 9 | 15 | -6 | -40.00% | 2 | 100.00% | 7 | 2 | 100.00% | 88.89% |
| <input checked="" type="checkbox"/> DANGEROUS OP MV EVADE POLICE | 1 | | 1 | | 1 | 5 | -4 | -80.00% | | | | 1 | 100.00% | 100.00% |
| <input checked="" type="checkbox"/> DANGEROUS OPERATION CBH | | 1 | -1 | -100.00% | | 3 | -3 | -100.00% | | | | | | |
| <input checked="" type="checkbox"/> DRIVE SUSPENDED HTA | 35 | 38 | -3 | -7.89% | 135 | 141 | -6 | -4.26% | 23 | 65.71% | 119 | 23 | 65.71% | 88.89% |
| <input checked="" type="checkbox"/> DRIVING WHILE PROHIBITED | 1 | 3 | -2 | -66.67% | 6 | 14 | -8 | -57.14% | 1 | 100.00% | 6 | 1 | 100.00% | 100.00% |
| <input checked="" type="checkbox"/> FAIL TO REMAIN/CRIMINAL CODE | 2 | 2 | 0 | 0.00% | 13 | 11 | 2 | 18.18% | 1 | 50.00% | 10 | 1 | 50.00% | 76.92% |
| <input checked="" type="checkbox"/> FAIL TO REMAIN/HTA/OTHER | 53 | 27 | 26 | 96.30% | 222 | 148 | 74 | 50.00% | 3 | 5.66% | 17 | 3 | 5.66% | 8.11% |
| <input checked="" type="checkbox"/> FAIL TO STOP CAUSE BODILY HARM | | | | | 1 | | 1 | | | | 1 | | | 100.00% |
| <input checked="" type="checkbox"/> FAIL TO STOP CAUSING DEATH | | | | | 2 | | 2 | | | | 2 | | | 100.00% |
| <input checked="" type="checkbox"/> FAIL/REFUSE COMPLY DEMAND ALCO | 4 | 4 | 0 | 0.00% | 10 | 8 | 2 | 25.00% | 4 | 100.00% | 10 | 4 | 100.00% | 100.00% |
| <input checked="" type="checkbox"/> FTC WITH DEMAND (DRUGS) | | 3 | -3 | -100.00% | | 3 | -3 | -100.00% | | | | | | |
| <input checked="" type="checkbox"/> IMPAIRED CAUSING DEATH (ALCOH) | | | | | 1 | | 1 | | | | 1 | | | 100.00% |
| <input checked="" type="checkbox"/> IMPAIRED OPER CBH (DRUGS) | | | | | 1 | | 1 | | | | 1 | | | 100.00% |
| <input checked="" type="checkbox"/> IMPAIRED OPERATION - DRUGS | 2 | 10 | -8 | -80.00% | 16 | 24 | -8 | -33.33% | 2 | 100.00% | 13 | 2 | 100.00% | 81.25% |
| <input checked="" type="checkbox"/> IMPAIRED OPERATION CBH (ALCOH) | | | | | | 1 | -1 | -100.00% | | | | | | |
| <input checked="" type="checkbox"/> OPERATE IMPAIRED (UNSPECIFIED) | | | | | | 1 | -1 | -100.00% | | | | | | |
| <input checked="" type="checkbox"/> OPERATE IMPAIRED ALCOHOL/DRUGS | | 1 | -1 | -100.00% | | 5 | -5 | -100.00% | | | | | | |
| <input checked="" type="checkbox"/> OPERATE WHILE IMP (ALCOHOL) | 18 | 11 | 7 | 63.64% | 60 | 56 | 4 | 7.14% | 18 | 100.00% | 60 | 18 | 100.00% | 100.00% |
| <input checked="" type="checkbox"/> Total Accidents | 398 | 250 | 148 | 59.20% | 1626 | 1190 | 436 | 36.64% | 32 | 8.04% | 145 | 33 | 8.29% | 9.10% |
| <input checked="" type="checkbox"/> Accidents | 398 | 250 | 148 | 59.20% | 1626 | 1190 | 436 | 36.64% | 32 | 8.04% | 145 | 33 | 8.29% | 9.10% |
| <input checked="" type="checkbox"/> CRC MVA NON-REPORTABLE | 1 | 9 | -8 | -88.89% | 2 | 52 | -50 | -96.15% | | | | | | 50.00% |
| <input checked="" type="checkbox"/> CRC MVA REPORTABLE | 234 | 123 | 111 | 90.24% | 947 | 584 | 363 | 62.16% | | | 4 | 1 | 0.43% | 0.53% |
| <input checked="" type="checkbox"/> MVA-FATAL | | | | | 2 | 1 | 1 | 100.00% | | | 1 | | | 50.00% |
| <input checked="" type="checkbox"/> MVA-INJURY | 86 | 57 | 29 | 50.88% | 369 | 274 | 95 | 34.67% | 8 | 9.30% | 54 | 8 | 9.30% | 14.63% |
| <input checked="" type="checkbox"/> MVA-NON-REPORTABLE | 5 | 6 | -1 | -16.67% | 21 | 25 | -4 | -16.00% | | | 2 | | | 9.52% |
| <input checked="" type="checkbox"/> MVA-REPORTABLE | 72 | 55 | 17 | 30.91% | 285 | 254 | 31 | 12.20% | 24 | 33.33% | 84 | 24 | 33.33% | 29.82% |
| Total | 525 | 357 | 168 | 47.06% | 2137 | 1662 | 475 | 28.58% | 90 | 17.14% | 412 | 92 | 17.52% | 19.61% |

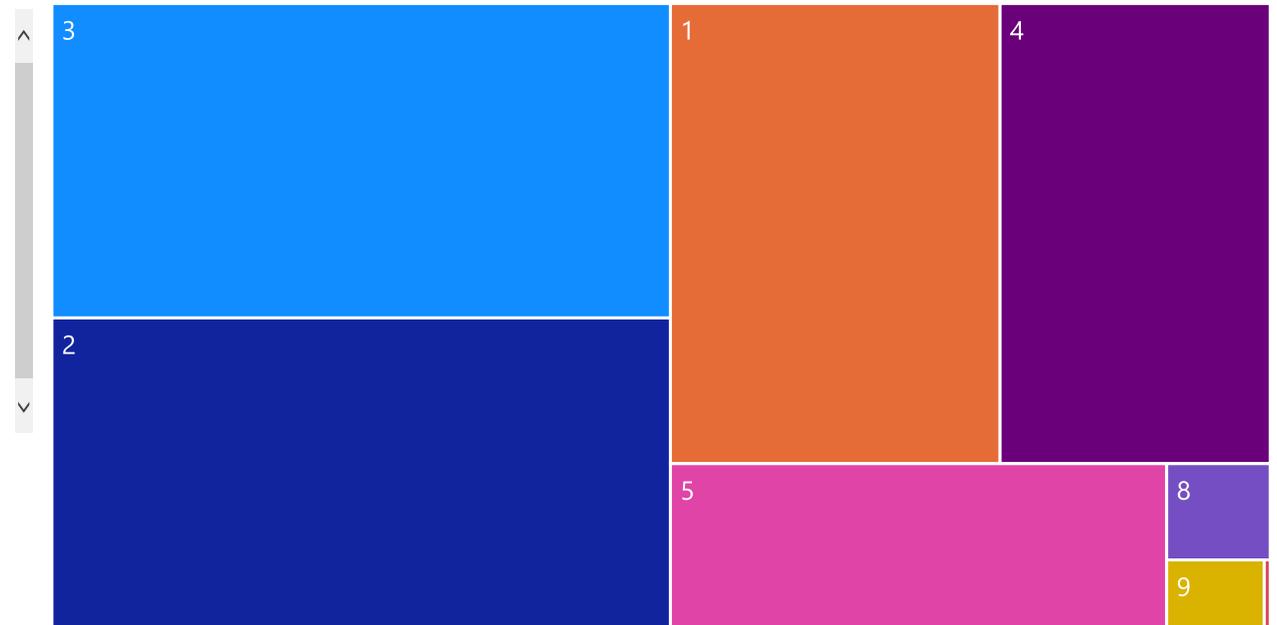
1/1/2018 4/30/2022

- Total Accidents
- Total Bylaws
- Total Crimes Agains...
- Total Crimes Agains...**
- Total Internal Tracki...
- Total Other Crimina...
- Total Other Offences

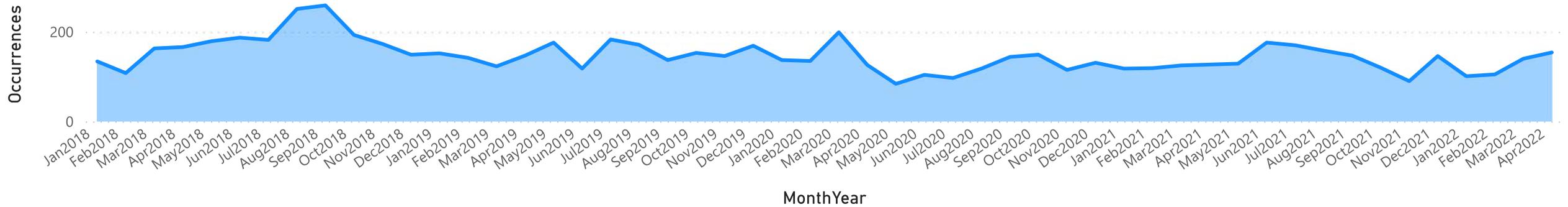
Break and Enters & Attempts

| Category | 2018 | 2019 | 2020 | 2021 | 2022 | Total |
|---|-------------|-------------|-------------|-------------|------------|-------------|
| <input checked="" type="checkbox"/> Break and Enters & Attempts | 2144 | 1817 | 1539 | 1625 | 500 | 7625 |
| ATTEMPT-BREAK AND ENTER | 211 | 168 | 210 | 174 | 46 | 809 |
| BREAK & ENTER-FIREARMS | 5 | 6 | 6 | 2 | | 19 |
| BREAK AND ENTER BUSINESS | 546 | 633 | 498 | 500 | 188 | 2365 |
| BREAK AND ENTER DWELLING | 959 | 818 | 569 | 621 | 166 | 3133 |
| BREAK AND ENTER OTHER | 423 | 192 | 235 | 275 | 92 | 1217 |
| UNLAWFULLY IN A DWELLING | | | 21 | 53 | 8 | 82 |
| Total | 2144 | 1817 | 1539 | 1625 | 500 | 7625 |

Occurrences by district



Occurrences by MonthYear



Young Offenders Charged for the Month of April, 2022

| | Junior Male | Senior Male | Total Male | Junior Female | Senior Female | Total Female | Total YO |
|--------------------------------------|-------------|-------------|------------|---------------|---------------|--------------|-----------|
| Total Crimes Against Person | 3 | 1 | 4 | 4 | 5 | 9 | 13 |
| ASSAULT LEVEL I NON-FAMILY | 0 | 1 | 1 | 2 | 2 | 4 | 5 |
| ASSLT W/WEAP/CBH/CHKNG NON-FAM | 2 | 0 | 2 | 0 | 0 | 0 | 2 |
| ATTEMPTED MURDER | 1 | 0 | 1 | 0 | 1 | 1 | 2 |
| DISCHARGE FIREARM W INTENT CBH | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| ROBBERIES OTHER | 0 | 0 | 0 | 2 | 1 | 3 | 3 |
| Total Crimes Against Property | 0 | 2 | 2 | 2 | 1 | 3 | 5 |
| MISCHIEF | 0 | 1 | 1 | 2 | 1 | 3 | 4 |
| UNLAWFULLY IN A DWELLING | 0 | 1 | 1 | 0 | 0 | 0 | 1 |
| Total Other Criminal Code | 0 | 1 | 1 | 0 | 2 | 2 | 3 |
| BREACH/BAIL CONDITIONS | 0 | 1 | 1 | 0 | 0 | 0 | 1 |
| WEAPON DANGER-POSS PROH WEAP | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| WEAPONS POSS CONTRARY TO ORDER | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| Total Other Offences | 0 | 5 | 5 | 0 | 0 | 0 | 5 |
| FAMILY ARGUMENT/COMPLAINT | 0 | 1 | 1 | 0 | 0 | 0 | 1 |
| POLICE TOW | 0 | 1 | 1 | 0 | 0 | 0 | 1 |
| STUNT DRIVING | 0 | 1 | 1 | 0 | 0 | 0 | 1 |
| TRAFFIC OFFENCES-OTHER | 0 | 1 | 1 | 0 | 0 | 0 | 1 |
| YOUTH CRIMINAL JUSTICE ACT | 0 | 1 | 1 | 0 | 0 | 0 | 1 |

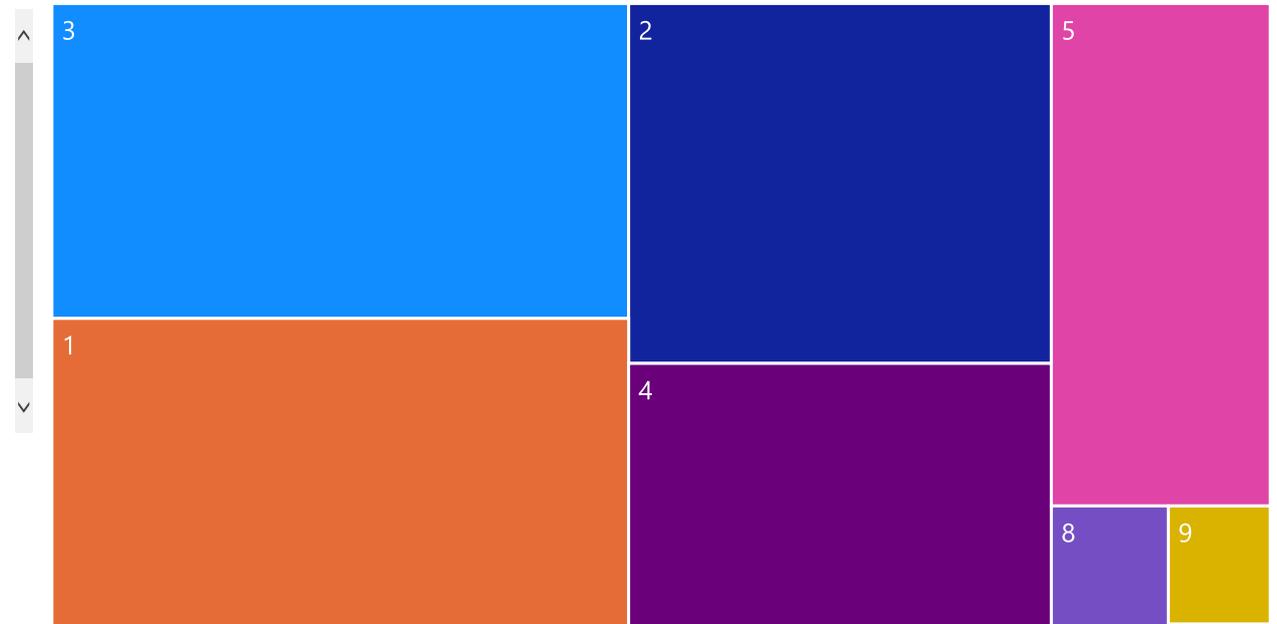
1/1/2018 4/30/2022

- Total Accidents
- Total Bylaws
- Total Crimes Agains...
- Total Crimes Agains...**
- Total Internal Tracki...
- Total Other Crimina...
- Total Other Offences

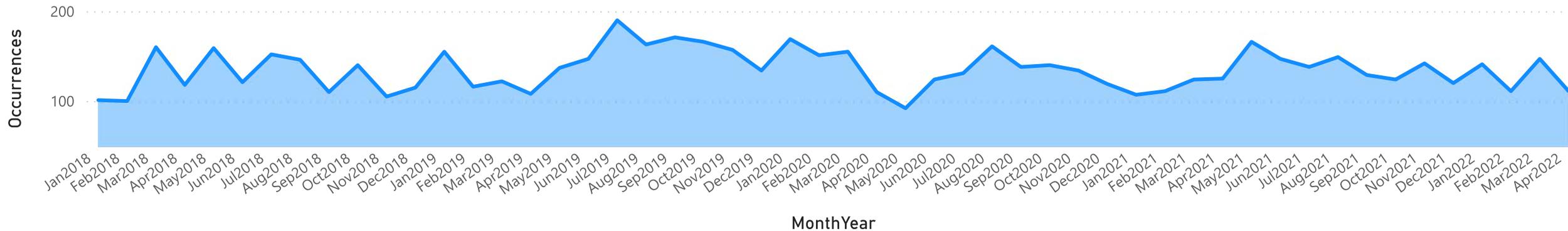
Fraud

| Category | 2018 | 2019 | 2020 | 2021 | 2022 | Total |
|----------------------|-------------|-------------|-------------|-------------|------------|-------------|
| Fraud | 1527 | 1766 | 1624 | 1582 | 510 | 7009 |
| FRAUD BY CHEQUE | 202 | 185 | 136 | 119 | 45 | 687 |
| FRAUD BY COMPUTER | 102 | 138 | 189 | 244 | 125 | 798 |
| FRAUD BY CREDIT CARD | 615 | 591 | 506 | 466 | 157 | 2335 |
| FRAUD OTHER MEANS | 471 | 635 | 541 | 471 | 102 | 2220 |
| IDENTITY FRAUD | 106 | 171 | 193 | 167 | 45 | 682 |
| IDENTITY THEFT | 31 | 46 | 59 | 115 | 36 | 287 |
| Total | 1527 | 1766 | 1624 | 1582 | 510 | 7009 |

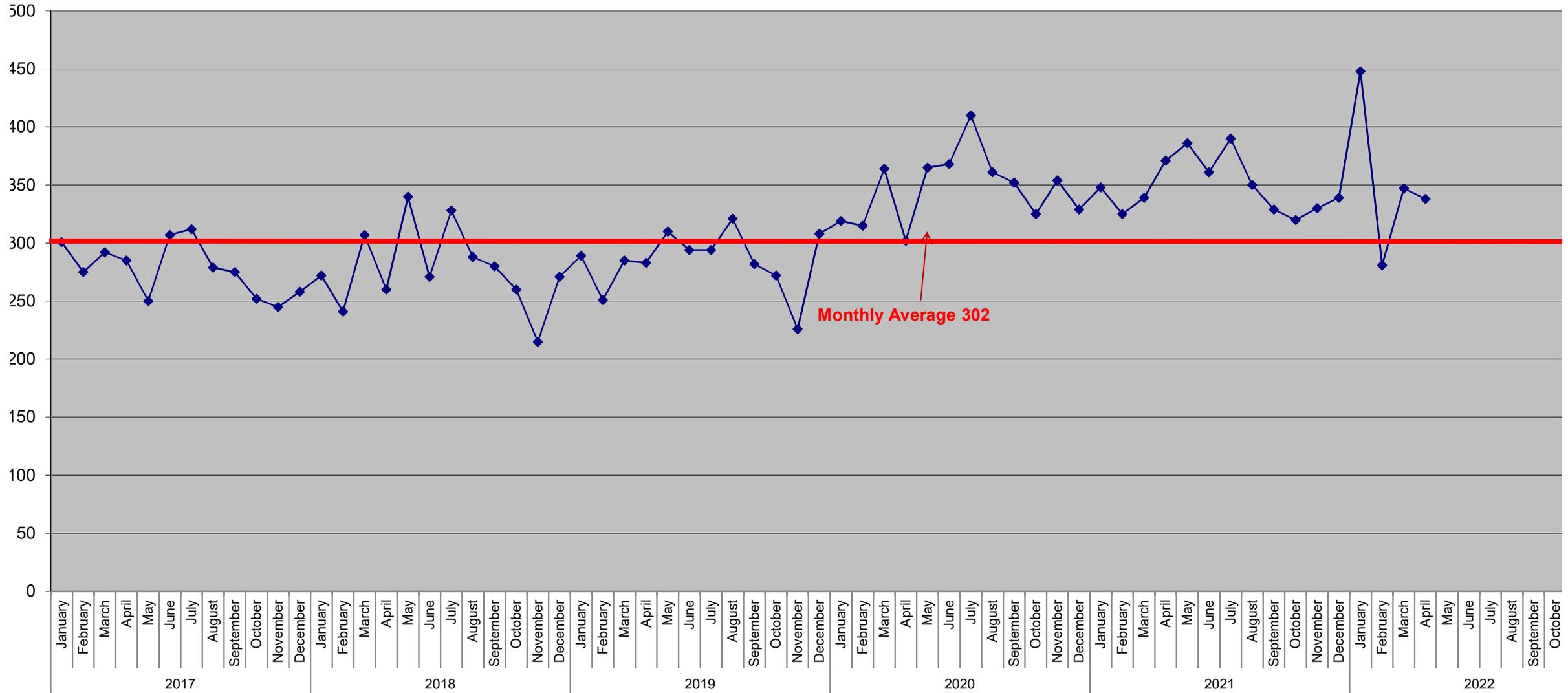
Occurrences by district



Occurrences by MonthYear



Domestic Related Occurrences per Month Past 5 Years with Average



*Domestic Complaints now contains:
 9999-111 - Domestic Complaints
 9999-223 - Intimate Partner Complaint
 9999-224 - Family Argument/Complaint



Windsor Police Service Person Crime Occurrence Reports for:

2022

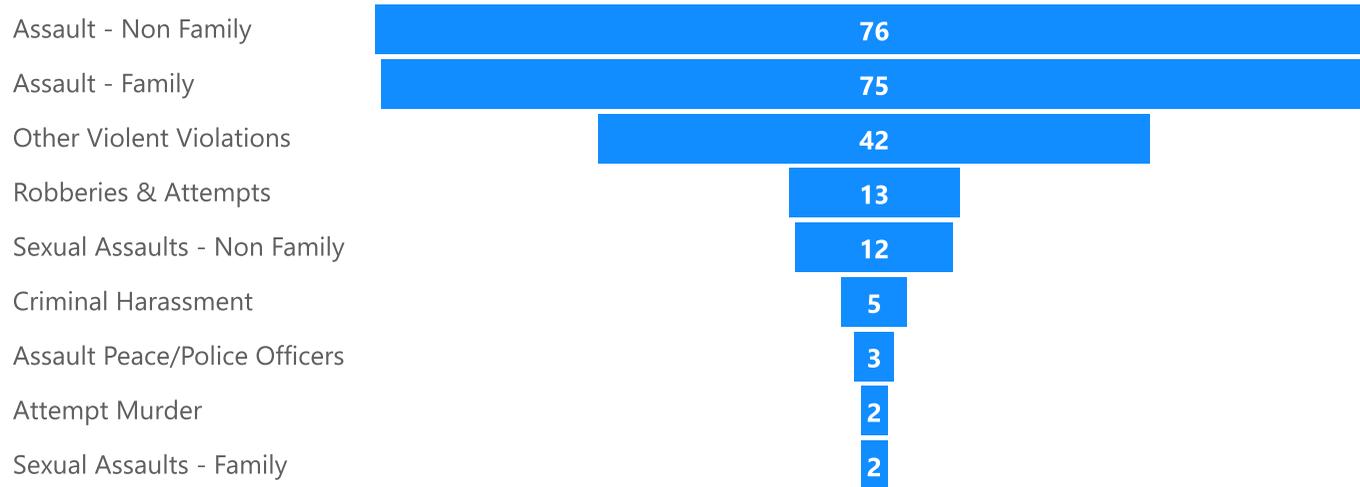
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*Unless otherwise noted, all crime statistics in this report are compiled using the "all violations" methodology

09883 - 05/11/2022 07:10 AM

- January
- February
- March
- April**
- May
- June
- July
- August
- September
- October
- November
- December

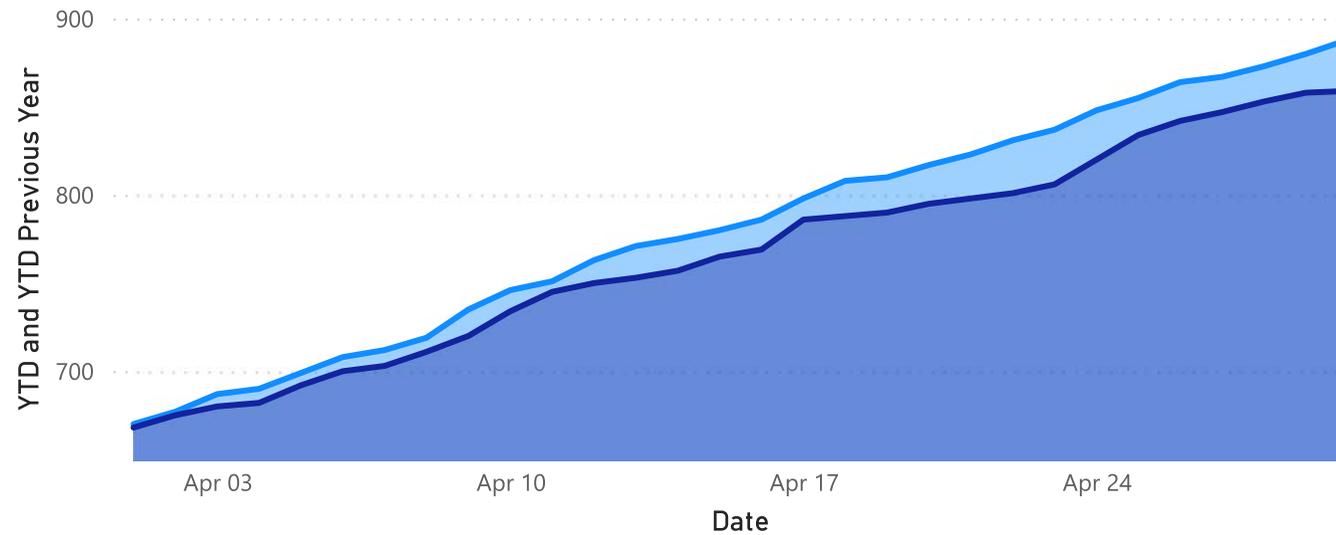
Occurrences by groupingheading



Occurrences by zone



● YTD ● YTD Previous Year



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Windsor Police Service Property Crime Occurrence Reports for:

2022

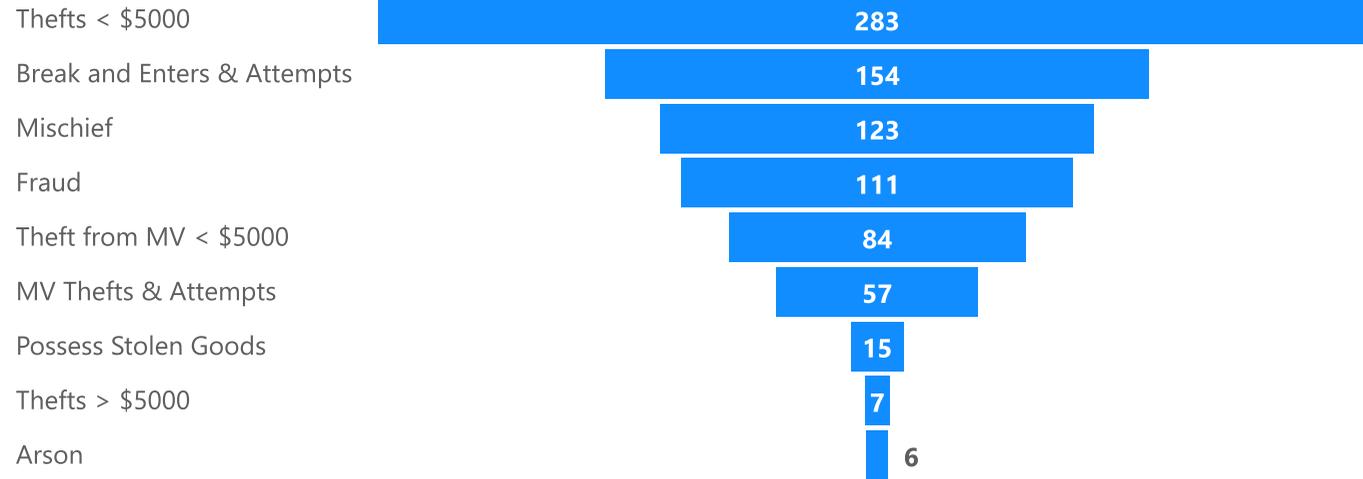
PROTECTED B

*Unless otherwise noted, all crime statistics in this report are compiled using the "all violations" methodology

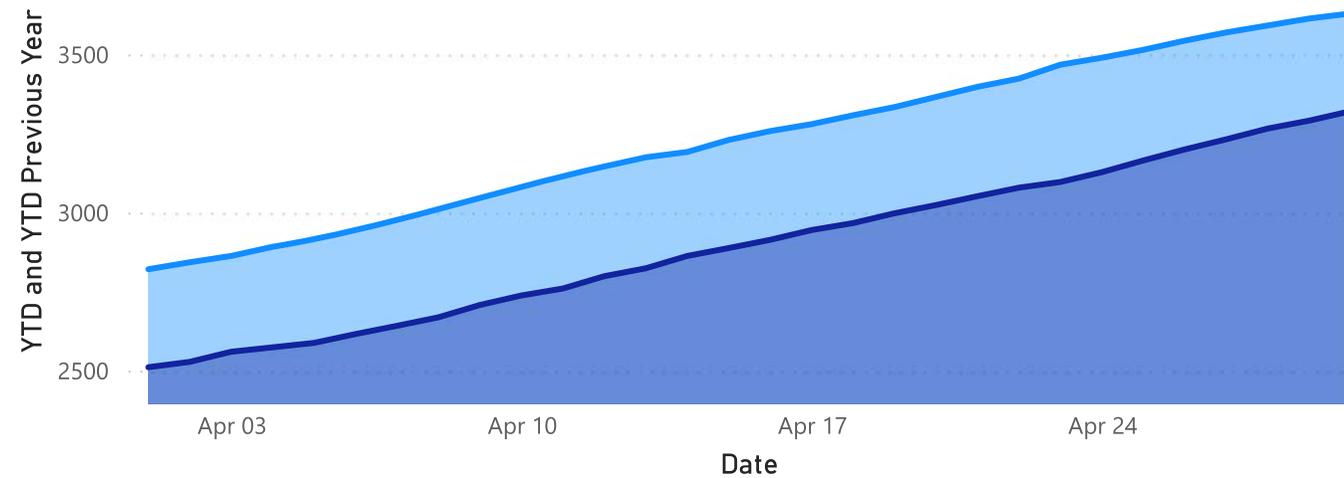
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- January
- February
- March
- April**
- May
- June
- July
- August
- September
- October
- November
- December

Occurrences by Category



● YTD ● YTD Previous Year



Occurrences by zone



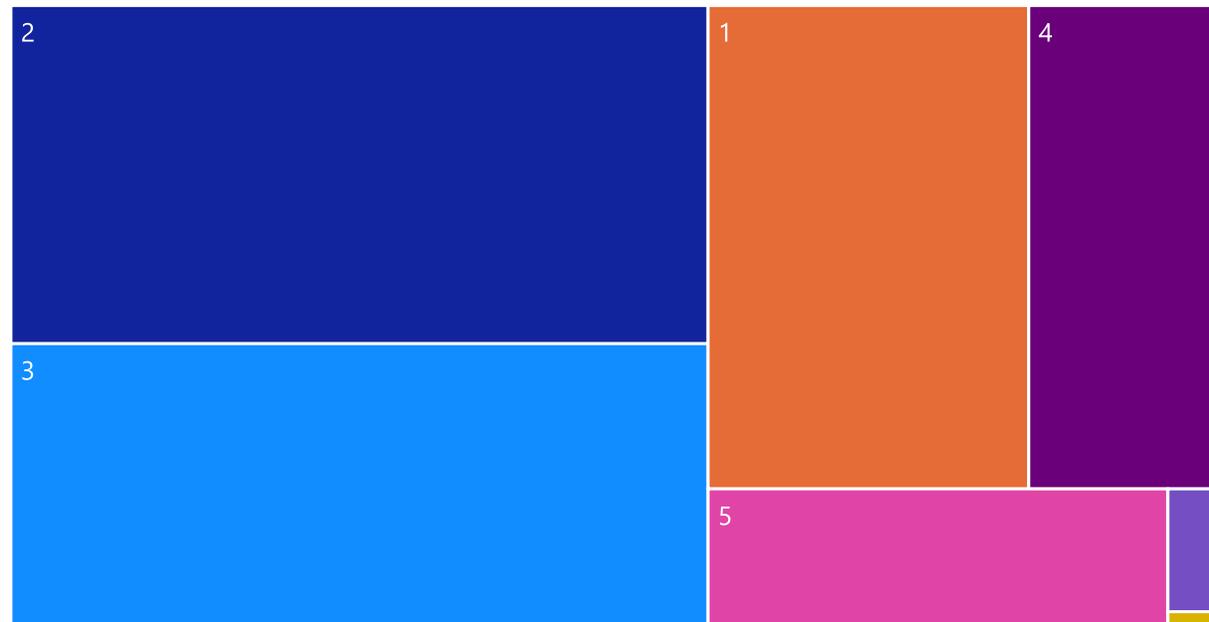
1/1/2018 4/30/2022

- Total Accidents
- Total Bylaws
- Total Crimes Agains...**
- Total Crimes Agains...
- Total Internal Tracki...
- Total Other Crimina...
- Total Other Offences

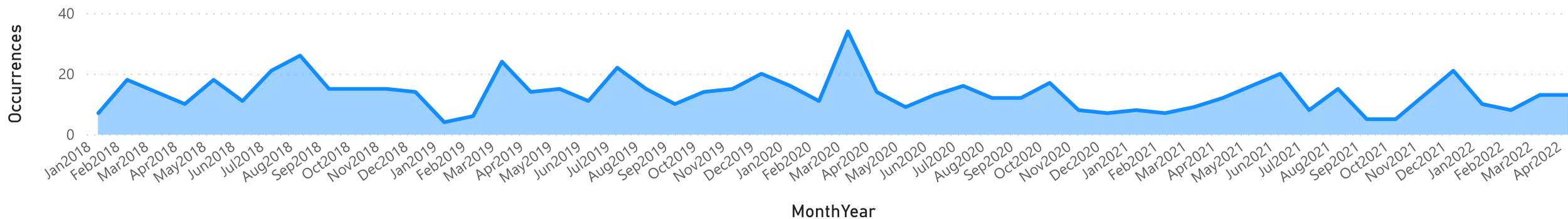
Robberies & Attempts

| Category | 2018 | 2019 | 2020 | 2021 | 2022 | Total |
|---------------------------------|------------|------------|------------|------------|-----------|------------|
| Robberies & Attempts | 184 | 170 | 169 | 139 | 44 | 706 |
| ATTEMPT ROBBERY ALL TYPES | 7 | 8 | 5 | 3 | 3 | 26 |
| ROBBERIES OTHER | 85 | 91 | 90 | 71 | 20 | 357 |
| ROBBERY WITH FIREARM | 20 | 15 | 18 | 16 | 7 | 76 |
| ROBBERY WITH OTHER WEAPON | 72 | 56 | 56 | 49 | 14 | 247 |
| Total | 184 | 170 | 169 | 139 | 44 | 706 |

Occurrences by district



Occurrences by MonthYear



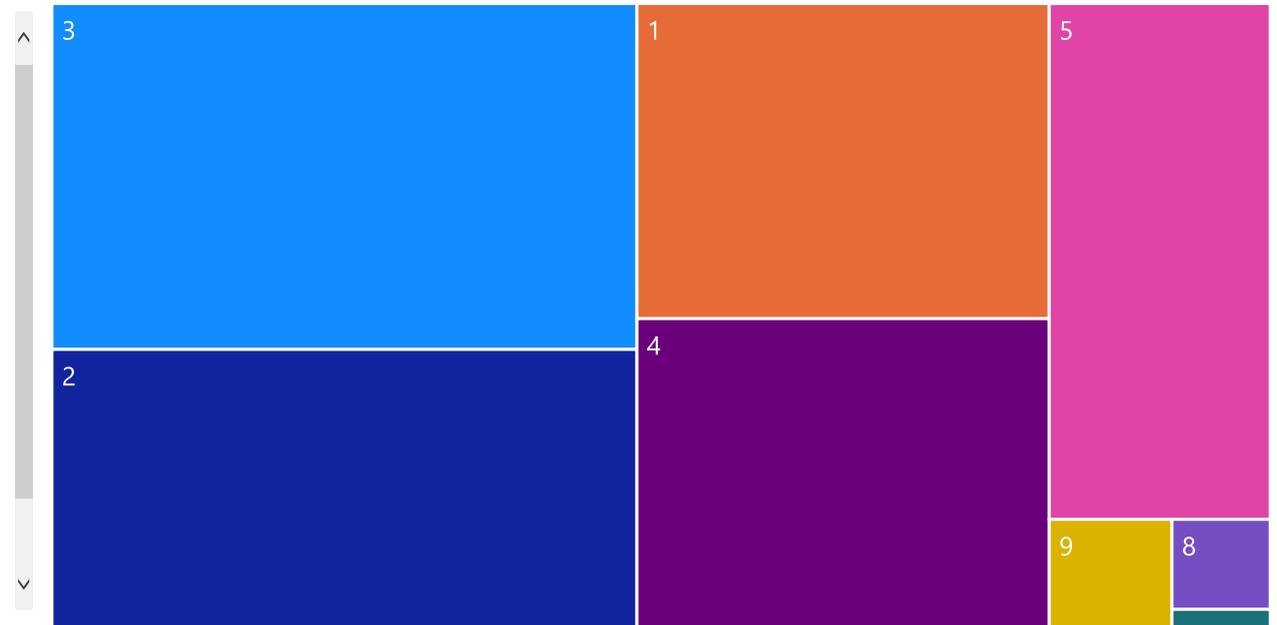
1/1/2018 4/30/2022

- Total Accidents
- Total Bylaws
- Total Crimes Agains...**
- Total Crimes Agains...
- Total Internal Tracki...
- Total Other Crimina...
- Total Other Offences

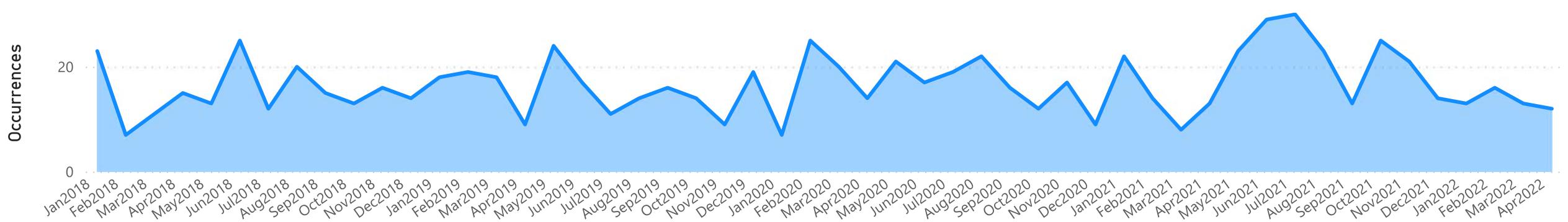
Sexual Assaults - Non Family

| Category | 2018 | 2019 | 2020 | 2021 | 2022 | Total |
|-------------------------------------|------------|------------|------------|------------|-----------|------------|
| Sexual Assaults - Non Family | 184 | 188 | 199 | 235 | 54 | 860 |
| AGGR SEX ASSAULT-NON FAMILY | 2 | 2 | | | | 4 |
| BEASTIALITY-COM/COMPEL/INCITE | | | | 2 | | 2 |
| CORRUPT MORALS OF A CHILD <18 | | | | | 1 | 1 |
| INVITE SEX TOUCH NON FAM <16 | 6 | 6 | 8 | 2 | 1 | 23 |
| LURE A CHILD VIA COMPUTER <18 | 3 | 7 | 9 | 25 | 4 | 48 |
| NON-CONS DISTR INTIMATE IMAGE | 7 | 10 | 25 | 23 | 3 | 68 |
| SEX ASSLT W WEAP PENTRAT N-FAM | 1 | | 2 | | | 3 |
| SEX ASSLT W WEAPON NON-FAMILY | 5 | 2 | 5 | 3 | 1 | 16 |
| SEX EXPLCT MATERL TO CHILD WIT | 3 | 7 | 4 | 1 | 1 | 16 |
| SEX EXPLOIT NON-FAM>=16<18 | 2 | | 2 | 2 | 2 | 8 |
| SEX INTERFERENCE NON-FAM <16 | 13 | 14 | 18 | 20 | 3 | 68 |
| SEXUAL ASSAULT NON-FAMILY | 121 | 121 | 114 | 146 | 36 | 538 |
| Total | 184 | 188 | 199 | 235 | 54 | 860 |

Occurrences by district



Occurrences by MonthYear





**WINDSOR
POLICE
SERVICE**

Chief's Executive Office

A/Chief J. Bellaire
Deputy Chief F. Providenti
A/Deputy Chief J. Crowley

MEMORANDUM

Date: May 10, 2022

To: Windsor Police Services Board

From: A/Deputy Chief Jason Crowley

Re: MCRRT Statistics and Referral Tracking Report – PUBLIC Agenda

Dear Chair and Members of the Board,

Please see the attached April 2022 MCRRT Statistics and Referral Tracking Report.

Submitted for INFORMATION – Public Agenda.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Crowley".

Jason Crowley
A/Deputy Chief of Operations
Windsor Police Service



SERVICE REFERRAL REPORT
Windsor Police Service

PROTECTED B

All 2022

Community Support Referrals By Agency

| Rank | Referral Agency | Jan | Feb | Mar | Apr | May | Total YTD |
|---------------------------------|---|-----------|-----------|------------|-----------|-----------|------------|
| 1 | COMMUNITY CRISIS CENTRE | 20 | 16 | 28 | 16 | 4 | 84 |
| 2 | WINDSOR REGIONAL HOSPITAL - OUELLETTE CAMPUS | 10 | 19 | 25 | 17 | 2 | 73 |
| 3 | DOWNTOWN MISSION | 12 | 7 | 11 | 9 | 4 | 43 |
| 4 | CRISIS HOTLINE | 1 | 5 | 7 | 1 | 1 | 15 |
| 5 | THE SANCTUARY | 5 | | 2 | 5 | 4 | 16 |
| 6 | CANADIAN MENTAL HEALTH ASSOCIATION | 5 | 1 | 4 | 2 | | 12 |
| 7 | MENTAL HEALTH AND ADDICTIONS RESPONSE TEAM | 5 | 4 | 1 | | | 10 |
| 8 | CRISIS AND MENTAL WELLNESS CENTRE | 1 | 1 | 5 | 1 | 1 | 9 |
| | WATER WORLD | 7 | 3 | 1 | 1 | | 12 |
| 9 | SAFE BEDS | 2 | 2 | 2 | 2 | | 8 |
| 10 | WINDSOR REGIONAL HOSPITAL - MET CAMPUS | 1 | 3 | 2 | 1 | | 7 |
| 11 | COMMUNITY CARE ACCESS CENTRE | | 2 | 3 | | | 5 |
| | FAMILY SERVICES OF WINDSOR ESSEX COUNTY COUNSELLING | 2 | | 1 | 2 | | 5 |
| 12 | COAST | | | | 1 | 3 | 4 |
| | LOCAL HEALTH INTEGRATION NETWORK | | 1 | 1 | 2 | | 4 |
| | ONTARIO COURT OF JUSTICE | | | 3 | | 1 | 4 |
| | UNEMPLOYMENT HELP CENTRE | 1 | 1 | 1 | | 1 | 4 |
| | WITHDRAWAL MANAGEMENT SERVICES | 1 | | 1 | 2 | | 4 |
| 13 | MENTAL HEALTH AND ADDICTIONS URGENT CARE CLINIC | | | | 1 | 2 | 3 |
| | PROJECT LIFESAVER | | 1 | 1 | 1 | | 3 |
| | TEEN HEALTH CENTRE | 2 | 1 | | | | 3 |
| | UNEMPLOYMENT HELP CENTRE | 1 | 2 | | | | 3 |
| | WINDSOR ESSEX COMMUNITY HEALTH CENTRE | | 1 | | 1 | 1 | 3 |
| 14 | GENERAL PSYCHIATRIC CLINIC | | | 2 | | | 2 |
| | GERIATRIC ASSESSMENT PROGRAM | 1 | 1 | | | | 2 |
| | GERIATRIC MENTAL HEALTH OUTREACH TEAM | 1 | 1 | | | | 2 |
| | JULIEN'S HOUSE | 1 | | 1 | | | 2 |
| | MENTAL HEALTH AND ADDICTIONS RESPONSE TEAM | 1 | 1 | | | | 2 |
| | MENTAL HEALTH AND ADDICTIONS URGENT CARE CLINIC | | | 2 | | | 2 |
| | REGIONAL CHILDREN'S CENTRE | 1 | | | 1 | | 2 |
| | SANDWICH COMMUNITY HEALTH CENTRE | 2 | | | | | 2 |
| | WELCOME CENTRE | 1 | | | | 1 | 2 |
| | WINDSOR RESIDENCE FOR YOUNG MEN | | 2 | | | | 2 |
| 15 | ALZHEIMERS SOCIETY | | 1 | | | | 1 |
| | AMHERSTBURG COMMUNITY SERVICES MEALS ON WHEELS | | | | 1 | | 1 |
| | AMHERSTBURG FAMILY HEALTH TEAM | | | 1 | 1 | | 2 |
| | AMHERSTBURG FOOD AND FELLOWSHIP | | | | 1 | | 1 |
| | AMHERSTBURG MISSION | | | 1 | | | 1 |
| | BERKSHIRE CARE CENTER | | | 1 | | | 1 |
| | BIG BROTHERS AND BIG SISTERS | | | | 1 | | 1 |
| | BULEMIA ANOREXIA NERVOSA ASSOCIATION | | | 1 | | | 1 |
| | CHATHAM KENT WOMEN'S CENTRE | 1 | | | | | 1 |
| | COMMUNITY LIVING | | 1 | 1 | | | 2 |
| | CREST CLINIC | | | | 1 | | 1 |
| | CRISIS & MENTAL WELLNESS CENTRE | | | | 1 | | 1 |
| | ESSEX WINDSOR-EMS | | 1 | | | | 1 |
| | FEEDING WINDSOR ESSEX | | 1 | | | | 1 |
| | HIATUS HOUSE | 1 | | | | | 1 |
| | HOTEL DIEU GRACE HEALTHCARE | | | 1 | | | 1 |
| | HOTEL DIEU GRACE HEALTHCARE WELLNESS PROGRAM FOR EXTENDED PSYCHOSIS | | | 1 | | | 1 |
| | HOUSE OF SOPHROSYNE | | | 1 | | | 1 |
| | LANDLORD TENANT TRIBUNAL | | | | | 1 | 1 |
| | LEGAL AID OF ONTARIO | 1 | | | | | 1 |
| | LIFE AFTER FIFTY | | | 1 | | | 1 |
| | MCDONALDS RESTAURANT | | | | 1 | | 1 |
| | MENTAL HEALTH ADDICTION RESPONSE TEAM | | | | 1 | | 1 |
| | MENTAL HEALTH CONNECTIONS | | | 1 | | | 1 |
| | METANOIA HEALTH AND WELLNESS | 1 | | | | | 1 |
| | MOOD AND ANXIETY PROGRAM - TAYFOUR CAMPUS | | | 1 | | | 1 |
| | ONTARIO CARE GIVER SUPPORT LINE | | 1 | | | | 1 |
| | OUR LADY OF GUADALUPE HOME | 1 | | | | | 1 |
| | SALVATION ARMY | | | | 2 | | 2 |
| | SEXUAL ASSAULT TREATMENT CENTRE -WRH-MET CAMPUS | | | | 1 | | 1 |
| | SOCIAL SERVICES | | 1 | | | | 1 |
| | STREET HELP | | | | 2 | | 2 |
| | TEAM CARE CENTRE | | 1 | | | | 1 |
| | VICTIM WITNESS ASSISTANCE | 1 | | | | | 1 |
| | WINDSOR HOUSING AUTHORITY | | | 1 | | | 1 |
| | WINDSOR REGIONAL HOSPITAL | | | | | 1 | 1 |
| Total Referrals By Month | | 90 | 82 | 117 | 76 | 29 | 394 |



SERVICE REFERRAL REPORT

Windsor Police Service

PROTECTED B

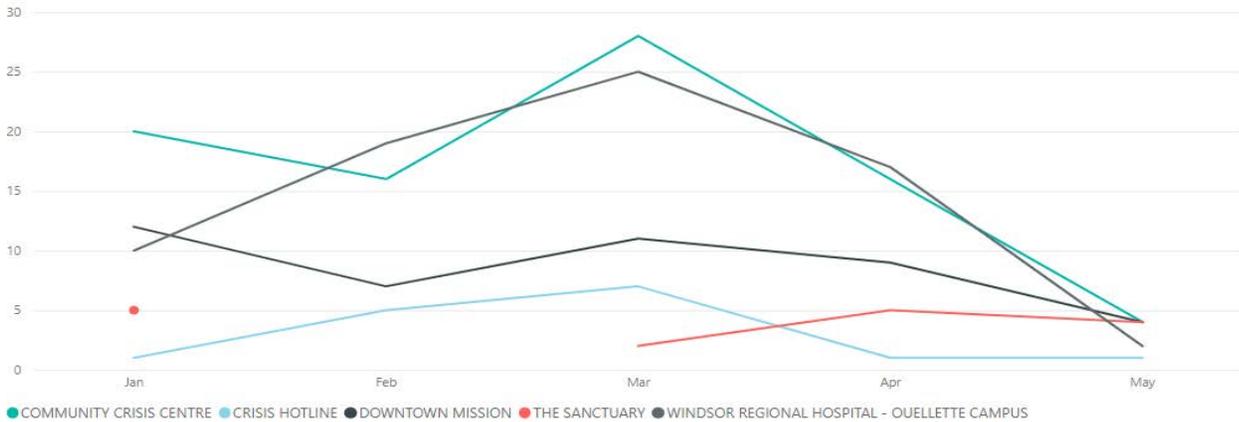
All

2022

Community Support Referrals By Top 5 Agencies

| Rank | Referral Agency | Jan | Feb | Mar | Apr | May |
|---------------------------------|--|-----------|-----------|-----------|-----------|-----------|
| 1 | COMMUNITY CRISIS CENTRE | 20 | 16 | 28 | 16 | 4 |
| 2 | WINDSOR REGIONAL HOSPITAL - OUELLETTE CAMPUS | 10 | 19 | 25 | 17 | 2 |
| 3 | DOWNTOWN MISSION | 12 | 7 | 11 | 9 | 4 |
| 5 | THE SANCTUARY | 5 | | 2 | 5 | 4 |
| 4 | CRISIS HOTLINE | 1 | 5 | 7 | 1 | 1 |
| Total Referrals By Month | | 48 | 47 | 73 | 48 | 15 |

Top 5 Referral Agencies By Month



SERVICE REFERRAL REPORT

Windsor Police Service

PROTECTED B

All

2022

Community Support Referrals By Agency

| Year Month | 2022 | |
|---------------------------------|------------|----------------|
| | Total | % |
| Jan | 90 | 22.84% |
| Feb | 82 | 20.81% |
| Mar | 117 | 29.70% |
| Apr | 76 | 19.29% |
| May | 29 | 7.36% |
| Total Referrals By Month | 394 | 100.00% |



Person in Crisis (PIC) - Overview

| PIC Apprehended by WPS | PIC Released by Patrol | PIC Admitted to Hospital by Patrol | Admission Rate of Patrol | PIC Released by MCRRT | PIC Admitted by MCRRT | Admission Rate of MCRRT |
|------------------------|------------------------|------------------------------------|--------------------------|-----------------------|-----------------------|-------------------------|
| 86 | 29 | 38 | 56.72 | (Blank) | 2 | 100.00 |

MCRRT Referral Agencies

Coast Follow Up From Patrol

122

| Referral Agency Name | Number of Referral |
|---|--------------------|
| COMMUNITY CRISIS CENTRE | 2 |
| CHILDRENS AID SOCIETY | 1 |
| FAMILY SERVICES OF WINDSOR ESSEX COUNTY COUNSELLING | 1 |
| MCDONALDS | 1 |
| REGIONAL CHILDREN'S CENTRE | 1 |

MCRRT Overview

| Dispatched MCRRT Calls | MCRRT Apprehensions | Patrol Requested MCRRT Attendance | MCRRT Assist Patrol on Calls | Social Worker Assessments |
|------------------------|---------------------|-----------------------------------|------------------------------|---------------------------|
| 78 | 4 | 10 | 69 | 44 |

MCRRT Quick Stats – April 2022

The Mobile Crisis Rapid Response Team (MCRRT) is a co-response program that pairs a mental health professional from Hotel Dieu Grace Healthcare with a specially-trained, uniformed officer of the Windsor Police Service to respond to 911 mental health calls. The mental health worker and police work together to collaboratively de-escalate crisis situations and connect individuals to appropriate supports and services at the time of their crisis. MCRRT started in April 2021 with two teams working eight-hour shifts Monday to Friday. Each team consists of one police officer and one mental health worker.



79

MCRRT Calls for Service



51

Face to Face Interactions



18

Interactions where support was provided to family members



18

Interactions were de-escalated without police apprehension



36

Individuals Connected to Services



4

Mental Health Apprehensions

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Expiry of O. Reg. 8/21- Enforcement of COVID-19
Measures**

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 1, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0032 |
| PRIORITY: | Normal |

I am writing to advise you of the expiry of the following regulation under the *Emergency Management and Civil Protection Act* (EMCPA):

- **As of Wednesday, April 6th, 2022, at 12:01 a.m. O. Reg. 8/21 – Enforcement of COVID-19 Measures will expire.**

This order allowed all provincial offences officers and any other persons designated as provincial offences officers the authority to:

- Require an individual to provide the officer with their correct name, date of birth and address if the provincial offences officer has reasonable and probable grounds to believe an individual has committed an offence under section 7.0.11 of the EMCPA, or an offence under subsection 100(1) of the *Health Protection and Promotion Act* (HPPA) for failing to comply with an order made in respect of COVID-19 under section 22 of that Act;
- Order an individual attending an organized public event or other gathering that is prohibited under the *Reopening Ontario (A Flexible Response to Covid-19) Act, 2020* (ROA) to cease attending, and order individuals to disperse; and,
- Order premises be temporarily closed if they have reasonable grounds to believe an organized public event or other gathering is occurring at the premises and that the number of people in attendance exceeds the number permitted under the ROA.

The Ontario government, in consultation with the Chief Medical Officer of Health, is cautiously and gradually easing public health and workplace safety measures.

As part of this gradual approach, there are no longer any COVID-19 related orders under the EMCPA that require enforcement and there are no longer any restrictions on social gatherings or organized public events under the ROA. Therefore, the Ontario government has determined that O. Reg. 8/21 is no longer necessary after it is set to expire on April 6th.

The ministry recognizes and commends the efforts of police services and enforcement partners during this challenging period.

Thank you, once again, for your continued support to ensure the health and safety of our communities.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037



MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Extension for Ontario Carriers Registered under the
International Registration Plan

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 4, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | April 30, 2022 |
| INDEX NO.: | 22-0033 |
| PRIORITY: | High |

At the request of the Ministry of Transportation (MTO), I am sharing a communication to advise of MTO's 30-day registration extension to Ontario International Registration Plan (IRP) Registered Carriers. The extension is being granted to enable IRP Registered Carriers to remain valid through April 30, 2022.

For further information on the extension that has been granted to Ontario IRP Registered Carriers, please review the attached memo from Ramneet Aujla, Assistant Deputy Minister, Transportation Safety Division, Ministry of Transportation.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of Transportation

Transportation Safety Division

87 Sir William Hearst Avenue
Room 191
Toronto ON M3M 0B4
Tel.: (647) 535-6208

Ministère des Transports

Division de la sécurité en matière de transport

87, avenue Sir William Hearst
bureau 191
Toronto ON M3M 0B4
Tél. (647) 535-6208



MEMORANDUM TO:

Richard Stubbings
Assistant Deputy Minister
Public Safety Division
Ministry of the Solicitor General

FROM:

Ramneet Aujla
Assistant Deputy Minister
Transportation Safety Division
Ministry of Transportation

DATE:

April 4, 2022

RE:

**30 Day Registration Extension for Ontario Carriers
Registered under the International Registration Plan**

The purpose of this memorandum is to advise that on February 6, 2022, Ontario modernized the existing Permitting and Registration for International Registration Plan (IRP) and Oversize/Overweight (PRIO) system to upgrade and enhance PRIO, focusing on IRP and common components (e.g. payments & client management).

Ontario is currently experiencing some technical difficulties, since the recent enhancement of PRIO, which our systems technical team is working to resolve as quickly as possible. As a result of these challenges, March expired licence plate renewals for pro-rated heavy commercial vehicles have been impacted.

A 30-day registration extension is being granted to allow the Ontario Ministry of Transportation to provide Ontario IRP Registered Carriers with necessary relief and enable them to remain valid through April 30, 2022.

We are requesting that law enforcement agencies in all IRP member jurisdictions exercise their discretion in taking enforcement action against Ontario Registered vehicles with plates expiring on March 31, 2022, until the extension period of April 30, 2022.

All vehicles must still maintain valid insurance and abide by all other applicable provincial, federal and U.S. regulations.

Questions concerning the extension may be directed to Logan Purdy, Director of Driver and Vehicle Services Branch, Ministry of Transportation at Logan.Purdy@ontario.ca.

Thank you for your assistance.



Ramneet Aujla
Assistant Deputy Minister, Transportation Safety Division
Ministry of Transportation

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037



MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Launch of the Ontario igaming Market

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 5, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0034 |
| PRIORITY: | Normal |

At the request of the Alcohol and Gaming Commission of Ontario (AGCO), I am sharing a communication regarding the Ontario igaming market launching on April 4, 2022.

For more information on Ontario's new online gaming market, please review the attached memo.

If you have any questions, please contact Alison Jevons, Chief Superintendent Ontario Provincial Police, AGCO Investigation and Enforcement Bureau at alison.jevons@opp.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety



Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
416-326-8700 or 1-800-522-2876 (toll free in Ontario)
agco.ca

Commission des alcools et des jeux de l'Ontario
90, avenue Sheppard Est
Bureau 200
Toronto (Ontario) M2N 0A4
416-326-8700 ou 1-800-522-2876 (sans frais en Ontario)
agco.ca/fr

BULLETIN TO: Richard Stubbings
Assistant Deputy Minister, Public Safety Division
Ministry of the Solicitor General

FROM: Tom Mungham,
Chief Executive Officer (CEO) and Registrar
Alcohol and Gaming Commission of Ontario

DATE: April 5, 2022

SUBJECT: **Launch of the Ontario igaming market**

We are writing to provide information on the Ontario government's igaming launch on April 4, 2022. This is a regulated and competitive online gaming market that functions to protect consumers and provide more choice while ensuring a level playing field for new businesses.

To operate legally in Ontario as of April 4, 2022, igaming operators must, among other things, meet two requirements; first, they must secure a registration with the Alcohol and Gaming Commission of Ontario (AGCO), and second, they must execute an Operating Agreement with iGaming Ontario (iGO). The AGCO and iGO are two separate entities with distinct roles.

iGO's role is to conduct and manage internet gaming offerings provided through private gaming operators in Ontario, in accordance with the *Criminal Code (Canada)*, the *Gaming Control Act, 1992 (GCA)*, and the AGCO Registrar's Standards for Internet Gaming. This involves developing, executing and overseeing Operating Agreements with private igaming operators, as well as the required policies, programs and procedures that balance key government objectives such as consumer protection, reduction of red tape and revenue generation.

The AGCO's role as regulator is to regulate the legal market and is separate from iGO's role. **The AGCO's regulatory mandate only extends to registered operators and gaming-related suppliers in the legal market.** The AGCO does not have jurisdiction over those operators or gaming-related suppliers that carry on unregulated activities. Any question as to whether unregulated operators or gaming-related suppliers are acting illegally remains a matter for relevant police services.

After April 4, 2022, however, operators now have the ability to access a regulated alternative provided that they can reasonably demonstrate that they would, among other

things, act with honesty, integrity, and in accordance with the law. It will no longer be the case that operators that meet requirements for registration, including character requirements, have no regulated alternative.

The AGCO will continue to be responsible for regulatory oversight for all gaming activities in Ontario, including the existing Ontario Lottery and Gaming Corporation (OLG) internet gaming site (OLG.ca), the new igaming operators and gaming-related suppliers as well as over iGO and the OLG. All registered igaming operators or gaming-related suppliers are required to comply with the [AGCO Registrar's Standards for Internet Gaming](#) (the Standards). For additional reference, this attached graphic will provide you with an overview of the [roles of the AGCO and iGaming Ontario](#).

Along with iGO, the AGCO has been working closely with all operators and suppliers that have applied to join the market. Not every operator will be ready to launch their services on April 4, 2022. This means Ontario's new igaming market will steadily expand in the weeks and months following April 4th. To access the list of fully registered and approved Operators please click [here](#). This information will be updated regularly over the course of the coming weeks as more operators enter Ontario's market.

While there will be new entrants into the Ontario market, there have been a large number of unregulated gaming sites available to Ontarians for many years. One of the key objectives behind Ontario's new igaming market is to bring sites Ontarians have already been gambling on under regulation so that they can be held to high standards of responsible gambling, player protection, and game integrity. With respect to responsible gambling, the Standards include prohibitions around targeting high-risk, underage and self-excluded individuals.

As well, for people who are looking to access support for gambling issues in Ontario:

- **ConnexOntario** assists people to connect with their local mental health, addiction and problem gambling services and it is available 24/7. Their contact line is 1-866-531-2600 and their website may be accessed [here](#).
- **The Responsible Gaming Council** is a not-for-profit agency located in Ontario that offers information and resources for problem gamblers. Their website may be accessed [here](#).

For more information from the past months leading up to the launch of the new igaming market, please see the AGCO [blog posts](#). There has been a high level of interest from companies looking to enter Ontario's new regulated online gaming market and the AGCO will be working proactively to bring all operators who have applied for registration before April 4, 2022, into the legal market as quickly as possible.

Should you have any questions please contact Alison Jevons, Chief Superintendent Ontario Provincial Police, AGCO Investigation and Enforcement Bureau at alison.jevons@opp.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Mungham". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Tom Mungham,
CEO and Registrar
Alcohol and Gaming Commission of Ontario

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

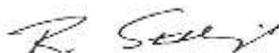
SUBJECT: Enforcement of Hours of Service (Regulation 555/06) for
Ontario-Based Carriers.

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 6, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0035 |
| PRIORITY: | Normal |

At the request of the Ministry of Transportation, I am sharing a communication with updates to Ontario Regulation 555/06 (Hours of Service) under the *Highway Traffic Act*. The regulation has been amended to align with Transport Canada's new federal requirements mandating the use of certified Electronic Logging Devices in relation to commercial truck and bus carriers.

For further information on the enforcement of Electronic Logging Devices for Ontario-based carriers, please review the attached memo from Ramneet Aujla, Assistant Deputy Minister, Transportation Safety Division, Ministry of Transportation.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of Transportation

Transportation Safety Division

87 Sir William Hearst Avenue
Room 191
Toronto ON M3M 0B4
Tel.: (647) 535-6208

Ministère des Transports

Division de la sécurité en matière de transport

87, avenue Sir William Hearst
bureau 191
Toronto ON M3M 0B4
Tél.: (647) 535-6208

**MEMORANDUM TO:**

Richard Stubbings
Assistant Deputy Minister
Public Safety Division
Ministry of Solicitor General

FROM:

Ramneet Aujla
Assistant Deputy Minister
Transportation Safety Division

DATE:

April 5, 2022

SUBJECT:

Updates to the Enforcement of Regulation 555/06 (Hours of Service) for Ontario-Based Carriers.

This memorandum serves to advise the policing community of updates to the approach to enforcement of Ontario Regulation 555/06 (Hours of Service) under the *Highway Traffic Act* (HTA), which mandated the use of Electronic Logging Devices (ELD) for drivers of commercial trucks and buses and its application to Ontario-based carriers.

Further to the previous memorandum from the Ministry of Transportation issued in Fall 2021, O. Reg 555/06 has been amended to align with Transport Canada's (TC) new federal requirements; to mandate the use of certified ELDs. Amendments have also been completed to the relevant short form wordings for O. Reg. 555/06 that are contained in Regulation 950 (Proceedings Commenced by Certificate of Offence) under the *Provincial Offences Act* (POA).

Details of Ontario's provincial ELD mandate were communicated to carriers on November 1, 2021, to outline requirements and criteria for commercial truck and bus carriers in Ontario. To simplify operating requirements for Ontario carriers that operate both inside and outside of the province, Ontario's provincial ELD mandate closely matches the federal ELD mandate and the regulations take effect for commercial truck carriers on June 12, 2022. This date was identified to align with the expected rollout for the enforcement of the federal ELD enforcement for federally regulated commercial truck and bus carriers. Bus carriers who operate in Ontario only will be required to use a certified ELD as of July 1, 2023.

On March 7, 2022, the Canadian Council of Motor Transport Administrators advised that all Canadian jurisdictions will continue to support the federal ELD mandate through a period of education and awareness that was set to expire June 12, 2022, through to January 1, 2023. These measures have been recommended to allow sufficient time for industry to purchase and conduct necessary training to comply with the federal mandate.

This memorandum confirms that the Ministry of Transportation will **support the federal ELD mandate through a period of education and awareness through to January 1, 2023 (without penalties for federally-regulated carriers).**

This memorandum also serves to advise that **a complementary education and awareness period will be implemented for the provincial ELD mandate in Ontario through to January 1, 2023 (without penalties for provincially-regulated carriers).**

Through this approach, Ontario will support industry to successfully transition to ELDs by aligning the provincial approach with the enforcement of federal ELD requirements. This will ensure a level playing field for all carriers (regardless of where the carrier operates).

As a result of the recommended enforcement approach changes, Ontario carriers have been advised via notification from the ministry that:

- These changes impact the **enforcement approach only** and do not impact regulatory requirements previously communicated to industry.
- These measures are temporary – requirements will be enforced following the conclusion of the education and awareness period (January 1, 2023, for commercial truck carriers; July 1, 2023, for bus carriers who operate in Ontario only).
- Carriers should continue to prepare and adopt ELDs as certified ELDs become available, research ELD device options and ensure that any ELD procured is a certified device as approved by Transport Canada.
- While penalties will not be incurred, carriers can expect education and awareness of ELD requirements to be during interactions with commercial vehicle enforcement.
- As provinces and territories are responsible for enforcing the federal *Commercial Vehicle Drivers Hours of Service Regulations*, it is important that carriers operating outside of Ontario are aware of the regulations and requirements of the provinces or territories where they will be operating.

As a result of the recommended enforcement approach changes, policing partners are advised that:

- Virtual training will be conducted with all Transportation Enforcement Officers and Commercial Vehicle Safety Alliance (CVSA) certified municipal and provincial police officers. Training will occur in March and April through 2-3 hour virtual sessions.
- MTO will ensure a smooth implementation for industry through education and awareness to support carriers during the education and awareness period (from June 12, 2022, to January 1, 2023).
- Additionally, set-fines (and associated impacts to carrier records for related infractions) are being determined for updated requirements – details will be shared with provincial and municipal enforcement partners once finalized.

Overall, the impact of the forthcoming implementation of these changes to police officers and other law enforcement is minimal considering some Canadian carriers and all US carriers use ELDs today.

Page 3

Thank you in advance for your support and should you or your staff have any further questions, please contact Andrew Chase, Manager, Carrier Program Development Office at Andrew.Chase@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Ramneet Aujla".

Ramneet Aujla
Assistant Deputy Minister, Transportation Safety Division

- c: Virginia McKimm, Director, Commercial Safety and Compliance Branch, Transportation Safety Division, Ministry of Transportation
- Parm Bhatthal, Director, Commercial Inspection and Enforcement Branch, Transportation Safety Division, Ministry of Transportation

MEMORANDUM TO: All Chiefs of Police and
Commissioner T.W.B. (Thomas) Carrique

FROM: Richard Stubbing
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Issues Related to the *Protection of Persons
Administering and Enforcing the Law - Sections 25.1 to
25.4 of the Criminal Code of Canada.***

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 11, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0036 |
| PRIORITY: | HIGH |

The ministry is required to prepare a report on the use of specific portions of the law enforcement justification provisions by police services in Ontario. This annual report for the period of February 1, 2021 to January 31, 2022 is required as per s. 25.3 of the *Criminal Code*. In order to comply with this obligation, we require the following information:

- **Number of Designations by a Senior Official Under Subsection 25.1 (6):**
State the number of times a Senior Official made emergent designations and the nature of conduct being investigated in these instances. As per this subsection, a Senior Official may temporarily (48 hours) designate a Public Officer in circumstances which require such quick police response that awaiting the Minister's approval of designation through the normal protocol may affect the timeliness of a critical investigation.
- **Number of Authorizations by a Senior Official Under Paragraph 25.1 (9)(a):**
State the number of times a Senior Official provided written authorization to a Public Officer to commit an act or omission – or direct its commission - that would otherwise constitute an offence and which was likely to result in serious loss of or damage to property, prior to the act(s) or omission(s) being committed. State the type(s) of act(s)/omission(s) that was committed.

...2/

- **Number of Times that Acts or Omissions Were Committed by Public Officers in Accordance With Paragraph 25.1 (9)(b):** State the number of times that a Public Officer, due to exigent circumstances and without prior written approval from a Senior Official, committed an act or omission – or directed its commission – that would otherwise constitute an offence and which was likely to result in serious loss of or damage to property. State the type(s) of act(s)/omission(s) that was committed.

In order to maintain consistency in the ministry's reporting, the attached reporting template provides you with general categories for (a) nature of conduct being investigated and (b) types of acts or omissions authorized to be committed, or committed, by a Public Officer or directed by a Public Officer, which would otherwise constitute an offence. The categories are accessible by drop-down boxes embedded within the form. The document is protected when completed.

Please complete the attached reporting template and return it to the Criminal Intelligence Service Ontario (CISO) by **May 13th, 2022**. Replies may be e-mailed with encryption directly to ciso.c24@ontariocis.ca. Should you have any questions, please contact:

Jim Vardon at (705) 665-0320 or jim.vardon@ontariocis.ca or Wanda Wing at (437) 999-3755 or wanda.wing@ontariocis.ca.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Please wait...

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MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

SUBJECT: **Police Week 2022 – May 15-21, 2022**
Provincial Theme “Your Police Services: Helping Build Safer Communities”

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 14, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | May 21, 2022 |
| INDEX NO.: | 22-0037 |
| PRIORITY: | Medium |

Police Week is an annual recognition week that focuses on acknowledging police services and increasing community awareness around policing, while strengthening partnerships between police and those they serve. It is an opportunity to commend all members of police services for their strong commitment to keeping Ontario safe.

Since 1970, Police Week has taken place in May to coincide with Peace Officers Memorial Day, which is internationally recognized on May 15. As such, May 15 to 21, 2022, will be designated Police Week in Ontario.

The provincial theme for 2022 is “**Your Police Services: Helping Build Safer Communities**”. This year’s theme provides an opportunity to use social media or other online platforms to showcase the great work of police services and how policing as a profession has evolved over time to address overall community safety and well-being in Ontario. It also highlights the collaborative efforts of police and community partners, while emphasizing the importance of these partnerships to support a holistic approach to service delivery and response efforts.

Similar to previous years, police services across the province are encouraged to use the hashtag **#PoliceWeekON** to promote local virtual efforts during Police Week 2022, including highlighting the great work of local officers and the positive impact they have on their communities.

In addition, the ministry has developed a web banner to help promote Police Week 2022 on your local websites and through social media. Please visit the Ontario Association of Chiefs of Police (OACP) website (www.oacp.ca) to download the banner.

If you have any questions about Police Week 2022, please contact Shamitha Devakandan, Community Safety Analyst at Shamitha.Devakandan@ontario.ca. As always, I would like to thank the OACP for its support in the planning process and sharing this year's Police Week materials on its website.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: ***Keeping Ontario Open for Business Act, 2022 and the
Expiry of O. Reg. 71/22 – Critical Infrastructure and
Highways under the EMCPA***

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 14, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0038 |
| PRIORITY: | High |

Further to All Chiefs Memo 22-0017, I am writing to provide you with an update on the Critical Infrastructure and Highways regulation under the *Emergency Management and Civil Protection Act* (EMCPA) and the *Keeping Ontario Open for Business Act, 2022*.

As you may be aware, on March 21, 2022, the Ontario government announced its intention to introduce new legislation to protect international crossings from unlawful disruptions. On April 14, 2022, the *Keeping Ontario Open for Business Act, 2022* received Royal Assent.

The *Keeping Ontario Open for Business Act, 2022*, enables police to respond immediately to future disruptions to international border crossings, such as bridges, prescribed international airports and prescribed transportation infrastructure that is of significance to international trade, when those disruptions interfere with ordinary economic activity or with the safety, health or well-being of members of the public.

The legislation provides police officers with authority to impose roadside suspension of drivers' licences when an officer reasonably believes a person has breached prohibitions related to impeding the use of protected transportation infrastructure. The legislation also provides authority to seize licence plates when a vehicle is used in an illegal blockade and to remove and store objects making up an illegal blockade.

A police officer that has reasonable grounds to believe that a person has committed an offence under section 10 may, for the purpose of commencing a proceeding under Part I or III of the Provincial Offences Act, direct the person to provide their full name, date of birth and address.

Additionally, a police officer can arrest a person without a warrant if the officer believes on reasonable grounds that the person:

- a) Failed to comply with a direction to cease contravening prohibitions related to impeding the use of protected transportation infrastructure;
- b) Failed to comply with a direction to disperse;
- c) Has obstructed any person in the performance of their duties or exercise of their powers under the Act; or
- d) has failed to identify themselves when required to under the Act.

The government is also enhancing capacity to provide effective public order policing on a sustainable basis through a \$96 million investment in staff, sharing of best practices, and equipment such as heavy tow trucks that are necessary to keep borders open..

Notably, within the OPP, we are enhancing positions in Public Order, Emergency Management, and Provincial Liaison units over and above the full time Emergency Response Team complement to enable a surge capacity to multiple incidents and to sustain capacity during prolonged events.

The legislation will better equip the province to respond to future illegal blockades to border crossings, without declaring a state of emergency.

As a result of the Act receiving Royal Assent today, the following changes will come into effect as of **Friday, April 15, 2022, at 12:01 a.m.:**

- The Act will be enforceable.
- O. Reg 71/22 – Critical Infrastructure and Highways under the EMCPA will be revoked.

Thank you, as always, for your continued efforts to help keep our communities safe.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of the Solicitor General

Public Safety Division

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Télécopieur: (416) 314-4037



MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **New GPS monitoring program now live**

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 19, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0039 |
| PRIORITY: | Normal |

I am sharing a communication regarding the transition to the new Global Positioning System (GPS) monitoring solution that started on April 4, 2022.

For further information, please review the attached memo from Lynn Norris, Assistant Deputy Minister, Modernization Division.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments - 7

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of the Solicitor General

Ministère du Solliciteur général

Office of the Assistant Solicitor
General

Bureau du Solliciteur général adjoint

Modernization Division
25 Grosvenor St,
9th Floor
Toronto ON

Division de la modernisation
25, rue Grosvenor,
9^{ème} étage
Toronto ON



MEMORANDUM TO: Richard Stubbings, ADM Public Safety Division

FROM: Lynn Norris, ADM Modernization

DATE: April 13, 2022

SUBJECT: New GPS Monitoring Program – Now Live

I am pleased to advise that the transition to GPS monitoring with Recovery Science Corporation (RSC) began on April 4, 2022. When fully implemented, GPS monitoring will be available across the province for those who have GPS monitoring conditions attached to a bail release, conditional sentence, parole or for individuals with intermittent sentences who are granted a temporary absence permit.

Effective April 13, 2022, all existing ESP and SafeTracks GPS monitoring participants will begin transitioning to GPS monitoring with RSC. The outstanding inventory of ESP requests currently in the queue and any new ESP requests will be redirected by the Ministry to RSC. As well, Probation and Parole Officers will begin to request variation orders to the Courts for conditional sentences and to the Parole Boards for parole certificates to support this transition. In addition, individuals on existing bail release conditions including ESP or SafeTracks GPS monitoring will begin to transition. The transition is expected to be completed by May 13, 2022.

RSC GPS monitoring will include access to the monitoring portal for Police Officers for the purposes of investigating compliance with an order that has some connection to the jurisdiction where the officer has law enforcement responsibilities. For example, the order was made by the Court in that officer's jurisdiction, or that person is required to be in or suspected to be in that officer's jurisdiction.

Before providing log-in credentials or requested data, RSC will verify that the officer is a member of a police service having jurisdiction in the area where the person being monitored resides, where the court order was made, or where the person being monitored is present. Once verified, officers will be provided with log in credentials, will have their usage of the monitoring portal tracked by RSC and will be accountable for their use of the monitoring portal. The terms of use will be outlined for the officers when they register to request access.

When officers use the monitoring portal, they must only access people's information in ways that do not exceed their legitimate needs with a view to investigating and enforcing compliance with court orders (i.e. the uses of their information that people are consenting to). Investigating anything other than compliance with the order would be outside the scope of the consent provided and for such investigations, police should instead consider obtaining a tracking warrant or production order. Absent exigency, a need for prior judicial authorization will be presumed.

Police officers will be restricted to looking at one person at a time, and not viewing multiple people at a time unless the purpose is to confirm that one or both people are complying with the order. If the purpose is for any other investigative aim, then prior judicial authorization should be obtained. Unauthorized use of the monitoring portal will likely result in a *Charter* violation, the exclusion of evidence and jeopardize any associated prosecution(s).

Attached, please find additional information to support the RSC GPS monitoring program, including:

- GPS Implementation Information
- GPS Monitoring - Key Messages and QA
- RSC - Alert List
- RSC - Monitoring Program
- RSC - Surety Agreement and Leave Notification Procedures
- Scram GPS Equipment Overview

Thank you for your continued support as the new RSC GPS Monitoring Program comes online. If you have any questions related to the program, please contact Sukhvinder.Singh@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "B. Lynn Norris".

Lynn Norris
Assistant Deputy Minister
Modernization Division

Ministry of the Solicitor General ESP to GPS Monitoring Program: Transition Information Sheet

- Recovery Science Corporation (RSC) will provide GPS monitoring services to all of Ontario.
- The GPS monitoring program will be used for multiple streams of service with release conditions that include GPS monitoring for Bail, Parole, Conditional Sentences, and Temporary Absence Passes (from Institutions).
- The transition for existing bail and conditional sentence order participants in the Electronic Supervision Program (ESP) to GPS monitoring with Recovery Science Corporation (RSC) will begin **April 13, 2022**.
- Details regarding the timing of the transition for existing SafeTracks GPS bail participants to the RSC GPS monitoring program will be communicated at a later date.

How to request/install GPS monitoring for Bail and Conditional Sentence Orders

- As of May 13, 2022, ESP will no longer be available as a form of electronic monitoring in Ontario.
- Any electronic monitoring ordered for new bail and Conditional Sentence orders made after **April 22, 2022**, will be monitored on GPS by RSC.
- For conditional sentence orders and bail release orders, applicants, agents on their behalf, counsel or court staff must submit their applications for GPS monitoring by submitting their completed Justice's Order for GPS Suitability Inquiry to gps.solgen@recoveryscience.ca
- Court ordered bail and conditional sentence order conditions should reflect the change in technology. Please see suggested wording for conditions in Proposed Conditions-Conditional Sentence Orders, Proposed Conditions for Bail Release Orders.
- Upon receipt of a new request, RSC will confirm that necessary technical requirements are in place or if an alternate solution will be required (e.g., combination of GPS device and radio frequency beacon).
- When the release/supervision order is made, the requester must attach any relevant release or sentencing documentation and the signed Schedule A: GPS Rules and Protocols and email them to gps.solgen@recoveryscience.ca
- Device installation will occur in various locations depending on the stream including at Institutions, the participant's residence, or agreed upon community settings.

April 8, 2022

How the transition to RSC GPS Monitoring will occur

ESP for Conditional Sentence Orders and Parole Certificates

- Individuals currently being monitored by ESP for Conditional Sentence Orders will need to be transitioned to the new RSC monitoring program. The assigned Conditional Sentence Supervisor will be responsible for completing a variation or amendment application, pursuant to the requirements of section 742.4(1) of the *Criminal Code*.
- This process should begin immediately and be completed no later than April 30th, 2022, to ensure all orders are amended prior to the closure of the Ontario Monitoring Centre (OMC) on May 13th, 2022.
- Once the variation/amendment is made, the individual will be provided with instructions for their equipment to be replaced with an RSC GPS unit.
- The current ESP device uses Radio Frequency that detects only if the client is not in proximity of the beacon installed in their residence. It detects only if the device is in range or not and can therefore be used to monitor house arrest and curfew conditions. GPS devices use satellites to monitor movement of the device to provide altitude, longitude and elevation. This technology allows the vendor to monitor the individual's movements anywhere in the community and monitor additional conditions, such as inclusion and exclusion zones specified in the conditions of the order. Conditions ordered by the court will be monitored by GPS monitoring unless explicitly ordered otherwise.
- The OMC will stop processing new requests for ESP Technology Reports (TR) as of end of business **April 22, 2022**. All outstanding TRs received will be submitted by the Ministry to RSC for suitability analysis for GPS monitoring. Should you have any questions about a TR submitted to the OMC, please contact **833-414-2695** or jus.g.mcs.mpoctr@ontario.ca

ESP for Bail Orders

- Individuals currently on Bail with ESP will also need to be transitioned to the new RSC GPS monitoring program. The Crown will initiate the bail variation application to ensure the release order reflects the requirements of the RSC GPS bail program.
- When the bail variation has been approved by the judiciary, the individual will be provided with instructions for their equipment to be replaced with an RSC GPS unit.
- This process should begin immediately and be completed no later than April 30th,

April 8, 2022

2022, to ensure all orders are amended prior to the closure of the Ontario Monitoring Centre (OMC) on May 13th, 2022.

- Once the variation/amendment is made, the individual will be provided with instructions for their equipment to be replaced with an RSC GPS unit.
- The current ESP device uses Radio Frequency that detects only if the client is not in proximity of the beacon installed in their residence. It detects only if the device is in range or not and can therefore be used to monitor house arrest and curfew conditions. GPS devices use satellites to monitor movement of the device to provide altitude, longitude and elevation. This technology allows the vendor to monitor the individual's movements anywhere in the community and monitor additional conditions, such as inclusion and exclusion zones specified in the conditions of the order. Conditions ordered by the court will be monitored by GPS monitoring unless explicitly ordered otherwise.

GPS Monitoring

Key messages and Q&A

Key Messages

- GPS monitoring is used by correctional services around the world to maintain public safety and monitor the movement and whereabouts of individuals living in the community with court-ordered electronic monitoring conditions.
- As part of the response to the COVID-19 pandemic, vendor-based GPS monitoring was made available in July 2020 if ordered for adult accused persons being released on bail from select institutions.
- This GPS monitoring program was initially implemented in correctional facilities in the Greater Toronto Area and expanded to three additional correctional facilities this past summer.
- As part of the Ontario government's continual work to improve public safety and keep communities safe, Global Positioning System (GPS) monitoring will now be made available province-wide in the coming months for individuals with intermittent sentences who are granted a temporary absence permit, as well as those who have GPS monitoring conditions attached to a conditional sentence, parole, or bail release order.
- Recovery Sciences Corporation (RSC) has been selected to provide these GPS monitoring services.
- As part of the move to GPS monitoring, the ministry will decommission the Ontario Monitoring Centre (OMC) effective May 13, 2022 and close the Toronto Intermittent Centre (TIC) at Toronto South Detention Centre (TSDC) and the Regional Intermittent Centre (RIC) at Elgin Middlesex Detention Centre (EMDC) permanently (they have been closed during the pandemic).

Questions and Answers

1. Who will provide the GPS monitoring services?

The ministry has awarded a contract to Recovery Science Corporation (RSC) for a fully vendor managed GPS system. RSC is currently being onboarded.

2. Who will monitor the individuals on GPS monitoring?

GPS devices will be provided and monitored by RSC. Escalated incidents and violations will require RSC to notify ministry personnel and police based on alert protocols.

3. Who will be responsible for installing and removing the devices?

RSC will be responsible for the installation, activation, reset, deactivation, and removal of monitoring devices.

4. Is the vendor able to cover all of Ontario?

RSC will be able to monitor individuals located anywhere in Ontario. If cellular service is not available in certain areas, RSC will provide a method of communications, other than cellular communication, to monitor individuals.

5. What types of orders are eligible for GPS monitoring?

GPS monitoring will be available for individuals:

- with intermittent sentences who are granted a temporary absence permit; and
- who have GPS monitoring conditions attached to a conditional sentence, parole, or adult accused with a bail release order.

GPS monitoring will not be available at this time for:

- young people as part of a sentence or bail release order; and
- adult probation orders or peace bonds.

6. Will RSC be offering Radio Frequency electronic monitoring for those individuals currently being monitored by the OMC? Isn't GPS monitoring a stricter and more onerous form of electronic monitoring?

RSC will not be offering Radio Frequency Monitoring for those currently being monitored by the OMC. Conditions ordered by the court (for example, curfew, house arrest, exclusion and inclusion zones) will be monitored by GPS monitoring unless the order explicitly states otherwise.

7. How do I apply for GPS monitoring?

For conditional sentence orders and bail release orders, applicants, agents on their behalf, counsel or court staff must complete the Justice's Order for GPS Suitability Inquiry form and send it to gps.solgen@recoveryscience.ca .

For parole and intermittent sentences, the Probation Officer (parole) or Temporary Absence Pass Coordinator (TA) will complete the suitability request for GPS monitoring through online portal.

8. What will the alert response protocol look like?

RSC will be responsible for monitoring and following the alert protocol for the following occurrences:

- device tampering;
- device strap tampering through the action of the strap being opened or cut;
- a device detecting material being wrapped around it (shielding);
- Inclusion Zone violation;
- Exclusion Zone violation;
- low battery that requires charging;
- device equipment failure;
- loss of location acquisition incidents (no GPS); and
- an individual not at specified location during scheduled curfew period.

The alert protocols are to be followed by RSC for alert escalations to designated ministry staff and/or police services regarding individual compliance with movement and other restrictions.

9. Can GPS be used on transient or homeless individuals?

GPS monitoring can be used on transient or homeless individuals, as long as they have access to a location at which they can charge the GPS device daily. The courts will work with RSC to determine suitability.

10. Is there a cost to the individual placed on GPS monitoring?

There is no cost associated to the individual that is placed on GPS monitoring.

11. Does SolGen have any experience using electronic monitoring?

As part of its modernization efforts, and prior to the COVID-19 pandemic, the ministry had been exploring the use of GPS monitoring technology as an alternative to some types of custody.

A “Proof of Concept” (PoC) to test GPS tracking and monitoring with intermittently sentenced individuals was conducted in 2019 and successfully completed in January 2020.

The Ministry has also been overseeing GPS monitoring since July 2020, for individuals released on bail from select institutions (TSDC, TEDC, EMDC, CNCC, CECC, MHCC and VCFW).

In addition, the ministry’s Ontario Monitoring Centre (OMC) has been administering a Radio Frequency electronic monitoring program since 2008, which has been used to monitor individuals on conditional sentence orders, intermittent sentences, and parole. The OMC has also monitored individuals on bail since 2020. As noted above, the OMC will be decommissioned and absorbed by the new, province-wide GPS monitoring program.

12. What will happen to the Toronto Intermittent Centre (TIC) and the Regional Intermittent Centre (RIC) after they are closed?

Decisions on the future use of these facilities will consider key ministry objectives, including maximizing existing resources and infrastructure to support the transformation and modernization of adult correctional services.

A complete list of SCRAM GPS tracking device alerts follows:

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| Exclusion Zone Violation | Generated when an individual enters an exclusion zone, and the system determines that one or more location points are inside the zone. |
| Exclusion Zone Violation Clear | Generated when the individual exits the exclusion zone. |
| Device Tamper | Generated when an individual separates or damages the backplate that secures the device to the offender. |
| Strap Tamper | Generated when an individual cuts, damages, or removes the strap from the device. |
| Battery Critical | Generated when the device battery reaches a pre-defined low point, which is approximately 90 minutes of remaining battery life. |
| Battery Low | Generated when the device battery level reaches a predefined low level, which is approximately six (6) hours of remaining battery life. |
| Battery Low Clear | Generated when the device is plugged into an AC outlet and reaches a pre-defined charge level. |
| Communication Failure | Generated when the device fails to communicate with the system for a period that exceeds the transmission frequency interval of the individual's supervision plan and the user-defined buffer period for communication failures. |
| Communication Failure Clear | Generated when the device re-establishes communication with the system. |
| Location Failure | Generated when the device is unable to transmit a valid location within the communication interval established by the individual supervision plan and a user-defined buffer period. |
| Location Failure Clear | Generated when the device receives a valid location point after there has been a location failure and that location point is successfully communicated to the system. |
| Inclusion Zone Violation | Generated when an individual moves outside the boundaries of an inclusion zone during a schedule period, or when a schedule begins, and the offender is not present in the inclusion zone. |
| Inclusion Zone Violation Clear | Generated when the individual enters an inclusion zone for which there was an inclusion zone violation, or when the schedule ends. |
| Exclusion Zone Buffer Entry | Generated when the individual enters a user-defined buffer area surrounding an exclusion zone. |
| Exclusion Zone Buffer Exit | Generated when the individual exits the exclusion zone buffer area by moving away from the exclusion zone. |
| AC Plugin | Indicates that the device has been plugged into an AC outlet and is being charged. |

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| AC Unplug | Indicates that the device has been unplugged from an AC outlet and is running on battery power only. |
| Exclusion Zone Entry | Indicates that the individual has entered an exclusion zone. If user chooses, this event is generated independent of the Exclusion Zone Violation Event that is also generated when an individual enters an exclusion zone |
| Exclusion Zone Exit | Indicates that the individual has exited an exclusion zone. |
| Inclusion Zone Entry | Indicates that the individual has entered an inclusion zone. |
| Inclusion Zone Exit | Indicates that the individual has exited an inclusion zone. |
| Neutral Zone Entry | Indicates that the individual has entered a neutral zone. |
| Neutral Zone Exit | Indicates that the individual has exited a neutral zone. |
| Audible - Command Sent | Indicates that the user sent an audible alarm to the device. |
| Audible - Device Received | Sent by the device to indicate that it received the audible command from the system. |
| Vibrate - Command Sent | Indicates that the user sent a vibrate alarm to the device. |
| Vibrate - Device Received | Sent by the device to indicate that it received the vibrate command from the system. |
| Acknowledgement | Indicates that the individual has responded to the audible or vibrate command by pressing the button on the device. |
| Vibrate - Offender did not push button | Generated when a user sends a vibrate command to the device and the individual does not acknowledge by pushing the button on the device. |
| Vibrate - Offender pushed button | Generated when a user sends a vibrate command to the device and the offender pushes the button on the device. |
| End Of Service | Indicates that the individual has been inactivated. |



COMPLIANCE MONITORING PROGRAM FOR CRIMINAL CASES

Background

1. Recovery Science Corporation (RSC) is an Ontario corporation formed in November 2009. Using technologies that we source from other companies, we have offered GPS monitoring since September 2012 and radio-frequency (RF) and alcohol monitoring since January 2010.
2. We have structured our programs to support the objectives of the Canadian justice system within the contexts of bail, conditional sentences, probation, parole, peace bonds, immigration, family law and child protection cases. Our programs are available to be engaged by agencies or to be proposed and paid for by the person to be monitored.
3. The first order incorporating our monitoring was made by the Ontario Superior Court of Justice in Parry Sound, Ontario in June 2010 - a judicial interim release order with an alcohol monitoring requirement. Since then, our programs have been included in over 1500 judicial interim release orders in eight provinces, as well as in smaller numbers of conditional sentence orders, probation orders, and s. 810 recognizances.
4. Most of our cases have been in Ontario, with smaller numbers in British Columbia, Alberta, Saskatchewan, Manitoba, Quebec, Nova Scotia, New Brunswick, and Newfoundland and Labrador. We have also monitored Canadian residents fulfilling requirements imposed on them by criminal courts in the United States.
5. The RCMP have contracted with us to provide GPS monitoring in connection with a small number of conditional sentences and s. 810 orders.
6. We currently monitor about 500 individuals on GPS.

Purpose and Organization of this Document

7. This document has been prepared by RSC co-founders Stephen Tan, our Director of Operations, and Peter Marshall, our CEO and Legal Director. Stephen Tan has testified in over 500 bail hearings and bail reviews, overseen the monitoring of over 1500 individuals and, as a witness for the Crown, been qualified as an expert on the interpretation and explanation of GPS data. Peter Marshall is a lawyer and holds an LL.M. degree in Criminal Law and Procedure.
8. With the benefit of our experience to date, our goal in providing our materials has been to enhance their practical value to decision makers as they consider proposed plans that include our monitoring.
9. While we are always prepared to testify if required, we respectfully encourage counsel to use these materials, our answers to questions provided in advance, and balanced agreed statements of fact as the evidence relating to our programs. When testimony is required, we encourage counsel to consider requesting that the court permit us to provide testimony by telephone or video.

10. We provide this information to assist the accused¹ and their counsel in determining whether to include our program in a proposed plan, to assist the Crown in determining its position, and to assist the court.
11. In the following sections, we present information that is common to our criminal law program regardless of which technology is used, summaries of how each of our technologies works, and information intended to assist in the crafting of conditions when monitoring is being made part of an order.

Program Structure and Commitments

12. The key components of our criminal law program are that:
 - a. the accused permanently and irrevocably authorizes us to share information with law enforcement authorities and the court;
 - b. we report violations to the police; we also offer, at the option of the officer in charge (OIC), to accommodate their instructions and preferences with case-specific reporting protocols;
 - c. police officers from any police service in Canada can access monitoring data at any time, either on request or through log-in credentials giving them direct access to specific cases or persons charged and/or residing in their jurisdiction;
 - d. we will provide the Crown with evidence to support a revocation, breach, variation, or treatment proceeding at no cost to the Crown, including expert testimony if required.

Monitoring Technologies

GPS

13. In RSC's GPS monitoring program, an ankle bracelet is fixed to the individual to be monitored ("the wearer"). The basic functions of the system are:
 - a. The ankle bracelet uses the Global Positioning System to record its location once per minute, creating a continuous record of the wearer's location.
 - b. When the bracelet is unable to establish a GPS location, it will attempt to acquire a cell tower location, which is less precise.
 - c. The ankle bracelet uses the cellular data system to upload its location records and other information about its functioning (battery level, for example), to the monitoring software.
 - d. In the monitoring software, we can create zones to reflect defined areas where the wearer is required to remain (inclusion zones) and/or areas where they are prohibited from being (exclusion zones). Zones can be 24/7 or have schedules attached to them (a curfew, for example).

¹ We use the terms "the accused" and "police" because our program is most often used for bail. The content applies equally to offenders and corrections officers in post-conviction matters.

- e. The system will generate an alert when any of the following occur:
 - i. a zone violation (leaving an inclusion zone, entering an exclusion zone, failing to return to an inclusion zone by the required time);
 - ii. tampering with or removing the device;
 - iii. low battery (approximately 7 hours left) or critically low battery (approximately 90 minutes left);
 - iv. extended time (60 minutes) during which the bracelet has been unable to connect with a minimum of 4 satellites to establish a GPS point (“no GPS”);
 - v. extended time (15 minutes) during which the bracelet has been unable to communicate with the monitoring software (“no communication”).

Alerts are displayed on the software’s dashboard and are delivered to specified individuals by text and/or email, including to police.

- f. When no violation is occurring, the bracelet uploads its packet of location data once every ten minutes. When a violation or when one of the conditions described above is detected (other than no communication), the bracelet uploads its data immediately. The no communication alert is generated by the software.
- g. The system attempts to establish a GPS point once per minute. The accuracy of each recorded GPS point, and the number of successful GPS fixes, can be impacted by a number of factors, for example when the wearer is inside a large building or surrounded by very tall buildings, which has the effect of reducing the number of satellites the bracelet can connect to.
- h. In our experience of over 1400 cases, when an individual is outdoors and in motion, we see GPS points successfully established once per minute and with a high degree of accuracy that show them clearly on the expected path of travel - for example in a continuous straight line on the expected lane of travel of a roadway or sidewalk. When the individual is indoors for an extended time, we see a pattern of points clearly centred on and around the expected building or area.
- i. In our experience, expected variations in accuracy and completeness do not compromise the system’s capacity to monitor compliance with typical geographic restrictions and to establish a record of the wearer’s movements. If there are specific questions or concerns about how accuracy and completeness may impact a particular case, we would be happy to address them.

Considerations

- 14. It is our understanding that, in bail cases, courts will be considering electronic monitoring in two distinct stages – firstly, as part of the court’s assessment of whether a proposed plan sufficiently mitigates case-specific concerns and, secondly, if the court makes a release order, deciding what conditions are appropriate. This section is intended to assist in both of those stages and their counterparts in other contexts, such as conditional sentences, peace bonds, early release, and immigration release.
- 15. Electronic monitoring cannot prevent flight or non-compliant behaviour, nor can it guarantee any specific police response time. Where we present information about typical response times, it is

provided for completeness, but we do not recommend that decisions be based on an expectation of any specific police response time. The ultimate police response time can vary due to a number of factors, including technical or human factors delaying the time between the event, the system’s communication of an alert, the steps taken between the time the alert is received and making a report to police, police priorities at the time of the report, and time necessary for police to arrive on scene. In other words, in our view, it is not practical to see electronic monitoring’s risk mitigation impact as deriving from any ability to stop a person from fleeing or committing an offence that endangers public safety. Consistent with our reading of the case law², we recommend that monitoring’s impact be assessed in terms of its expected deterrent effect on a specific accused person in relation to specific behaviours of concern and in terms of its ability to provide early detection and objective reporting of violations.

16. When the court determines that there is a risk that an accused person will remove an ankle bracelet in order to flee the jurisdiction or commit an offence, an important consideration is that, no matter how rapid the police response may be, it cannot be relied on to be rapid enough to locate and apprehend them. In our experience, we typically receive these alerts and call police within 5 minutes and, even when police respond immediately, they may not be able to locate and apprehend the accused.
17. When the court determines that an accused person presents a risk to commit offences that endanger public safety, the following considerations may be helpful to bear in mind.

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| <p>GPS monitoring as a standalone condition</p> | <p>As a result of the deterrent effect of the wearer knowing that a record is being kept of their location, to the extent that the court determines that such an effect can be expected to be operative in a specific case, GPS monitoring may offer risk mitigation value independently of other conditions such as a curfew or house arrest.</p> |
| <p>GPS monitoring paired with a zone-based restriction, such as a curfew or house arrest, with no exceptions</p> | <p>When a court determines that compliance with a house arrest or curfew condition is necessary to mitigate risk, GPS monitoring may support such conditions by bolstering the likelihood of compliance and reducing the risk associated with the possibility that the accused, if they were to breach such a condition, could do so repeatedly prior to their noncompliance being detected and reported.</p> <p>In some cases, using GPS monitoring may allow for consideration to be given to defining a “remain within” zone that is larger than the residence - for example, an area around the residence that enables walking and basic errands. Overlapping zones with schedules can also be considered, such as a curfew during overnight hours and a window of time during the day when movement is permitted within the larger zone.</p> |

² We will provide case references on request.

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| | <p>GPS systems generate alerts when zone-based restrictions are violated. Our receipt of these alerts depends on the GPS bracelet having cell connectivity. Our experience has been that our call to the police will typically occur within 15 minutes of our receiving such an alert. While we don't always know what action police take or when, in our experience, the police response can be to dispatch officers immediately or they may attend hours or days later.</p> <p>We have observed that some language can create ambiguity, such as "reside at" a specified address. We have encountered situations where the accused remains away from the specified address for an extended period of time. While we report such situations to police, it may not be clear at what point a violation of the "reside at" requirement has occurred.</p> <p>When considering exceptions, please see "Exceptions" below.</p> |
| <p>Exceptions (surety accompaniment, work, school, etc.)</p> | <p>Whether an exception to a zone-based restriction such as a house arrest is permissive or mandatory will affect the method and timing of how we detect and report non-compliance.</p> <p>If an exception is mandatory – for example requiring that the accused be at a specific work location during certain hours – we are able to set up a zone-based restriction that will result in violations being detected and reported in the same way as described above for violation of a house arrest or curfew.</p> <p>When zone-based conditions have permissive exceptions, such as permitting the accused to leave the residence in the company of a surety, or for specific purposes such as work or school, this will mean that a zone-based alert is not sufficient to detect non-compliance and may create the possibility that non-compliance will go undetected, that detection and reporting of non-compliance will be delayed, or that further police investigation may be needed. Common examples are:</p> <p>Surety-accompaniment: when an accused is permitted to leave the residence in the company of a surety, we <u>use voice verification and live video tools</u>. Prior to exiting the residence, the surety is required to place a call to our voice verification system and pass a voice verification test. When we see the alert indicating that the accused has left the home inclusion zone, we check in real-time to see if the surety placed a successful voice verification call. If not, we continue to take immediate steps to verify compliance and if we cannot, we make a report to police forthwith. To provide an additional compliance check, we have sureties install an app on their mobile phone through which</p> |

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| | <p>they upload a live video showing them together with the accused. All surety-accompanied leaves are subject to the possibility of a spot check requiring a video upload. If we do not get a response with a video showing the surety and accused together, we will make a report to police forthwith.</p> <p>Special purpose exceptions such as work, school, meetings with counsel, medical appointments: For these types of exceptions, only a manual review of the accused’s actual GPS tracks will be able to compare where they went with the permitted purpose. We do not follow movements in real-time during a leave nor do we review the tracks immediately once the leave ends; rather, we review all leaves for all cases with such exceptions weekly to flag and report movements or stops at locations that are not consistent with the permitted exceptions.</p> <p>Directly to and from/defined travel corridors: Where consideration is being given to accompanying a permissive exception with a requirement that the accused “travel directly to and from” the permitted location or that they only travel within a defined travel corridor, there are a few considerations that we suggest being borne in mind. The GPS records will show brief deviations such as stopping for gas or going through a drive-thru, so we suggest that consideration be given to whether such deviations are to be treated as breaches of a “directly to and from” requirement. When a permissive exception is accompanied by a defined travel corridor, we will create a zone reflecting the corridor’s boundaries; however, if there are other concurrent exceptions, the manual review described above may still be required.</p> |
| <p>GPS - Informational zones</p> | <p>At the request of police, we will set up “informational” zones that do not correspond directly with movement restrictions, but that will alert police automatically via text message and/or email to the accused’s movements. For example, we have done this where the police wish to be alerted if the accused enters a certain area.</p> |
| <p>GPS paired with exclusion zone(s)</p> | <p>When terms require that the accused not enter a defined area, we will set up a zone that will result in violation alerts and reports to police forthwith, typically within 5 minutes (cell connectivity is required for this alert to be received).</p> <p>When crafting exclusion zone conditions, we suggest that consideration be given to whether exceptions are appropriate such as driving through the area on a main thoroughfare</p> |

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| | <p>without stopping or attending court or other permitted locations within the zone.</p> <p>We sometimes see terms prohibiting the accused from being within a defined distance of places where named people live, work or attend school, without specifying the associated addresses. Without those addresses, we cannot create zones that will alert us to violations. The GPS record will be available to police for investigation of possible violations. If the police provide us with the addresses, we will create corresponding zones.</p> |
| GPS and apartment buildings | <p>When an accused lives in an apartment building, it should be borne in mind that the GPS monitoring cannot determine where the accused is within the building. We suggest that consideration be given to whether the home inclusion zone is defined as the apartment unit, the building, or a defined area around the building. When the terms require that the accused remain within the apartment unit, we will add a radio-frequency component (called a beacon) that will work in conjunction with the GPS bracelet to monitor the accused’s presence in the unit.</p> |

Suggested Terms

RSC provides these terms for the convenience of the Court and counsel. We will monitor in accordance with any terms ordered by the Court. These terms are for GPS monitoring – please adapt as needed for other forms of monitoring. We are available to assist in the drafting of monitoring-related terms.

Accused shall be subject to GPS monitoring by Recovery Science Corporation (RSC) which shall include:

- a. entering into Schedule A: GPS Rules and Protocols and complying with its terms;
- b. wearing RSC’s GPS monitoring device at all times;
- c. permitting RSC to install supplementary equipment and to inspect, replace and maintain equipment as it deems necessary;
- d. complying with RSC leave notification and battery charging requirements; and
- e. cooperating fully with RSC staff.

Notwithstanding any order terminating or varying these terms, the accused shall continue to abide by these terms until RSC confirms that it is satisfied that it has received valid notice of the termination or variation.

Some suggested issues to consider when drafting terms:

When defining an inclusion zone or exclusion zone using street boundaries, use language that makes it clear whether the accused is permitted to be on the boundary roads.

When defining an exception permitting the accused to travel directly to and from a location, use language that makes it clear whether any stops along the most direct route are permitted, e.g., for gas or food.

Contact

steve@recoveryscience.ca

416-227-1400/1-866-227-5232

recoveryscience.ca

SURETY COOPERATION AGREEMENT

(to be signed by all sureties)

NAME OF PARTICIPANT: _____

By signing below, I acknowledge that I have read the Schedule "A", Leave Notification Procedures and Charging Schedule, and that I agree to cooperate fully with RSC, including but not limited to:

- assisting RSC in obtaining the Participant's compliance with all program requirements;
- answering all telephone calls from RSC and replying immediately to telephone, text, or email messages from RSC;
- following RSC's standard leave notification procedures and any customized or revised procedures RSC may implement in future; and
- if the Participant is residing with me or present in my home, allowing RSC staff to enter my home at any time for scheduled or unscheduled testing, inspection or maintenance of RSC's equipment.

I understand that RSC's monitoring does not relieve me of my obligation to make an immediate report to the authorities if I believe that the Participant has violated or is about to violate his or her terms of release.

I understand that if RSC, in its absolute discretion, is not satisfied with the cooperation it receives from me, RSC may terminate its services to the Participant.

I authorize RSC to record all telephone calls or other communications between me and RSC.

I authorize RSC, at any time, including after the monitoring of the Participant has been completed, to provide any information and records about me or provided by me, including the contents of all communication between me and RSC, to the police, Crown and court.

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| NAME | |
| SIGNATURE | |
| DATE | |

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| NAME | |
| SIGNATURE | |
| DATE | |

LEAVE NOTIFICATION PROCEDURES

For GPS and RF monitoring programs, if your court order says that you can only leave your residence or other defined area under certain conditions, such as being in the company of a surety, or for certain purposes, such as going to work, you must follow RSC's procedures for verifying that you are complying with those requirements. These are in addition to any approvals that are required, for example, by a police officer or conditional sentence supervisor.

RSC may at any time, in its own discretion or in consultation with the supervising/law enforcement authority, vary these requirements, including the method by which notifications must be provided and/or impose a requirement for leave notices to include additional details and/or require that the surety provide simultaneous notifications to one or more law enforcement officers.

If your court order permits you to be out during certain times by yourself and for any reason (a simple curfew), then no notice or verification process is required.

SURETY ACCOMPANIED LEAVES: When your court order requires that you only leave the residence IN THE COMPANY OF A SURETY, you must follow these requirements:

1. VOICE VERIFICATION

Between 15-45 minutes before leaving the residence, one surety accompanying the accused on a leave must call the phone number that is provided to new participants at installation of the GPS device to perform a voice verification. This is to confirm the surety is with the accused. If you return to the residence, even if it is for a short time, and then leave again, a new voice verification is required before you leave again.

By making a voice verification call, the surety is stating that they are going to accompany the accused for the entire time that the accused is out of the residence. Voice verification calls are recorded and will be made available to police and the Crown for use in estreatment proceedings, investigations, or prosecutions. If, after making a voice verification call, the accused at any time is outside the residence and not in the company of a surety, the surety is responsible to call police.

2. LIVE VIDEO VERIFICATION WITH MOBILE APP

During any leave, RSC may require a live video spot check to confirm that the accused and surety are together. At any time when prompted while out of the residence, the surety must use RSC's live video app to take a video showing the accused and surety together. The surety must say their name and the date and time. The app will upload the video automatically.

The surety will need to install the app on their mobile device, carry that device with them at all times when out with the accused, ensure they have a sufficient data plan, and is responsible for all data costs. If the surety does not have their own mobile device, alternative arrangements can be proposed for RSC approval.

The expectation is that the live video will be uploaded within 5 minutes of being prompted. RSC will allow a reasonable time for it to be done in circumstances that are practical and safe.

ADVANCE NOTICE FOR SPECIFIED PURPOSES: When your court order says that you are permitted to leave your residence only for specific purposes, you must follow these requirements:

Surety to send email to RSC's email address that is provided to new participants at installation of the GPS device with the approximate time the leave will begin, the destination location/address, the purpose of the leave (e.g. court, lawyer, medical) and the term of the bail that permits it.

Sureties are responsible to ensure that the accused does not have access to send emails from the surety's email account.

SCRAM GPS Overview



The SCRAM GPS® one-piece device is a slim, lightweight bracelet that attaches to the client's ankle and tracks movements 24/7. The device operates with a GPS background, tracking points as frequently as once per minute, and once every 15 seconds if the client enters an exclusion zone or if the officer manually activates Pursuit Mode. These location points can be transmitted via 4G LTE on the AT&T (GSM) or Verizon (CDMA) cellular networks per the communication frequency chosen by the County.

Key features include:

- Unified platform with mobile adaptive software
- Superior accuracy
- Industry-leading battery life—45 hours on a full charge
- Break-away charger to minimize device/charger damage
- GPS Analytics to simplify large amounts of data
- On-demand Pursuit Mode
- Robust tamper technology that virtually eliminates false tampers
- Superior monitoring software
- Unparalleled mapping capabilities
- Secondary location technology
- 30-second, tool-free installation



SCRAM GPS is a slim, lightweight, one-piece device that attaches to the client's ankle and tracks movements 24/7.

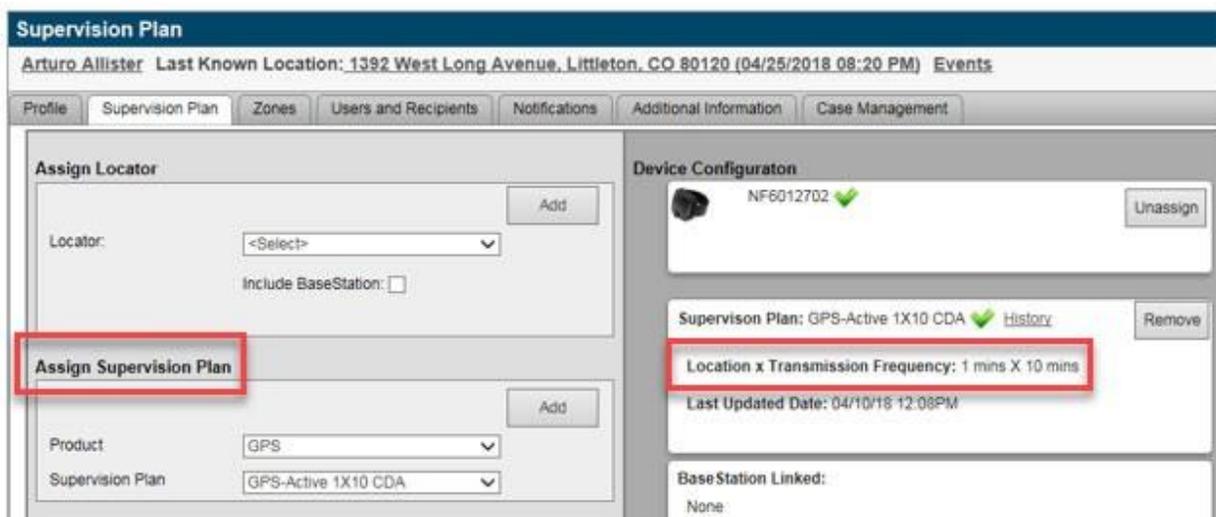


SCRAM GPS accuracy consistently outperforms the U.S. government GPS performance standards of 95% confidence of points within three meters.

Tracking Device

Accuracy. SCRAM Systems designed the SCRAM GPS device to function in line with the U.S. government GPS Performance Standard of 95% confidence level, which means that under ideal circumstances, SCRAM GPS demonstrates high-quality GPS accuracy to within three meters. As such, SCRAM GPS provides accuracy and is comparable or surpasses all GPS client monitoring products on the market.

Tracking Frequency. Location points can be tracked as frequently as once per minute or as great as once per hour. On a 1x10 rate plan, 1440 points in a 24-hour period (1 point per minute) or 60 points per hour will be received. If the client enters an exclusion zone, the device's onboard intelligence automatically transmits a zone alert to the server, which automatically initiates pursuit mode. The device begins tracking at an accelerated rate and captures points every 15 seconds, for 15 minutes, providing immediate increased visibility. It can also be triggered manually at any time (whether in violation or not).



Officers can customize the tracking frequency for each client.

Location Technologies. SCRAM GPS uses cell tower triangulation through the GSM or CDMA networks, or M2M location-based services (LBS) to locate clients in GPS-impaired environments and places in which GPS alone does not work.

Battery Life. Unlike the battery life statistics for other GPS monitoring devices, our testing is based on an aggressive active rate plan of 1-minute acquisitions and 10-minute transmission. Even when used in Pursuit Mode, the SCRAM GPS battery will have more than sufficient battery power to consistently monitor and deliver critical GPS data. Plugged into a standard AC power supply outlet for charging, the SCRAM GPS device can be charged to 24 hours of battery life within one hour.

Battery Indicators. The battery is internal and rechargeable, so there is no need for it to be installed or changed. SCRAM GPS has LED lights that indicate when the unit battery is low, charging, or fully charged.



The internal battery is rechargeable and has visible LED lights on the device to show when the battery is low, charging, and fully charged.

Tamper Detection. The device sends an immediate strap tamper alert notification if the patented strap is cut or the backplate (which locks the strap into place) is removed. The backplate is one of the most robust tamper features in the industry. Participants often attempt to remove a strap undetected by releasing “locking pins,” which can be difficult to visually verify. SCRAM GPS’s unique design requires a participant to break the entire backplate to remove a strap. Physical damage to the backplate is clearly evident during inspection because the design prohibits clients from reattaching the backplate once broken.

SCRAM GPS has the most robust tamper technology in the industry, virtually eliminating false tampers.



Simple, tool-less installation completed within 30 seconds. If the backplate (which locks the strap into place) is altered or removed, an immediate tamper alert is sent.

Easy Installation. The device can be installed on the client’s ankle within 30 seconds without any tools. The battery is internal and rechargeable, so there is no need for it to be installed or changed. The wider strap design helps distribute weight along a person’s leg to minimize the strap digging into an ankle and to increase comfort. The hypoallergenic strap is reusable, adjustable, and requires no cutting or specialty tools. The backplate locks the strap securely into place without the need for tamper clips. The client would need to cut the strap or break the backplate to remove the strap, both of which are obvious upon inspection and would also generate an alert.

Memory. Because the tracking device is actively communicating, even when deployed in a passive mode, the need to store data in memory is largely eliminated. However, should cellular coverage be unavailable, the device can indefinitely store thousands of events and GPS data in its internal solid-state, non-volatile memory. It continues to collect events and GPS data as long as the battery provides sufficient power. Once power and communication have been restored, the device communicates all events and GPS data to the monitoring software, where it is reported according to the procedures.

Client Communication. The device has two-way client communication and can be configured to communicate using vibration or audible tone. The audible tone is a 95-decibel speaker, ensuring it is easy for clients to hear when they violate their program requirements. The client must acknowledge the alert by pressing a button on the device to stop or silence the vibration/tone within 30 seconds.

Design. The SCRAM GPS tracking device measures 8.3 cubic inches (3.37” tall x 2.75” wide x 0.90” deep), making it one of the smallest devices on the market. It is lightweight, weighing only 8.3 ounces (236 grams), and is sealed and waterproof to two meters. The SCRAM GPS device has been tested and complies with military standards MIL-STD-810F Method 516.6 and IP-57 respectively for shock and water ingress and is FCC compliant (FCC ID P8M-GPS-600).

The SCRAM GPS device has an industrial-grade plastic strap made of hypoallergenic material with no harmful substances and has an embedded fiber optic cable. Straps are available in two adjustable sizes and can be fitted to any size participant ankle.

Ministry of the Solicitor General

Public Safety Division

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MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Highway Traffic Act Amendments Authorizing Automated
Flagger Assistance Devices

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 19, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0040 |
| PRIORITY: | Normal |

At the request of the Ministry of Transportation, I am sharing a communication to advise on recent amendments that have been made to the *Highway Traffic Act*, authorizing the use of automated flagger assistance devices.

For further information regarding these amendments, offences, and related fines, please review the attached memo and its accompanying attachments from Eric Doidge, Assistant Deputy Minister, Operations Division, Ministry of Transportation.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments - 4

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of Transportation

Assistant Deputy Minister's Office
Operations Division

7th Floor, Suite 700
777 Bay Street
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Ministère des Transports

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Division des opérations

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MEMORANDUM TO: Richard Stubbings
Assistant Deputy Minister, Public Safety Division
Ministry of the Solicitor General

FROM: Eric Doidge
Assistant Deputy Minister, Operations Division
Ministry of Transportation

DATE: April 19, 2022

SUBJECT: **New Highway Traffic Act offences – Automated Flagger Assistance Devices**

This memorandum is to advise the policing community of recent amendments to the *Highway Traffic Act* (HTA) that came into force on April 1, 2022.

The HTA has been amended by the *Moving Ontarian's More Safely Act* (MOMS), 2021 to authorize the use of automated flagger assistance devices (AFAD). This amendment is to section 146.1, which sets out traffic control stop and slow sign requirements. AFADs may be used in construction zones to control two-way traffic on two-lane highways that are reduced to a single lane. AFADs are operated remotely by a traffic control person and feature a gate arm and a circular red or amber indication. Drivers must obey the AFAD in the following ways:

- Subsection 146.1 (3.1) – drivers must stop where indicated when an AFAD displays a circular red indication, and the gate arm is lowered.
- Subsection 146.1 (4.1) – drivers must slow down and proceed with caution and at a slow rate of speed when an AFAD displays a flashing circular amber indication.

Additionally, subsection 146.1 (5) sets out a requirement that only a traffic control person, or an over-dimensional vehicle escort appointed under section 110.5 of the *Act*, may use an AFAD on a highway.

.../2

New short-form wordings have been created for these offence provisions and a renumbering of existing short-form wordings for traffic control stop and slow sign offences was made to Schedule 43 of Regulation 950 (Proceedings Commenced by Certificate of Offence), under the *Provincial Offences Act* (POA). These amendments, in which items 430.4 to 430.6 of Schedule 43 were revoked and replaced with items 430.4 to 430.12, are set out in O. Reg. 186/22.

As well, a new Set Fine Order for these new and revised short-form wordings has been established and came into effect on April 1, 2022. The set fine amounts for the new offences are the same as for the traffic control stop and slow sign offences, \$85 and \$120 in community safety zones. The chart below illustrates the short form wording amendments and set fines.

| ITEM | OFFENCE | SECTION | SET FINE |
|--------|---|-------------|----------|
| 430.4 | Fail to obey automated flagger assistance device - red indication | 146.1 (3.1) | \$85.00 |
| 430.5 | Fail to stop where indicated - automated flagger assistance device | 146.1 (3.1) | \$85.00 |
| 430.6 | Fail to obey automated flagger assistance device - red indication - community safety zone | 146.1 (3.1) | \$120.00 |
| 430.7 | Fail to obey traffic control slow sign | 146.1 (4) | \$85.00 |
| 430.8 | Fail to obey traffic control slow sign - community safety zone | 146.1 (4) | \$120.00 |
| 430.9 | Fail to obey automated flagger assistance device - amber indication | 146.1 (4.1) | \$85.00 |
| 430.10 | Fail to obey automated flagger assistance device - amber indication - community safety zone | 146.1 (4.1) | \$120.00 |
| 430.11 | Display traffic control sign - unauthorized person | 146.1 (5) | \$85.00 |
| 430.12 | Use automated flagger assistance device - unauthorized person | 146.1 (5) | \$85.00 |

Lastly, Regulation 606 (Portable Lane Control Signal Systems) has been revoked, and a new regulation has been made that sets out both AFAD and portable lane control signal systems, see O. Reg. 185/22 (Portable Lane Traffic Control Systems), <https://www.ontario.ca/laws/regulation/r22185>. This regulation sets out the design requirements and the operation, maintenance, placement, and signs required for the use of AFADs.

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I ask you to kindly bring this memorandum to the attention of police services. If there are any questions regarding these amendments, they can be directed to Kelly Schmid, Head, Traffic Operations Engineering Section at (289) 668-7867 or by email at Kelly.Schmid@ontario.ca.

Thank you for your assistance in communicating these changes.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Doidge', with a long, sweeping underline.

Eric Doidge
Assistant Deputy Minister

Attachments: Appendix A – HTA Amendments
 Appendix B – POA Amendments
 Appendix C – Set Fine Order

APPENDIX A HIGHWAY TRAFFIC ACT AMENDMENTS

(1) Subsections 146.1 (2) to (6) of the Act are repealed and the following substituted:

Same — automated flagger assistance device

(2) Where traffic is reduced to one lane on a two-lane highway, a traffic control person may use an automated flagger assistance device in addition to or instead of a traffic control stop or slow sign on a roadway or adjacent to a roadway where construction or maintenance work is being carried out.

Driver required to stop — traffic control stop sign

(3) Where a traffic control person displays a traffic control stop sign, the driver of any vehicle or street car approaching the person shall stop before reaching him or her and shall not proceed until the traffic control person stops displaying the traffic control stop sign.

Driver required to stop — automated flagger assistance device

(3.1) Where an automated flagger assistance device displays a circular red indication and the gate arm is lowered, the driver of any vehicle or street car approaching the automated flagger assistance device shall stop at a sign indicating where a stop is to be made or, if there is no such sign, shall stop before reaching the automated flagger assistance device, and shall not proceed until the automated flagger assistance device stops displaying the circular red indication and the gate arm is raised.

Driver required to slow down — traffic control slow sign

(4) Where a traffic control person displays a traffic control slow sign, the driver of any vehicle or street car approaching the person shall approach the person and proceed past him or her and past the construction or maintenance work or scene of an accident with caution and at a slow rate of speed so as not to endanger any person or vehicle on or adjacent to the roadway.

Driver required to slow down — automated flagger assistance device

(4.1) Where an automated flagger assistance device displays a flashing circular amber indication, the driver of any vehicle or street car approaching the automated flagger assistance device shall approach and proceed past it and the construction or maintenance work or scene of an accident with caution and at a slow rate of speed so as not to endanger any person or vehicle on or adjacent to the roadway.

Unauthorized use of sign or device

(5) No person, other than a traffic control person or an over-dimensional vehicle escort appointed under section 110.5, shall display on a highway a traffic control stop or slow sign or use an automated flagger assistance device.

Regulations

(6) The Lieutenant Governor in Council may make regulations,

- (a) prescribing the type, design and specifications of traffic control stop and slow signs and governing their use;
- (b) prescribing the type, design and specifications of automated flagger assistance devices and governing their use.

(2) Subsection 146.1 (7) of the Act is amended by adding the following definition:

“automated flagger assistance device” means a self-contained, portable traffic control system that is operated remotely by a traffic control person to control traffic movement and features a circular red lens, a circular amber lens, and a gate arm;
 (“dispositif automatisé d’aide à la signalisation”)

(3) The definition of “traffic control person” in subsection 146.1 (7) of the Act is amended by striking out “or” at the end of clause (a), by adding “or” at the end of clause (b) and by adding the following clause:

(c) is a firefighter while attending to an emergency situation.

Appendix B
POA Short-Form Wordings

ONTARIO REGULATION 186/22

made under the

PROVINCIAL OFFENCES ACT

Made: March 10, 2022

Filed: March 11, 2022

Published on e-Laws: March 11, 2022

Printed in The Ontario Gazette: March 26, 2022

AMENDING REG. 950 OF R.R.O. 1990

(PROCEEDINGS COMMENCED BY CERTIFICATE OF OFFENCE)

1. Items 430.4 to 430.6 of Schedule 43 to Regulation 950 of the Revised Regulations of Ontario, 1990 are revoked and the following substituted:

| | | |
|--------|---|------------------------|
| 430.4 | Fail to obey automated flagger assistance device — red indication | subsection 146.1 (3.1) |
| 430.5 | Fail to stop where indicated — automated flagger assistance device | subsection 146.1 (3.1) |
| 430.6 | Fail to obey automated flagger assistance device — red indication — community safety zone | subsection 146.1 (3.1) |
| 430.7 | Fail to obey traffic control slow sign | subsection 146.1 (4) |
| 430.8 | Fail to obey traffic control slow sign — community safety zone | subsection 146.1 (4) |
| 430.9 | Fail to obey automated flagger assistance device — amber indication | subsection 146.1 (4.1) |
| 430.10 | Fail to obey automated flagger assistance device — amber indication — community safety zone | subsection 146.1 (4.1) |
| 430.11 | Display traffic control sign — unauthorized person | subsection 146.1 (5) |
| 430.12 | Use automated flagger assistance device — unauthorized person | subsection 146.1 (5) |

Commencement

2. This Regulation comes into force on the later of the day subsection 12 (1) of Schedule 1 to the *Moving Ontarians More Safely Act, 2021* comes into force and the day this Regulation is filed.

**Appendix C
Set Fine Order**

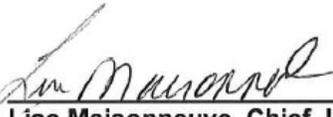
ONTARIO COURT OF JUSTICE

PROVINCIAL OFFENCES ACT

IT IS ORDERED, pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the attached Items of Schedule 43 under the Provincial Statutes and Regulations thereunder is the Set Fine.

This Order comes into effect on April 1, 2022.

DATED at the City of Toronto, Ontario, on March 23, 2022.



**Lise Maisonneuve, Chief Justice
Ontario Court of Justice**

SCHEDULE 43

The Highway Traffic Act

| Item | Offence | Section | Set Fine |
|-------------|---|----------------|-----------------|
| 430.4 | Fail to obey automated flagger assistance device — red indication | 146.1 (3.1) | \$85.00 |
| 430.5 | Fail to stop where indicated — automated flagger assistance device | 146.1 (3.1) | \$85.00 |
| 430.6 | Fail to obey automated flagger assistance device — red indication — community safety zone | 146.1 (3.1) | \$120.00 |
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| | | | |
|--------|---|-----------|---------|
| 430.11 | Display traffic control sign — unauthorized person | 146.1 (5) | \$85.00 |
| 430.12 | Use automated flagger assistance device — unauthorized person | 146.1 (5) | \$85.00 |

dm

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Updates to the Standards of Care for Outdoor Dogs
under the *Provincial Animal Welfare Services Act,*
2019**

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 20, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0041 |
| PRIORITY: | Normal |

I am writing to inform you of updates to Ontario Regulation 444/19 (Standards of Care and Administrative Requirements) under the *Provincial Animal Welfare Services Act, 2019* (PAWS Act). Informed by stakeholder and public feedback, jurisdictional reviews, expert literature and technical advice, I am pleased to confirm that updated standards of care for outdoor dogs were filed as an amendment to Ontario Regulation 444/19 on **April 19, 2022**. The amending regulation can be read by visiting [Ontario e-Laws](#). The updates will also appear on the [Ontario e-Laws page for Ontario Regulation 444/19](#) shortly.

The updated standards will come into force on **July 1, 2022**, and will replace the previous standards of care for dogs that live outdoors under the PAWS Act and create more comprehensive requirements related to:

- **General care** – including access to shade, food and water, grooming and nail care, and health and welfare maintenance.
- **Outdoor dog shelter** – including when an outdoor dog shelter is required (with exceptions for livestock guardian dogs and dogs that have access to a structure housing livestock), as well as design features and size-related specifications for an outdoor dog shelter.
- **Use of tethering** – including when dogs cannot be tethered, the safe usage of tethers, minimum space requirements when a dog is tethered, and maximum time a dog can spend on a tether (with limited exceptions).

- **Use of housing pens** – including the use of housing pens, minimum housing pen size and restrictions on outdoor dogs that can be penned together (with limited exceptions).
- **Tethering and housing pen containment area** – including adequate cleaning and sanitation, as well as features to support the physical comfort and welfare of a dog while they are contained outdoors.

Please review the attached fact sheet as well as the Frequently Asked Questions (FAQs) for more information. We welcome you to share the link to the regulation, fact sheet and FAQs with others who may be interested in learning more about the updates.

Animal Welfare Services (AWS) is the primary body responsible for the enforcement of the PAWS Act and its regulations. AWS' primary regulatory responsibility is to ensure that standards of care are being met and animals in distress are attended to as authorized under the PAWS Act.

In addition, Section 60 of the PAWS Act authorizes police and First Nations Constables to exercise certain powers of an animal welfare inspector, including the power to investigate PAWS Act offences and take possession of animals in distress in order to relieve their distress.

Police officers and First Nations Constables may arrive at or be dispatched to calls for service where they may observe violations of the standards of care under the PAWS Act. AWS is available to provide support and guidance. Should this be required, police officers and First Nations Constables are encouraged to contact the Ontario Animal Protection Call Centre by calling 1-833-9-ANIMAL (1-833-926-4625). The call centre operates 24/7, 365 days a year and can connect officers and First Nations Constables with an on-call animal welfare inspector. If the matter falls within the purview of the Ministry of the Solicitor General, the incident will be reviewed by AWS.

We remain committed to ensuring that appropriate and effective measures are in place to provide animals with the protections they deserve. These updated standards of care will help ensure the welfare, health and safety of outdoor dogs in Ontario.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments - 2

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Shade, Shelter and Protection from the Elements:

 **Sufficient protection from the elements** to prevent heat or cold-related distress, and **shade** as required by the weather, including to protect from direct sunlight

-  **A dog shelter**, available at all times, that:
- Is waterproof and provides protection from the elements
 - Is structurally sound and does not cause injury
 - Has an insulated roof, a level, elevated and dry floor, and is ventilated
 - Has a doorway free from obstructions
 - Has bedding at least 3 inches thick, changed as needed to stay clean, dry, comfortable and unsoiled

Size of the shelter must allow all dogs using it to turn around, lie down with their legs extended and stand with their heads held at normal height



Livestock guardian dogs and dogs with access to a structurally sound building used to house livestock do not require a dog shelter



A dog “kept outdoors” is a dog that is outdoors for more than 60 minutes without its owner or custodian present

Food and Water:

 **Food** that meets daily caloric requirements, is fit for consumption, not spoiled and does not contain dirt, feces, urine or toxic substances

 **Water** at all times that is not frozen, does not contain dirt, feces, urine or toxic substances, and is replaced at least once every 24 hours

Food and water containers must be constructed to avoid injury and difficulty accessing food and water

Health and Grooming:



Daily health and welfare checks

Isolation from other healthy dogs if the dog is at high risk of or suffering from a contagious disease (with exceptions)

Dogs must not be kept outdoors if they have an injury or illness that affects their ability to regulate temperature or restricts mobility (with exceptions)



Grooming, as needed, of nails and to avoid matting of the dog's coat or accumulation of ice or mud on its coat or under its paws

Tethers:



Tethers must:

- Permit 3 metres of horizontal movement
- Allow the dog to move about safely
- Be a size, type and weight that won't cause discomfort or injury
- Have a swivel at both ends
- Be in good condition and well-attached to prevent escape



Collars and harnesses used with a tether must be of a size, type, design and fit that won't cause discomfort or injury

When tethering a dog kept outdoors, an owner/custodian must not:

- ⊗ Use a **choke, pinch, prong, slip, head halter or martingale collar**
- ⊗ Tether **dogs under 6 months or that are in heat, whelping or nursing**
- ⊗ **Cause undue distress**, including because of the age, health or reproductive status of the dog or objects or hazards they can reach

Housing Pens:



Use of housing pens must not **cause undue distress** and housing pens must be constructed to prevent escape and provide protection from predators.

Housing pen minimum size must be scaled to the height of the dog (measured at shoulder):

- **1.5m²** for each additional dog housed in the same pen (with exceptions)

| Height (cm) | Area (m ²) |
|----------------|------------------------|
| 70 or greater | 15 |
| >= 40 and < 70 | 10 |
| >= 20 and < 40 | 6 |
| less than 20 | 4 |

Aggressive dogs must not be housed together, and **dogs in heat or coming into heat** must not be housed with male dogs (with exceptions)

Housing Pen and Tether Area:



Must provide enough space for **natural behaviours** and **distinct areas** for feeding and drinking and defecating and urinating



Dog must not be forced to stand, sit or lie in feces, urine, mud or water; area must be cleaned as needed to prevent the accumulation of waste; **keep sanitary and minimize parasites**

Additional Standards for Dogs Tethered Outdoors:



Dogs tethered outdoors for 23 hours in a 24-hour period, whether the 23 hours are consecutive or not, must be taken off the tether for at least 60 continuous minutes to allow for exercise and enrichment (with exceptions)

Note: the definition of "kept outdoors" does not apply to this requirement

Frequently Asked Questions (FAQs)

Updates to the Standards of Care for Outdoor Dogs under the *Provincial Animal Welfare Services Act, 2019 (PAWS Act)*

1. What do these updates mean for owners and custodians that have their dogs outdoors? What requirements do I need to meet?

Currently, Ontario Regulation 444/19, the Standards of Care and Administrative Requirements regulation under the *Provincial Animal Welfare Services Act* (PAWS Act), includes standards of care for dogs that “live primarily outdoors”.

With this amendment, the existing standards of care for dogs that “live primarily outdoors” will be replaced with a new set of standards. The updated standards establish a definition of a dog “kept outdoors” – a dog that is outdoors continuously for 60 or more minutes without being in the physical presence of its owner or custodian – and create associated care requirements. The updated standards will also set out a maximum amount of time that a dog may be tethered outdoors in a 24-hour period before it must receive off-tether time for exercise and enrichment.

The updated requirements create more comprehensive requirements related to:

- **General care** – including access to shade, food and water, grooming and nail care, and health and welfare maintenance.
- **Outdoor dog shelter** – including when an outdoor dog shelter is required (with exceptions for livestock guardian dogs and dogs that have access to a structure housing livestock), as well as design features and size-related specifications for an outdoor dog shelter.
- **Use of tethering** – including when dogs cannot be tethered, the safe usage of tethers, minimum space requirements when a dog is tethered, and maximum time a dog can spend on a tether (with limited exceptions).
- **Use of housing pens** – including the use of housing pens, minimum housing pen size and restrictions on outdoor dogs that can be penned together (with limited exceptions).
- **Tethering and housing pen containment area** – including adequate cleaning and sanitation, as well as features to support the physical comfort and welfare of a dog while they are contained outdoors.

Please review the attached fact sheet or review the amending regulation by visiting [Ontario e-Laws](#).

To assist the public, the Ministry of the Solicitor General (ministry) will develop a guidance document that provides examples of different ways that owners and custodians of outdoor dogs can meet the updated requirements.

2. Is there a deadline for when the public and businesses will need to meet these new requirements?

The updated standards will apply across Ontario as of July 1, 2022. This provides time for the public and businesses that choose to keep and tether their dogs outdoors to meet these updated requirements to help ensure the welfare, health and safety of outdoor dogs in Ontario.

3. Who will be responsible for enforcing these new requirements once they are in effect on July 1, 2022?

The updated standards will be enforced by the province's animal welfare enforcement body, Animal Welfare Services (AWS). AWS is responsible for the enforcement of the PAWS Act and its regulations. Provincial inspectors carry out inspections and investigations and respond to concerns of distress. They also conduct outreach and education on animal care best practices.

4. What are the penalties for someone who breaches these updated standards when they come into effect on July 1, 2022 (for example, fines or jail time)?

The penalties for [contravening the standards of care and administrative requirements for animals under the PAWS Act](#) are:

- In the case of individuals, a fine of up to \$75,000 and/or up to six months imprisonment for a first offence and a fine of up to \$100,000 and/or up to one year imprisonment for a subsequent offence.
- In the case of corporations, a fine of up to \$100,000 for a first offence and a fine of up to \$250,000 for a subsequent offence.

Animal welfare inspectors may apply their discretion to enforce based on the circumstances. Inspectors also engage in providing education and use compliance-related tools to encourage adherence to the PAWS Act (for example, warnings and orders).

5. Where can I report breaches of the new standards, once they are in effect on July 1, 2022?

If you believe the new standards are not being met after they have come into effect on July 1, 2022, or that an animal is in distress, you can call the Ontario Animal Protection Call Centre (OAPCC) at 1-833-9ANIMAL (1-833-926-4625) to report your animal welfare concerns. This call centre is available 24 hours a day, seven days a week. Reporting to the OAPCC ensures prompt and appropriate triaging. Kindly note, the call centre cannot provide information about what calls have been received or the status of ongoing investigations.

6. Who was consulted to help develop these updated standards?

To help inform the development of updated and new regulations under the PAWS Act, in November 2020, the ministry established a multi-disciplinary [PAWS Advisory Table](#) made up of a group of experts including veterinarians and animal advocates.

Additionally, in March 2021, the ministry formed an Outdoor Dogs Technical Table (Technical Table) to seek further technical expertise. The Technical Table included representation from various dog-related industries (sled and sporting dogs, livestock guardian dogs, kennels and breeders), veterinarians, enforcement entities and other subject matter experts.

Feedback from the PAWS Advisory Table and Technical Table, public and stakeholder submissions received through Ontario's Regulatory Registry and a review of laws and policies in other Canadian and international jurisdictions, academic literature and other reports helped to inform these updated standards.

7. Why not apply the updated standards to all dogs? What protections exist for other dogs?

The PAWS Act and its regulations ensure that all animals covered under the Act are protected and treated in a humane manner.

Ontario Regulation 444/19 (Standards of Care and Administrative Requirements) contains basic standards that apply to all animals covered under the Act. These standards have general requirements to provide adequate and appropriate food, water, medical attention and care, sanitary conditions, and space to enable natural movement and exercise and more. More details on the basic standards of care can be found at: <https://www.ontario.ca/page/animal-welfare>.

Due to the risks faced by outdoor dogs, the ministry has determined that additional specific standards are required for the health and safety of outdoor dogs.

8. Why do the updated standards have an exemption from the requirement for a dog shelter for livestock guardian dogs and dogs that have access to a building that houses livestock?

Livestock guardian dogs that are of a typical breed used for protecting livestock from predation and living with the flock or herd they are protecting do not require a dog shelter as they are likely to receive protection from the elements and shelter from living alongside the livestock (for example, livestock guardian dogs will burrow into the centre of the flock to block out wind). Dogs that have access to a building that is housing livestock, such as a barn, are likely to receive warmth and protection through their access to a barn which is warmed by livestock and do not require a dog shelter.

9. Will the updated standards impact First Nation communities?

Animal Welfare Services endeavours to engage with First Nation leadership as a matter of practice prior to enforcing the PAWS Act in First Nation communities. The ministry also respects that First Nations have the authority to make their own by-laws related to animals.

10. Will the updated standards impact municipalities? How will these updated standards work with municipal by-laws that govern the care of outdoor dogs?

The updated standards will not impose any new requirements on municipal by-law enforcement departments. In the event of a conflict between a municipal by-law and the updated standards, [Section 67 of the PAWS Act](#) continues to apply. Section 67 of the PAWS Act specifies that if there is a conflict between a provision of the PAWS Act or its regulations and a municipal by-law related to the welfare of animals or the prevention of cruelty to animals, the provision that provides the greater protection to animals prevails.

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Division de la formation en matière
de sécurité publique25 rue Grosvenor
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Toronto ON M7A 2H3Téléphone: (416) 314-3377
Télécopieur: (416) 314-4037

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Ontario Closed Circuit Television (CCTV) Grant Program
– Call for Applications for Fiscal Year 2022-2023**

| | |
|------------------------|-----------------------|
| DATE OF ISSUE: | April 21, 2022 |
| CLASSIFICATION: | For Action |
| RETENTION: | May 20, 2022 |
| INDEX NO.: | 22-0042 |
| PRIORITY: | Normal |

I am pleased to advise you that the Ministry of the Solicitor General (ministry) is now accepting applications under the Ontario Closed Circuit Television (CCTV) Grant Program for the fiscal year of 2022-2023.

This grant continues to help expand CCTV systems in more municipalities, as part of the Ontario Guns, Gangs and Violence Reduction Strategy (GGVRS).

The Ontario GGVRS is being implemented to deliver a comprehensive and effective solution to the issue of guns and gangs in the province. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention, and prevention. The Ontario CCTV Grant Program will further support police services and the communities they serve to increase public safety.

The Ontario CCTV Grant Program is available to all Municipal and First Nations police services as well as the Ontario Provincial Police (OPP). The call for applications is being launched for a one-year grant cycle and will provide one-time funding to successful applicants in the fiscal year of 2022-2023 (April 1, 2022 to March 31, 2023).

.../2

Similar to the approach used in the previous two years of the grant program:

- Eligible applicants can submit **ONE** application per police service (Municipal and First Nations police services as well as OPP contract locations).
- OPP non-contract locations are eligible to submit **ONE** application per OPP region (Central, East, North East, North West, and West).
- The **maximum** funding request for each project is **\$200,000 for one year (2022-2023)**.

Police services will be required to pay for 50 per cent of the project costs. For example, if the total project cost is \$400,000, the applicant must commit \$200,000 of their own funds towards the project and the ministry would cover the remaining 50 per cent of the project costs of \$200,000. **For more detailed information, please see the attached Application Guidelines.**

Please note that grant funding is subject to the ministry receiving the approved appropriation from the Ontario Legislature.

All applications must be submitted through Transfer Payment Ontario (TPON) as well as via email to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by 4:00 p.m. Eastern Standard Time on May 20, 2022. Submissions that are late or incomplete will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Guidelines and Instructions document.

If you have any questions related to the application process, please direct your inquiries to Ram Thanabalasingam at Ramanan.Thanabalasingam@Ontario.ca or Silvana Burke at Silvana.Burke@Ontario.ca.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Application Guidelines and Instructions

Grant Program: Ontario Closed Circuit
Television (CCTV) Grant Program

Grant Cycle: FY 2022-23 (one year)

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INTRODUCTION

The Ministry of the Solicitor General (ministry) is pleased to announce that the Ontario Closed Circuit Television (CCTV) Grant Program for the fiscal year of 2022-2023 is now open for application submissions. This one-year grant intends to expand CCTV systems in more municipalities, as part of the [Ontario Guns, Gangs and Violence Reduction Strategy \(GGVRS\)](#).

The GGVRS is being implemented in a manner that balances the government's policy objective to deliver a comprehensive and effective solution to guns and gangs, with the government's fiscal priorities and commitments. As part of the GGVRS, investments have been made to fight gun and gang violence through enforcement, intervention and prevention. The Ontario CCTV Grant Program has been able to further support police services and the communities they serve to increase community safety.

The Ontario CCTV Grant Program is available to all Municipal and First Nations police services, as well as the Ontario Provincial Police (OPP), and will provide **one-time** funding to successful applicants in 2022-2023.

IMPORTANT

Applicants applying for the Ontario CCTV Grant Program will be required to pay for 50 per cent of the project costs and the ministry would cover the remaining 50 per cent.

For example, if your total project cost is \$100,000, the applicant must commit \$50,000 (50 per cent) of their own funds towards the project and the ministry would cover the remaining \$50,000 (50 per cent).

These application guidelines and instructions outline the grant process and contain important information on eligibility criteria, outcomes and performance indicators, the application review process, selection criteria and more.

ELIGIBILITY CRITERIA

Who is Eligible?

- Municipal and First Nations police services and OPP contract locations.
- OPP non-contract locations are eligible to apply for one application per region (Central Region, East Region, North East Region, North West Region, and West Region) and must submit applications through OPP headquarters (i.e., a total of 5 applications max).
 - All OPP non-contract locations must submit their application(s) to Ashley Dunning at Ashley.Dunning@opp.ca.

What is Eligible?

- CCTV cameras and associated costs. This could include:
 - Purchasing of CCTV cameras to be installed in communities/business areas.
 - CCTV installation costs.
 - CCTV associated supplies/software.

Funding Amounts:

- Applicants can submit only **ONE** application per police service or for OPP non-contract locations, **ONE** application per region.
 - The maximum funding request from the ministry for each project is \$200,000 for one fiscal year.
 - **As noted above, applicants applying for this grant will be required to pay for 50 per cent of the project cost. For example, if your total project cost is \$400,000, the applicant must commit \$200,000 (50 per cent) of their own funds towards the project and the province would cover the remaining \$200,000 (50 per cent).**
 - Police services may want to consider using their financial contribution towards the following budget items to support their CCTV project:
 - Community consultations and communications relating to placement/installation of CCTV cameras.
 - Training on equipment (i.e., training to support video review, etc.).

Outcomes/Performance Measures:

- Applicants must track and collect the required provincially-identified outcomes as well as identify your own local performance measures (for details, please see “Outcomes and Performance Indicators” section below).

What is NOT Eligible?

- Funding that requests offsetting current policing operating budgets (e.g., cameras on police cars, body worn cameras, etc.).

OUTCOMES & PERFORMANCE INDICATORS

Successful grant recipients will be required to report to the ministry on **both** locally-identified and provincially-identified outcomes.

Provincially-Identified Outcomes:

The ministry will require successful recipients to report back on the mandatory provincial outcomes and the associated indicators outlined in the chart below. **Please ensure you build this into your application under “Performance Measures” section.**

| Provincial Outcome | Indicator |
|--|---|
| Decrease in violent crime | <ul style="list-style-type: none">• Decrease in number of reported violent crimes in identified areas. |
| Decrease in gun and gang activity | <ul style="list-style-type: none">• Decrease in number of shootings in identified areas. |
| | <ul style="list-style-type: none">• Decrease in number of gang-related activities in identified areas. |
| Increased use of CCTVs to address crime | <ul style="list-style-type: none">• Number of cameras installed to date. |
| | <ul style="list-style-type: none">• Increase in number of potential suspects, victims or witnesses identified by CCTVs post-incident. |
| | <ul style="list-style-type: none">• Total number of downloads from designated cameras for investigative purpose. |
| | <ul style="list-style-type: none">• Increase in total number of charges laid for cases in which there is CCTV video footage. |

Locally-Identified Outcomes:

In addition to the above provincially-identified outcomes, applicants will also be required to identify **at least two** local outcomes and associated performance indicators that reflect your specific initiative(s). Again, **please ensure you build this into your application under “Performance Measures” section.**



TIP: Expected **Outcomes** are the positive impacts or changes your activities are expected to make in your community.

Additional Information:

- A performance **indicator** is an observable, measurable piece of information (i.e., numeric result) about a particular outcome, which shows to what extent the outcome has been achieved.
- **Quantitative** indicators are numeric or statistical measures that are often expressed in terms of unit of analysis (e.g., frequency of, percentage of, ratio of, variance with).
- **Qualitative** information is non-measurable information that describes attributes, characteristics, properties, etc. It can include descriptive judgments or perceptions (e.g., program participants' verbal or written feedback) measured through an open-ended questionnaire or an interview.
- **Target** is the planned result to be achieved within a particular time frame. Along with the baseline, this provides an anchor against which current performance results can be compared. Reasonable targets are challenging but achievable.
- **Baseline** data is information captured initially to establish the starting point against with which measure the achievement of outcomes.

APPLICATION REVIEW AND ASSESSMENT CRITERIA

The Review Committee's primary mandate will be to review and evaluate applications, to ensure that eligibility criteria are met, and to confirm that applications have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

The Review Committee will make recommendations for funding to the Solicitor General. Below is the Selection Criteria that the Committee will use to score applications, where indicated each bullet will be scored out of 3, as follows:

- 3** – Application meets all eligibility criteria
- 2** – Application meets most eligibility criteria
- 1** – Application meets eligibility criteria to some extent
- 0** – Application does not meet eligibility criteria

SELECTION CRITERIA

Please review the following Selection Criteria carefully. The descriptions below outline important questions that must be addressed for each criterion and must be followed when completing your application. Please ensure you answer each component of every question.

1. Project Summary (3 points total):

- Provide a brief description of your project and how CCTVs will help to address gun and gang crime in your community.
 - *Please Note: If your application should be approved for funding in 2022-2023, the project summary that you provide under this section of the application may be used publicly (ministry Website). If you do not wish to have your project summary made public, please ensure to state “Do not share publicly” under this section of the application.*

2. Demonstrated Need/Objectives (6 points total):

- How/why did you determine that there is a need for this equipment for your organization?
 - Provide current and reliable statistics and evidence of gun and gang crime in your community or specific to the area where you are looking to use this equipment, as appropriate **(3 points)**.
- What is the overall objective(s) of the project and what steps will be taken to achieve these objective(s)? **(3 points)**.

3. Project Work Plan/Activities (9 points total):

- Complete the chart outlined in the application:
 - Key Milestones: Indicate the key milestones for your project. **(3 points)**
 - Activities: Describe in detail all the activities that are associated with achieving the key milestones. **(3 points)**
 - Timelines: Identify the start date and end date associated with your key milestones and activities. Please ensure that milestones and activities are reasonable to achieve/complete during the duration of this grant cycle. **(3 points)**

4. Project Budget (6 points total):

- Complete the chart outlined in the application.
 - Indicate all your budget items that are associated with this request. **(3 points)**
 - Described in detail the need/use for each budget item that requires ministry funding. **(3 points)**
 - *Also, please indicate that you will be able to cover or pay for 50 per cent of the total project costs.*

5. Performance Measures (6 points total):

- Complete the chart outlined in the application for both:
 - 1) Provincially-identified Outcomes. **(3 points)**
 - 2) Locally-identified Outcomes. **(3 points)**

Both provincially-identified and locally-identified performance measures should include the following:

- **Metric:** Indicate your Performance Metrics, linking them with the Project Work Plan/Activities. Complete this column based on the performance indicators identified in question 3 (Project Work Plan).
- **Description:** How is this metric collected and what is the purpose of collecting it?
- **Goal:** Indicate the goal, linking it with project outcomes/objectives.

CONTRACTUAL AGREEMENT

The ministry will enter into a contractual agreement with the Police Services Board (PSB) approved under the Ontario CCTV Grant Program. Funds will be released to the PSB after the contractual agreement is fully executed. The project funds must be used for the purposes described in the application and according to the terms of the contractual agreement.

Standard government procedures regarding grants will be followed. The contract will outline:

- Purposes for which the grant will be used;
- Commitments to be undertaken or specific activities to support the application;
- Interim and final reporting dates and requirements, including performance measures; and
- Funding disbursement schedule.

Please note, if funding is approved for your application, the contractual agreement may be for a two-year term in order for the ministry to collect appropriate performance measures associated with your project. Payments will be paid out in full and funding must be spent in the first FY 2022-23.

APPLICATION DEADLINE

All applications must be submitted through Transfer Payment Ontario (TPON) as well as to the ministry contacts via email to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca by 4:00 p.m. Eastern Standard Time on May 20, 2022.

Submissions that are late or incomplete will not be considered for funding.

More details on the application process, including accessing the application and applying through TPON, are outlined below under “Instructions on Filling Out Application Form”.

MINISTRY CONTACTS

If you have any questions regarding the Ontario CCTV Grant Program or these guidelines, please contact Ram by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana by email at Silvana.Burke@Ontario.ca.

INSTRUCTIONS ON FILLING OUT APPLICATION FORM

Transfer Payment Ontario (www.ontario.ca/GetFunding) is the Government of Ontario's online transfer payment management system. It provides one window access to information about available funding, how to submit for Transfer Payment (TP) funding and how to track the TP status of your submission.

Getting Started

- All organizations must be registered with Transfer Payment Ontario in order to submit the intake form to request funding for this TP program.
 - The form must be submitted online, in either English or French through Transfer Payment Ontario.
- **Existing Transfer Payment Ontario users:** If your organization is already registered with Transfer Payment Ontario, you do not need to register again. Log in to Transfer Payment Ontario to access and submit an intake form.
- **New users to Transfer Payment (TP) Ontario:** If you are a new user of Transfer Payment Ontario, you will need to:
 1. [Create a ONE-key account](#);
 2. [Register your organization](#) or [Join an existing organization](#)
 3. [Request access to TP Ontario](#).

NOTE: Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

Technical Support

For technical support related to the Transfer Payment Ontario including assistance with registration, and intake form, please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095

- Email: TPONCC@ontario.ca

NOTE: ALL APPLICATIONS MUST BE SUBMITTED ON-LINE THROUGH TRANSFER PAYMENT ONTARIO SYSTEM AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED ON PAGE 7.

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Police Services Board Members and Elections

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 25, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0044 |
| PRIORITY: | Normal |

The Ministry of the Solicitor General (the ministry) has received several queries regarding the responsibilities of police services board members running in the upcoming provincial or municipal elections in 2022.

All members of a police services board should review Ontario Regulation 421/97 *Members of Police Services Boards – Code of Conduct*.

The ministry advises that a board member should disclose to the police services board their decision to be a candidate in the provincial or municipal elections as soon as possible. Board members appointed by Lieutenant Governor in Council (LGIC), are advised to also inform their respective ministry Police Services Advisor as soon as possible.

Board members who are candidates in the June 2022 provincial election may wish to consider taking a leave of absence during the writ period if they feel that, at any point they would be, or had the potential to be, in a real or perceived conflict of interest.

A police services board may have its own rules and procedures related to the political activity of its board members that should be reviewed, including those developed in accordance with s.37 of the *Police Services Act*. All board members appointed by LGIC intending to engage in political activity should also consider contacting their respective Ethics Executive/Integrity Commissioner as may be applicable.

Should a board member appointed by LGIC be elected, the board member should consider notifying the ministry and the police services board immediately, to determine next steps.

For any questions, please contact your respective Police Services Advisor (see attached Zone Assignments).

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings". The signature is written in a cursive, slightly slanted style.

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

POLICE SERVICES ADVISORS – BOARD & POLICE SERVICE ASSIGNMENTS POLICE SERVICES LIAISON UNIT, INSPECTORATE OF POLICING

Zones are OAPSB and OACP consistent. Police services board names are as recorded by the Public Appointments Secretariat, except for regional municipalities, which have been modified for consistency. Boards responsible for multiple municipalities (excluding upper-tier boards) are indicated as “joint”. Boards with both municipal police service and OPP agreement responsibilities are “hybrid” and are listed in each table. Police services with names significantly different from the governing board are listed with the board. There are currently **158** boards in Ontario.

Police Services Boards – Municipal Police Services – PSA s.31

| ZONES 1/1A | ZONE 2 | ZONE 3 | ZONE 4 | ZONE 5 | ZONE 6 |
|--|--|---|---|---|--|
| Tom Gervais (416) 432-5645 tom.gervais@ontario.ca <i>B/U Ron LeClair</i> | Graham Wight (416) 817-1347 graham.wight@ontario.ca <i>B/U Dave Tilley</i> | Jeeti Sahota (416) 702-4404 jeeti.sahota@ontario.ca <i>B/U Graham Wight</i> | Ron LeClair (226) 280-0166 ronald.leclair@ontario.ca <i>B/U Duane Sprague</i> | Duane Sprague (416) 573-8309 duane.sprague@ontario.ca <i>B/U Jeeti Sahota</i> | David Tilley (647) 224-9370 david.tilley@ontario.ca <i>B/U Tom Gervais</i> |
| Dryden | Belleville | Barrie | Brantford | Guelph | Aylmer |
| Greater Sudbury | Brockville | Bradford West Gwillimbury & Innisfil (joint) - <i>South Simcoe</i> | Halton Regional | Hanover | Chatham-Kent |
| North Bay | Cornwall | Cobourg | Hamilton | Owen Sound | LaSalle |
| Sault Ste. Marie | Deep River | Durham Regional | Niagara Regional | Saugeen Shores | London |
| Thunder Bay | Gananoque | Kawartha Lakes | Woodstock | Stratford | Sarnia |
| Timmins | Kingston | Peel Regional (<i>hybrid</i>) | | Waterloo Regional | St. Thomas |
| | Ottawa | Peterborough | | West Grey | Strathroy-Caradoc |
| | Smiths Falls | Port Hope (<i>hybrid</i>) | | | Windsor |
| | | Toronto | | | |
| | | York Regional | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6 | 8 | 10 | 5 | 7 | 8 |
| | | | | | Total 44 |

Police Services Boards - OPP Service Agreements – PSA s.10

| ZONES 1/1A | ZONE 2 | ZONE 3 | ZONE 4 | ZONE 5 | ZONE 6 |
|---|------------------------------|-------------------------------|----------------------|-----------------------|------------------------------|
| Atikokan | Admaston/Bromley | Alnwick/Haldimand | Blandford-Blenheim | Amaranth | Elgin Group <i>(joint)</i> |
| Blind River | Augusta | Asphodel-Norwood | County of Brant | Brockton | Essex |
| Bonfield | Beckwith | Brighton | East Zorra-Tavistock | Central Huron | Kingsville |
| Cochrane | Bonnechere Valley | Collingwood | Haldimand County | Chatsworth | Lakeshore |
| East Ferris | Carleton Place | Cramahe | Ingersoll | Georgian Bluffs | Lambton Group <i>(joint)</i> |
| Elliot Lake | Greater Napanee | Hamilton Township | Norfolk County | Goderich | Point Edward |
| Espanola | Hawkesbury | Havelock-Belmont-Methuen | Norwich | Grand Valley | Tecumseh |
| Fort Frances | Lanark Highlands | Midland | Tillsonburg | Grey Highlands | Thames Centre |
| Hearst | Merrickville-Wolford | North Kawartha | | Huron-Kinloss | |
| Ignace | Montague | Nottawasaga <i>(joint)</i> | | Kincardine | |
| Johnson | North Grenville | Orillia | | Melancthon | |
| Kapuskasing | Pembroke | Otonabee-South Monaghan | | Mono | |
| Kenora | Perth | Peel Regional <i>(hybrid)</i> | | Mulmur | |
| Kirkland Lake | Petawawa | Penetanguishene | | North Huron | |
| Laird | Prescott | Port Hope <i>(hybrid)</i> | | North Perth | |
| Lakehead <i>(joint)</i> | Prince Edward | Smith-Ennismore | | Orangeville | |
| MacDonald, Meredith & Aberdeen Additional | Quinte West | Township of Tiny | | Shelburne | |
| Machin | Renfrew | Trent Lakes | | South Bruce Peninsula | |
| Marathon | South Frontenac | Trent Hills | | South Huron | |
| Mattawa & Area <i>(joint)</i> | Stirling-Rawdon | | | Southgate | |
| Pickle Lake | Stormont, Dundas & Glengarry | | | The Blue Mountains | |
| Powassan | Tay Valley | | | Wellington County | |
| Red Lake | The Nation Municipality | | | West Perth | |
| Shuniah | | | | | |
| Sioux Lookout | | | | | |
| Sioux Narrows – Nestor Falls | | | | | |
| Smooth Rock Falls | | | | | |
| Spanish | | | | | |
| Temagami | | | | | |
| Temiskaming Shores | | | | | |
| Terrace Bay | | | | | |
| The North Shore | | | | | |
| Thessalon | | | | | |
| Wawa | | | | | |
| West Nipissing | | | | | |
| 35 | 23 | 19 | 8 | 23 | 8 |
| | | | | | Total 116 |

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Right to Disconnect Policy / Written Policy on
Disconnecting from Work**

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 27, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0045 |
| PRIORITY: | High |

As you may be aware, on December 2, 2021, the *Employment Standards Act, 2000* (the *Act*), was amended to create a new requirement for a “right to disconnect” policy.

The *Act* was amended to create a new Part VII.0.1, which establishes a requirement for employers with 25 or more employees as of January 1 of the given year to have a written policy about employees disconnecting from work. “*Disconnecting from work*” is defined under [section 21.1.1](#) of the *Act* to mean not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

This requirement applies to all employers covered by the *Act* in relation to their employees who are subject to the *Act*, except the Crown, a Crown agency or an authority, board, commission or corporation whose members are all appointed by the Crown and their employees. It should be noted that the *Act* does not apply to a police officer or a person for whom a police officer performs work, except as provided in Part XVI (Lie Detectors).

As a result, this requirement applies to all municipal police services boards with at least 25 employees who are not police officers (e.g., civilian members of the police service, special constables, board support staff). For First Nation police services, the application of this requirement (and the *Act* generally) depends on whether the employment relationship falls within provincial jurisdiction – the *Act* does not apply to employment

relationships that fall under federal jurisdiction. This requirement does not apply to the Ontario Provincial Police, as part of the Crown.

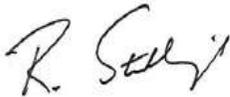
The written policy will need to be in place before March 1 of each year and must contain the date it was made, as well as the date any changes were made to it. However, employers have a grace period for 2022 and will not need to have a written policy in place until June 2, 2022.

Employers will be required to provide a copy of the written policy to each employee within 30 days of preparing the policy or, if an existing written policy is changed, within 30 days of the changes being made.

You may wish to refer to [Your guide to the *Employment Standards Act*](#) for further information regarding the written policy on disconnecting from work.

Further information on other recent amendments introduced by the *Working for Workers Act, 2021* can be found [here](#).

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Continued Mask and Face Covering Requirements in
Certain Settings beyond April 27, 2022

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 27, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0046 |
| PRIORITY: | Normal |

The Chief Medical Officer of Health (CMOH) has issued a Class Order made pursuant to Section 22 under Section 77.1 of the *Health Protection and Promotion Act* (HPPA). This Class Order is to continue the requirement for masking in certain settings.

The Order took effect at 12:00 a.m. April 27, 2022 and is expected to remain in place until 12:00 a.m. (the first instant of) June 11, 2022, unless otherwise extended or revoked.

All police officers and provincial offences officers are authorized to enforce the CMOH's order. Failure to comply with the order is an offence under subsection 100(1) of the HPPA.

- Non-compliance with the CMOH's order is a ticketable offence under the *Provincial Offences Act* (POA), subject to a set \$750.00 fine.
- Non-compliance with the CMOH's order is an offence for which one is liable, on conviction, to a fine of not more than \$5,000.00 for every day or part of each day on which the offence occurs or continues. For corporations, they may be liable, on conviction, to a fine of not more than \$25,000 for every day or part of each day on which the offence occurs or continues.

.../2

More information on the set fine schedule can be found [here](#)

The CMOH Class Order replicates the current masking requirements under O. Reg. 364/20 under *the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) which expires on April 27, 2022. It does not impose any additional requirements.

Limited settings where masking requirements will continue include:

- Public transit including indoor areas and vehicles, but excluding businesses or organizations that provide sightseeing or touring services
- Hospitals, including private hospitals, and psychiatric facilities
- Other health care settings:
 - Clinics that provide health care services (doctors' offices, Community Health Centres, public health/immunization clinics, mental health clinics, etc.)
 - Laboratories and specimen collection centres
 - Independent Health Facilities (e.g., dialysis, birth centres, nuclear medicine)
 - Employees and contractors of home and community care providers
- Long-term care homes
- Retirement homes
- Congregate care settings that provide care and services to medically and socially vulnerable individuals
- Shelters

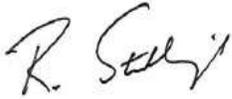
For a detailed list of settings where wearing a mask will continue to apply as well as a list of exemptions, please refer to the attachments. An example of an exempted setting includes correctional institutions or in a custody and detention program for young persons in conflict with the law. A copy of the Order can also be found [here](#).

The order applies to the persons responsible for the business or organization that is listed. It also applies to persons in the indoor areas of the premises of a listed business or organization or in a vehicle operating as part of the business or organization.

Please note that on April 6, 2022, O. Reg 8/21 under the *Emergency Management and Civil Protections Act* was revoked. As such, the ability of police officers and other provincial offences officers to compel individuals to identify themselves in order to lay a charge for contravening a Section 22 COVID-19 order is no longer available.

I want to thank you once again for your continued support to ensure the health and safety of our communities.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings". The signature is written in a cursive, slightly slanted style.

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments - 2

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of Health

Office of Chief Medical Officer
of Health, Public Health

Tel.: 416 212-3831
Fax: 416 325-8412

Ministère de la Santé

Bureau du médecin hygiéniste
en chef, santé publique

Tél. : 416 212-3831
Télééc. :416 325-8412

April 22, 2022

MEMORANDUM

TO: Sector Partners

**RE: Continued Mask and Face Covering Requirements in Certain Settings beyond
April 27, 2022**

I am writing to advise you I have issued a Class Order (herein referred to as "Order") made pursuant to Section 22 under Section 77.1 of *the Health Protection and Promotion Act* (HPPA) to continue the requirement for masking in certain settings as of 12:00 a.m. (the first instant of) on April 27, 2022. These limited settings include indoor areas of:

- Public transit including indoor areas and vehicles, but excluding businesses or organizations that provide sightseeing or touring services
- Hospitals, including private hospitals, and psychiatric facilities
- Other health care settings:
 - Clinics that provide health care services (doctors' offices, other medical offices, Community Health Centres, public health/immunization clinics, mental health clinics, etc.)
 - Laboratories and specimen collection centres
 - Independent Health Facilities (e.g., dialysis, birth centres, nuclear medicine)
 - Employees and contractors of home and community care providers
- Long-term care homes

- Retirement homes
- Congregate care settings that provide care and services to medically and socially vulnerable individuals
- Shelters

For a detailed list of settings where wearing a mask will continue to apply, please see refer to the attached Order or visit [here](#).

Please note this Order does not impose any additional requirements to those in currently in place under O. Reg. 364/20 of the *Reopening Ontario (A Flexible Response to COVID-19) Act* which will expire on April 27, 2022.

Maintaining mask and face covering requirements will provide additional protection in these specific settings and environments where individuals who are, or may be, at increased risk of severe outcomes are in close contact for extended periods of time, such as congregate living settings and on public transportation.

I encourage you to post a copy of this Order at all entrances/exits in all premises in your business or organization, in a conspicuous location visible to the public, that informs individuals on this requirement prior to entering.

It is intended this Order will remain in place until 12:00 a.m. (the first instant of) on June 11, 2022 unless otherwise extended or revoked. I will continue to monitor and assess key indicators and the COVID-19 situation across the province to assess the need for this and any other public health measures.

While the COVID-19 pandemic is not over, we have come to a place where we know what we need to do to manage this virus and to keep each other safe.

If your organization has any questions about this Order, please do not hesitate to contact your respective Ministry representative or my office via CMOH@ontario.ca.

Thank you for your continued partnership.

Sincerely,



Kieran Michael Moore, MD, CCFP(EM), FCFP, MPH, DTM&H, FRCPC
Chief Medical Officer of Health

c: Dr. Catherine Zahn, Deputy Minister, Ministry of Health
Carlene Alexander, Deputy Minister, Ministry of Seniors and Accessibility

Denise Cole, Deputy Minister, Ministry of Children, Community and Social Services

Douglas Jones, Deputy Minister, Ministry of Transportation

Kate Manson-Smith, Deputy Minister, Ministry of Municipal Affairs and Housing

Nancy Matthews, Deputy Minister, Ministry of Long-Term Care

Ministry of Health

Office of Chief Medical Officer
of Health, Public Health
Box 12
Toronto, ON M7A 1N3

Tel.: 416 212-3831
Fax: 416 325-8412

Ministère de la Santé

Bureau du médecin hygiéniste
en chef, santé publique
Boîte à lettres 12
Toronto, ON M7A 1N3

Tél. : 416 212-3831
Télééc. : 416 325-8412

CLASS ORDER

made pursuant to Section 22 under Section 77.1 of the *Health Protection and Promotion Act, R.S.O. 1990, c. H.7.*

DATE: April 27, 2022 at 12:00 a.m. (the first instant of)

EXPIRY: June 11, 2022 at 12:00 a.m. (the first instant of) unless otherwise extended or revoked

TO: Every person responsible for a business or organization listed below that is open; and
Every person in the indoor area of the premises of a business or organization, or in a vehicle that is operating as part of the business or organization listed below:

1. Businesses, organizations, municipalities, or local boards that operate a public transit service, but only in respect of the indoor premises and vehicles used for the operation of the public transit service.
2. Businesses or organizations that provide bus passenger transportation service within or between municipalities for compensation, but only in respect of the indoor premises and vehicles used for the operation of the bus passenger transportation service. This paragraph does not apply to businesses or organizations that provide sightseeing or touring services.
3. Hospitals within the meaning of the *Public Hospitals Act*, private hospitals within the meaning of the *Private Hospitals Act*, psychiatric facilities within the

meaning of the *Mental Health Act* and independent health facilities within the meaning of the *Independent Health Facilities Act*.

4. Long-term care homes within the meaning of the *Fixing Long-Term Care Act, 2021*¹.
5. Retirement homes within the meaning of the *Retirement Homes Act, 2010*.
6. Clinics that provide health care services.
7. Service agencies as defined under the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008* that provide,
 - i. residential services and supports to adults with developmental disabilities who reside in supported group living residences or intensive support residences, as defined in that Act, or
 - ii. specialized residential accommodation pursuant to an agreement with the Ministry of Children, Community and Social Services, other than specialized accommodation services that support residential living outside of group living arrangements operated by the service agency.
8. Transfer payment recipients funded by the Ministry of Children, Community and Social Services that provide residential or emergency residential services under the Violence Against Women Support Services program or the Anti-Human Trafficking Community Supports program.
9. Transfer payment recipients funded by the Ministry of Children, Community and Social Services that provide intervenor services for persons who are deafblind in a residential setting.
10. Licensees operating a children's residence within the meaning of Part IX of the *Child, Youth and Family Services Act, 2017*.

¹ Where directives, policies or guidance that apply to a long-term care home within the meaning of the *Fixing Long-Term Care Act, 2021* are issued by the Office of the Chief Medical Officer of Health, the Minister of Long-Term Care or the Ministry of Long-Term Care, such directives, policies, or guidance apply despite anything in this Order.

11. Licensees to which section 117 of Ontario Regulation 156/18 (General Matters Under the Authority of the Minister) made under the *Child, Youth and Family Services Act, 2017* applies.
12. Businesses or organizations that provide residential care, within the meaning of the *Child, Youth and Family Services Act, 2017*, and that are not required to be licensed under Part IX of that Act, during any period when a child is placed with the business or organization by a service provider within the meaning of that Act.
13. Transfer payment recipients that receive funding from the Ministry of Children, Community and Social Services to provide residential services under the Indigenous Healing and Wellness Strategy.
14. Children's treatment centres that receive funding under the *Child Youth and Family Services Act, 2017* to deliver rehabilitation services for children and youth with special needs.
15. Laboratories and specimen collection centres as defined in section 5 of the *Laboratory and Specimen Collection Centre Licensing Act*.
16. Businesses or organizations that operate a shelter for persons experiencing homelessness, in respect of the premises used for the operation of the shelter.
17. Congregate care supportive housing residences where the residents share facilities for living, dining, sleeping or bathing and that receive funding from,
 - i. the Ministry of Municipal Affairs and Housing,
 - ii. the Ministry of Health,
 - iii. Ontario Health,
 - iv. a service manager designated under the *Housing Services Act, 2011*,
 - v. the Ontario Aboriginal Housing Support Services Corporation, or
 - vi. the Miziwe Biik Development Corporation.
18. Service providers within the meaning of the *Home Care and Community Services Act, 1994*, health service providers that provide home and community care services under the *Connecting Care Act, 2019* and their providers of home

and community care services under that Act, and local health integration networks within the meaning of the *Local Health System Integration Act, 2006*.

I, the Chief Medical Officer of Health for the Province of Ontario, order you to take the following steps:

1. Every person responsible for a business or organization listed above which is open, except for a business or organization listed in paragraph 3 below, must require any person in the indoor area of the premises or in a vehicle that is operating as part of the business or organization to wear a mask or face covering in a manner that covers the person's mouth, nose and chin during any period in which the person is in the indoor area, unless an exemption in Appendix A applies.
2. For individuals, to wear a mask or face covering in a manner that covers your mouth, nose, and chin during any period when you are in the indoor area of any business or organization listed above, except for a business or organization listed in paragraph 3 below, or in a vehicle that is operating as part of the business or organization, unless an exemption in Appendix A applies to you.
3. Service providers within the meaning of the *Home Care and Community Services Act, 1994*, health service providers that provide home and community care services under the *Connecting Care Act, 2019* and O. Reg. 187/22 and their providers of home and community care services under that Act and O. Reg. 187/22, and local health integration networks within the meaning of the *Local Health System Integration Act, 2006* and their providers of home and community care services under the *Connecting Care Act, 2019* and O. Reg. 187/22, must ensure that any employee or other person providing a service to an individual in an indoor area or a vehicle wears a mask or face covering in a manner that covers their mouth, nose and chin while they are providing the service, unless an exemption in Appendix A applies to the person in the indoor area.

THE REASONS for this CLASS ORDER are that:

1. On March 11, 2020, the spread of COVID-19 was declared a pandemic by the World Health Organization. The spread of COVID-19 continues to be a compelling public health risk in Ontario.

2. COVID-19, a disease caused by a novel coronavirus, is designated as a disease of public health significance and a communicable disease pursuant to Ontario Regulation 135/18 under Ontario's *Health Protection and Promotion Act*.
3. COVID-19 can cause acute and severe respiratory illness and death in humans.
4. COVID-19 is transmitted from person-to-person predominantly through respiratory droplets and aerosols that are released from the nose and mouth over short and long ranges. COVID-19 may be transmitted from persons who have minimal or no signs or symptoms of illness.
5. Data indicates that Ontario is now in its sixth pandemic wave.
6. As the date of this Order, the newly identified BA.2 sub-lineage of the existing Omicron variant of concern (VOC) is dominant in Ontario and is associated with increased COVID-19 transmission leading to increased COVID-19-related hospitalizations.
 - a. Evidence and epidemiological data demonstrate that the BA.2 sub-lineage (herein referred to as BA.2) is more transmissible than the Omicron sub-lineages that dominated recent Omicron epidemic waves (i.e., BA.1, BA.1.1). The exact mechanism of increased transmissibility is still unknown, but early evidence suggests higher viral load compared to BA.1 or BA.1.1 may be a factor.
 - b. Early evidence suggests BA.2 may not be more severe than BA.1. However, increased transmission and community activity may result in more severe outcomes at a population level.
7. There is widespread circulation of COVID-19 across Ontario higher risk settings with vulnerable populations (e.g., congregate care settings such as long-term care homes) susceptible to outbreaks and more severe health outcomes. At the time of this Order, there are increasing outbreaks in higher risk settings.
8. The use of masking as a public health measure to help prevent COVID-19 transmission has been applied throughout Canada, and internationally, to help prevent COVID-19 transmission.
9. Evidence, including trials and ecological studies, indicate that the implementation of community-based masking policies at national and regional levels is associated with decreased COVID-19 incidence, hospitalization, and mortality.

10. Evidence also suggests that masking policies is beneficial in specific settings and environments where individuals who are, or may be, at increased risk of severe outcomes are in close contact for extended periods of time, such as congregate living settings and on public transportation.
11. This Order provides for the continuation of the current masking requirements in effect under the *Reopening Ontario (A Flexible Response to COVID-19) Act (ROA)* which will expire on April 27, 2022. It does not impose any additional requirements beyond the masking requirements that were previously in the ROA. It extends the masking requirements already in place in higher risk settings beyond April 27, 2022.
12. Maintaining masking requirements in these higher risk settings will provide additional protection in places where people are often in close contact and/or required to be in-person, and for vulnerable people.

I am of the opinion, on reasonable and probable grounds that:

- a. a communicable disease exists or may exist or there is an immediate risk of an outbreak of a communicable disease in the health unit served by me;
- b. the communicable disease presents a risk to the health of persons in Ontario; and
- c. the requirements specified in this order are necessary to decrease or eliminate the risk to health presented by the communicable disease.

I am also of the opinion that the delivery of notice of this Order to each and every member of the class to whom it is directed is likely to cause a delay that could significantly increase the risk to the health of any person residing in Ontario, so notice shall be provided through the public media and the internet via posting at <http://www.ontario.ca>.

This Order is made by the Chief Medical Officer of Health under the authority of section 77.1 of the *Health Protection and Promotion Act* that permits the Chief Medical Officer of Health to exercise anywhere in Ontario any of the powers of a medical officer of health, including to issue a class section 22 order, where I am of the opinion that a situation exists anywhere in Ontario that constitutes or may constitute a risk to the health of any persons. I have investigated the situation and consider the issuance of this Order is appropriate in specific settings and environments where individuals who are, or may be, at increased risk of severe outcomes are in close contact for extended periods of time, such as congregate living settings and on public transportation, and am exercising,

anywhere in Ontario the powers of a local medical officer of health to issue a class section 22 order.

NOTICE

TAKE NOTICE THAT you are entitled to a hearing by the Health Services Appeal and Review Board if you have mailed or delivered to the Chief Medical Officer of Health and to the Health Services Appeal and Review Board, notice in writing, requesting a hearing within 15 days after service of this Order. All requests for hearings and inquiries must be sent by email to hsarb@ontario.ca or faxed to the HSARB at 416-327-8524. Please visit <http://www.hsarb.on.ca/> for more information.

AND TAKE FURTHER NOTICE THAT although a hearing may be requested this Order takes effect when it is served upon you.

FAILURE to comply with this Order is an offence for which you may be liable, on conviction, to a fine of not more than \$5,000.00 for every day or part of each day on which the offence occurs or continues or, should a ticket be issued to you, to a fine in the amount of \$750.

(original signed by)

Dr. Kieran Michael Moore, MD, CCFP(EM),
FCFP, MPH, DTM&H, FRCPC
Chief Medical Officer of Health

Questions about this Order may be directed to the Office of the Chief Medical Officer of Health at CMOH@ontario.ca.

Appendix A:

Masking Exceptions That May Apply to Individuals who are Subject to this Order

Where there is any requirement under this Order that a person wear a mask or face covering, the requirement does not apply to a person who,

- (a) is a child who is younger than two years of age;
- (b) is receiving residential services and supports in a residence listed in the definition of "residential services and supports" in subsection 4 (2) of the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*;
- (c) is in a correctional institution or in a custody and detention program for young persons in conflict with the law;
- (d) has a medical condition that inhibits their ability to wear a mask or face covering;
- (e) is unable to put on or remove their mask or face covering without the assistance of another person;
- (f) needs to temporarily remove their mask or face covering while in the indoor area,
 - (i) to receive services that require the removal of their mask or face covering,
 - (ii) to engage in an athletic or fitness activity,
 - (iii) to consume food or drink, or
 - (iv) as may be necessary for the purposes of health and safety;
- (g) is being accommodated in accordance with the Accessibility for Ontarians with Disabilities Act, 2005;
- (h) is being reasonably accommodated in accordance with the Human Rights Code;
or
- (i) performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor area.

Further, the masking requirements do not apply with respect to premises that are used as a dwelling if the person responsible for the business or organization ensures that

persons in the premises who are not entitled to an exception set out in this Appendix wear a mask or face covering in a manner that covers their mouth, nose and chin in any common areas of the premises in which persons are unable to maintain a physical distance of at least two metres from other persons.

For greater certainty, it is not necessary for a person to present evidence to the person responsible for a business or place that they are entitled to any of the exceptions set out in this Appendix.

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **2022–23 Constable Joe MacDonald Public Safety
Officers' Survivors Scholarship Fund (CJMPSOSSF)
Call for Applications**

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 29, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | May 31, 2022 |
| INDEX NO.: | 22-0047 |
| PRIORITY: | Normal |

Please find attached an application package outlining the eligibility criteria and the process to apply for the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF).

The CJMPSOSSF was established in recognition of the tremendous sacrifice made by our public safety officers and their families to keep Ontario safe. It is a demonstration of the esteem that the people of Ontario have for public safety officers.

The CJMPSOSSF is available to spouses and children of public safety officers who died in the line of duty. The scholarship may be used for tuition, textbooks and eligible living expenses for programs leading to a degree or a diploma at an approved Canadian postsecondary educational institution. To date, the CJMPSOSSF has provided financial assistance to 94 recipients to obtain a postsecondary education. Additional details regarding eligibility criteria can be found in the attached 2022–23 CJMPSOSSF Guidelines.

For the purposes of the CJMPSOSSF, a public safety officer may include a municipal or provincial police officer, First Nations Constable, auxiliary member of a police force, special constable (acting with the authority of a police officer at the time of his/her death), firefighter, correctional officer, probation officer, parole officer, or youth worker.

Please see the attached guidelines for a more comprehensive definition of a public safety officer.

Please forward this information to the appropriate areas and/or persons for distribution. **The due date for submission of applications is May 31, 2022.**

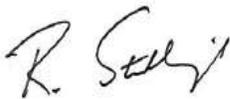
Applications and **all required documentation must be submitted by e-mail** to yoko.iwasaki@ontario.ca, followed by a signed original copy mailed to the following address.

Attention: Yoko Iwasaki, Community Safety Analyst
Program Development Section
External Relations Branch, Public Safety Division
Ministry of the Solicitor General
25 Grosvenor Street, 12th Floor
Toronto ON M7A 2H3

Grant funding is subject to the Ministry of the Solicitor General receiving the necessary appropriation from the Ontario Legislature.

If you have any questions or require additional information, please contact Yoko, by e-mail at yoko.iwasaki@ontario.ca or at (416) 314-3085.

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachments - 2

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety



Ministry of the Solicitor General

**CONSTABLE JOE MACDONALD
PUBLIC SAFETY OFFICERS'
SURVIVORS SCHOLARSHIP FUND**

2022–23 GUIDELINES

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BACKGROUND

- In June 1997, the Public Safety Officers' Survivors Scholarship Fund (PSOSSF) was established through an Order-in-Council (OIC) to recognize the tremendous sacrifice made by our public safety officers and their families to keep Ontario safe.
 - In 2002, the PSOSSF was renamed to commemorate the late Constable Joe MacDonald.
- The PSOSSF was initially established to provide for the cost of tuition and textbooks for postsecondary education at approved Canadian institutions, to the spouses and children of public safety officers who have died in the line of duty.
 - In August 2003, the Constable Joe MacDonald PSOSSF (CJMPSOSSF) was amended by OIC to permit the funding of certain living expenses and to restrict the funding of the scholarship to a maximum period of five years.

APPLICATION PROCESS AND TIMELINES

- The CJMPSOSSF application package consists of the application form, these guidelines and Appendix A, which outlines the eligible living allowances for recipients.
- The CJMPSOSSF is offered annually. A new and fully complete application form must be submitted for each year that funding is requested.
- Applications are reviewed individually by an Advisory Committee, whose members have been appointed by the Solicitor General, and are assessed against the eligibility criteria specified in these guidelines. The Advisory Committee recommends applications to the Solicitor General for approval.

Approximate Scholarship Timelines

- **April/May 2022** – The Ministry of the Solicitor General (the “ministry”) issues the annual call for applications.
- **May 2022** – 2021–22 scholarship recipients must submit their year-end reconciliation forms and corresponding receipts to the ministry.
- **May/June 2022** – 2022–23 applications are due.
- **June/July 2022** – The Advisory Committee convenes to review applications and make funding recommendations to the Solicitor General.
- **Mid-End of August 2022** – The ministry advises applicants of their application status and the first funding instalment is distributed to successful recipients.
- **September to December 2022** – Scholarship recipients track expenses for their mid-year reconciliation and advise the ministry of any changes to their program status or contact details.
- **End of December 2022 – January 2023** – Scholarship recipients submit their mid-year reconciliation forms and corresponding receipts to the ministry for review and approval. The ministry reconciles the recipients' mid-year expenses and issues the second funding instalment.
- **January to April 2023** – Scholarship recipients track expenses for the year-end reconciliation and advise the ministry of any changes to their program status or contact details.
- **May 2023** – Scholarship recipients submit their year-end reconciliation forms and receipts to the ministry for review and approval. The ministry reconciles the recipients' year-end expenses.

ELIGIBILITY

The following persons may apply for a scholarship from the CJMPSOSSF:

- any spouse of a public safety officer who died in the line of duty; or
- any child of a public safety officer who died in the line of duty, born within or outside marriage, including an adopted child, who is under the age of 25 at the time of the application (or such greater age as the Advisory Committee, in its discretion, considers appropriate in the circumstances).

To be considered for a scholarship from the CJMPSOSSF, a child or spouse must meet the following conditions:

- the applicant is admitted to an approved Canadian postsecondary educational institution as a full-time, part-time or summer school student in a program of study leading to a degree or diploma;
- the applicant does not hold a bachelor's or higher degree in any subject;
- the applicant has not received funding under the CJMPSOSSF for five or more years; and
- the applicant provides satisfactory evidence to the ministry that he/she is the child or surviving spouse of a public safety officer who died in the line of duty.

New Applicants

A new applicant under the CJMPSOSSF who is the child of a deceased public safety officer must submit:

- a copy of the death certificate of the public safety officer who died in the line of duty;
- a copy of his/her birth certificate;
- proof of his/her acceptance into an approved postsecondary educational institution;
- evidence that the program of study for which he/she is seeking a scholarship leads to a degree or diploma;
- an official tuition invoice for the upcoming semester or year, once available;
- proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill or rerouting of mail);
- proof of marriage, if applicable; and
- proof of dependents, if applicable (e.g., birth certificates, Canada Child Tax Benefit receipts or Federal Income Tax Returns).

A new applicant under the CJMPSOSSF who is the spouse of a deceased public safety officer must submit:

- a copy of the death certificate of the public safety officer who died in the line of duty;
- a copy of his/her marriage certificate;
- a copy of his/her birth certificate;
- proof of his/her acceptance into an approved postsecondary educational institution;
- evidence that the program of study for which he/she is seeking a scholarship leads to a degree or diploma;
- an official tuition invoice for the upcoming semester or year, once available; and
- proof of dependents, if applicable (e.g., birth certificates, Canada Child Tax Benefit receipts, or Federal Income Tax Returns).

Returning Applicants

A returning applicant who wishes to apply for another year of funding under the CJMPSOSSF must:

- immediately advise of any changes to his/her program/course, address and/or contact information;
- provide evidence that the program for which he/she is seeking a scholarship leads to a degree or diploma;
- provide proof of satisfactory academic progress (as defined by the postsecondary institution in which he/she is enrolled), or proof of extenuating circumstances leading to unsatisfactory academic progress;
- an official tuition invoice for the upcoming semester or year, once available;
- provide proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill or rerouting of mail); and

- complete and submit mid-year and year-end reconciliation forms with original, itemized receipts to substantiate the expenses claimed, in order to reconcile the previous year's funding.
 - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase.

Final Year Applicants

A returning applicant who is in his/her final year of study and/or final year of the CJMPSOSSF must:

- immediately advise of any changes to his/her program/course, address and/or contact information;
- submit proof of completion of his/her educational program (e.g., final transcript or a copy of diploma/degree);
- provide proof that he/she moved to attend school and/or proof that he/she does not currently live with his/her parent(s)/guardian(s), if applicable (i.e., a change of address substantiated by a cable bill, hydro bill or rerouting of mail); and
- complete and submit mid-year and year-end reconciliation forms with original, itemized receipts to substantiate the expenses claimed in order to reconcile the last year of funding.
 - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase.
 - Upon final reconciliation, if he/she:
 - received an underpayment in the final year of study, the difference between the amount paid and the maximum amount for which he/she is eligible may be paid to him/her by cheque; or
 - received an overpayment in the final year of study, the amount overpaid must be returned to the ministry by cheque payable to the "Ontario Minister of Finance".

Retroactive Applications

- A retroactive application should be completed if the applicant is requesting a funding reimbursement for previous years of study. However, such an application will only be considered if the retroactive period of study directly precedes the current academic year's application and is part of the current degree/diploma for which a CJMPSOSSF scholarship is being sought.
 - For example: A student who applies this year for his/her second year of studies towards a Psychology Degree at the University of Toronto and also submits a retroactive application for the previous year (first year studies) of this degree.

An applicant who wishes to submit a retroactive claim under the CJMPSOSSF must:

- provide proof of satisfactory academic progress (as defined by the postsecondary institution in which he/she is enrolled), or proof of extenuating circumstances leading to unsatisfactory academic progress, for each year of the retroactive claim; and
- complete and submit a year-end reconciliation form for each year of the retroactive claim, with original, itemized receipts to substantiate the expenses claimed, in order to reconcile each year of funding.
 - Only original, itemized receipts, which list all of the individual items purchased, will be accepted. Credit/debit card transaction records, which include the total cost but do not list all of the individual items purchased, will not be accepted as a proof of purchase. Submitting a retroactive application that meets the above criteria does not guarantee an approval of the application.
- Retroactive applications will be brought forward to the Advisory Committee for their review.
 - The Advisory Committee has the discretion and authority to approve or reject a retroactive claim or deem it ineligible. **Note: For a copy of the Retroactive Application Form and Reconciliation Form, please contact ministry staff.**

ELIGIBLE EXPENSES

Tuition

- Approved tuition, as evidenced in an official tuition invoice, is paid directly to the scholarship recipient's educational institution in two or three instalments, depending on the financial policy of the institution.
- Generally, instalments are paid as follows:
 - Fall (e.g., Late August/September);
 - Winter (e.g., January/February); and/or
 - Summer, if applicable (e.g., May/June).

Textbooks

- Funding for required textbooks is paid directly to the scholarship recipient in two or three instalments, in line with the schedule for tuition payments.
- Upon reconciliation at the mid-year and/or year-end points, overpayments/underpayments are identified and recovered/reimbursed.

Student Living Allowance

- A scholarship recipient can apply for a student living allowance based on his/her living situation (as defined below and further outlined in Appendix A).
- Eligible student living expenses and allowances are based on the Canada Student Loans Program (CSLP).
 - The CSLP conducts an annual review of the allowance amounts and they are amended accordingly.
 - The current student living allowances in each expense category (i.e., shelter, food, miscellaneous and local public transportation) are detailed in Appendix A.
- Funding for approved living expenses may be paid out to the maximum limit per expense category, based on an eight or 12-month academic period. However, a part-time student may be subject to a reduced maximum limit in each expense category (to be determined on an individual basis by the Advisory Committee).
- Funding for approved living expenses is paid directly to the scholarship recipient in two or three instalments, in line with the schedule for tuition payments.
- Generally, instalments are paid as follows:
 - Fall (e.g., Late August/September);
 - Winter (e.g., January/February); and/or
 - Summer, if applicable (e.g., May/June).
- Upon reconciliation at the mid-year and/or year-end points, overpayments/underpayments in each living expense category are identified and recovered/reimbursed.

Additional details regarding each living expense category are provided below.

1. Shelter

- Shelter allowance is only provided to students in the living situations as outlined in sections (a) - (d) below.
 - Shelter allowance amounts are outlined in Appendix A for each living situation.
 - Eligible shelter expenses include, but are not limited to:
 - rent, and utilities.
- a.** To be considered a “**Single Student Away from Home**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who is living away from home (not in his/her parent(s)/guardian(s) home); and
 - a student whose educational institution is more than 50 kilometres away from his/her primary residence (parent(s)/guardian(s) home).

- **Note:** Any student whose primary residence (parent(s)/ guardian(s)’ home) is closer than 50 kilometres to his/her educational institution is not eligible to apply for the shelter allowance, regardless of whether he/she moves closer to the educational institution.
- For example: A student who lives with his/her parents in Richmond Hill, a suburb of the Greater Toronto Area, and moves to downtown Toronto to be closer to his/her educational institution (e.g., University of Toronto), would not be eligible to apply for the shelter allowance. However, if that student attends Carleton University and moves from his/her parents’ home in Richmond Hill to Ottawa, then he/she would be considered a “Student Away from Home” and would be eligible to apply for the shelter allowance as the distance exceeds 50 kilometres.

For single students living away from home, the allowance outlined in Appendix A is based on half of the average cost of a two-bedroom apartment, including utilities.

- b. To be considered a “**Single Parent**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has legal and/or physical custody and responsibility for supporting a child(ren) and who:
 - has never been married or in a common-law relationship;
 - is separated or divorced from a spouse/common-law partner; or
 - is widowed.

- c. To be considered a “**Married Student and Spouse**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has been living in a conjugal relationship, or a situation similar, for at least three years (common-law marriage), or who is married.

For married students, the allowance outlined in Appendix A is based on the average cost of a two-bedroom apartment, including utilities.

- d. For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependent. To be considered to have a “**dependent(s)**” for the purposes of the CJMPSOSSF, the dependent(s) must be:
- a pre-school child;
 - a child attending elementary school; or
 - a child in high school who is under the age of 18 years old.

Children in high school who are 18 years of age or older are not considered dependents. Children who have completed high school are also not considered dependents.

2. Food

- Eligible food expenses include, but are not limited to:
 - groceries;
 - take-out; and
 - food ordered at restaurants.
- Alcohol is **not** an eligible food expense.

3. Miscellaneous

- Eligible miscellaneous expenses include, but are not limited to:
 - clothing;
 - personal care (e.g., toiletries);
 - health care products (e.g., eyeglasses);

- household expenses (e.g., furnishings); and
- communication (e.g., cellular phone bill).
- **Alcohol is not** an eligible miscellaneous expense.

4. Local Public Transportation

- Eligible local transportation costs **only include expenses to and from the student's school residence and the educational institution**, and **not** transportation costs to and from the secondary residence, such as the student's parent(s)' home.
- Eligible transportation expenses include, but are not limited to:
 - gas;
 - a bus pass; and
 - a school parking pass.

LIMITATIONS

- The amount of the CJMPSOSSF scholarship will be reduced by the amount of any other scholarship received by the recipient but shall not be reduced by any other money received by the recipient, including a student loan, a bursary given by the approved postsecondary educational institution or an association to which the deceased public safety officer belonged or an insurance benefit maintained on behalf of the deceased public safety officer.

UNUSED OR MISUSED SCHOLARSHIP FUNDS

- If the recipient does not complete the year or semester of study for which he/she has received a scholarship under the CJMPSOSSF, the recipient must immediately return the scholarship funds to the ministry.
- A scholarship under the CJMPSOSSF must only be used for the intended purposes, and only for eligible expenses as outlined in these guidelines.
 - If scholarship funds are unused or misused, the funding must be returned to the ministry.
 - If such unused or misused funding is not returned to the ministry, the recipient's account may be sent to the Ministry of Government and Consumer Services for collections.

DEFINITION OF TERMS

- For the purposes of this application and the administration of the CJMPSOSSF, the following terms in these guidelines are as defined in Orders-in-Council 1453/97 and 1582/2003 and generally described as follows:

A Public Safety Officer

- A police officer (municipal or provincial) as defined in section 2 of the *Police Services Act* (PSA).
- A First Nations Constable.
- A firefighter (full-time, part-time and volunteer) as defined in subsection 1(1) of the *Fire Protection and Prevention Act*, 1997.
- A person who is employed in the ministry:
 - to provide probation services and parole supervision (Probation and Parole Officers);
 - to be directly involved in the care, health, discipline, safety and custody of an inmate, as defined in section 1 of the *Ministry of Correctional Services Act* (Correctional Officers); or
 - a youth worker appointed under the former section 46(1)(b) of the *Ministry of Correctional Services Act*, or under clause 90(1)(b) of the *Child and Family Services Act*.

The Advisory Committee may, in its discretion, consider an individual's application, if the applicant's spouse or parent was:

- an auxiliary member of a police force who, at the time of his/her death, was acting with the authority of a police officer under section 52 of the *PSA*; or
- a special constable whose appointment at the time of his/her death conferred on him/her the powers of a police officer under section 53 of the *PSA*.

If a scholarship is granted as a result of the foregoing paragraph, the deceased auxiliary member of the police force or special constable shall be deemed to have been a public safety officer.

Died in the Line of Duty

- A public safety officer's death is the direct and proximate result of a traumatic injury incurred in the course of, or arising from, his/her employment as a public safety officer.
 - Traumatic injury means a wound or the condition of the body caused by external force, including but not limited to an injury inflicted by a bullet, explosive, sharp instrument, blunt object or other physical blow, fire, smoke, chemical, electricity, climatic condition, infectious disease, radiation or bacteria, but excluding an injury resulting from stress, strain or a disease that routinely constitutes a special hazard in, or is commonly regarded as a normal incident of a public safety officer's occupation.

A Child of a Public Safety Officer

- A child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his/her family.

Approved Postsecondary Educational Institution

- An educational institution in Canada, as described in the definition of "designated educational institution" in subsection 118.6(1) of the *Income Tax Act* (Canada), and such other postsecondary educational institutions in Canada as may be designated by the Minister.
- Excerpt from the federal *Income Tax Act*, 1985, Subsection 118.6 (1): "designated educational institution" means:
 - (a) an educational institution in Canada that is:
 - (i) a university or college or other educational institution designated by the lieutenant governor in council of a province as a specified educational institution under the *Canada Student Loans Act*, designated by an appropriate authority under the *Canada Student Financial Assistance Act*, or designated, for the purposes of *An Act respecting financial assistance for education expenses*, by the Minister of the Province of Quebec responsible for the administration of that Act.
 - (ii) certified by the Minister of Employment and Social Development to be an educational institution providing courses, other than courses designed for university credit, that furnish a person with skills for, or improve a person's skills in, an occupation,

Note: To verify eligibility of an educational institution, please contact ministry staff.

Student Living Allowances

- Student living allowances are outlined in the Canada Student Loans Program policies developed by Human Resources and Skills Development Canada, but with the following limitations:
 - the distribution of funds will only be extended for local transportation costs to and from the student's school residence and the educational institution but will not be extended for transportation costs to and from the student's educational institution or the student's school residence to a secondary residence, such as the student's parents' home;
 - an allowance for shelter will only be considered if the student's educational facility is more than 50 kilometres in distance from his/her home residence and the student wants to live at another residence which is less than 50 kilometres from the educational institution; and
 - the amounts with respect to student living allowances in the Canada Student Loans Program represent the maximum amount that the Fund will distribute regarding any student living allowance.

The following terms are as defined in the Canada Student Loans Program and generally described as follows:

Course Load

- Determined based on the policy of each student's educational institution, and in some cases, factors other than courses or credits considered.
- A student may wish to contact the financial aid office of his/her educational institution for further information, if unable to determine his/her course load.

Full-Time Students

- A student who is taking at least 60 per cent of a full course load, unless he/she has a permanent disability.
 - If five courses are considered to be a full course load, then a student must take at least three courses to be considered a full-time student (i.e., $3/5 \times 100 = 60$ per cent).
 - If 30 credits are considered to be a full course load, then a student must take at least 18 credits to be considered a full-time student (i.e., $18/30 \times 100 = 60$ per cent).
- If a student indicates that he/she has a permanent disability, he/she is considered to be a full-time student if he/she is taking at least 40 per cent of a full course load.
 - If five courses are considered to be a full course load, then a student with a disability must take at least two courses to be considered a full-time student (i.e., $2/5 \times 100 = 40$ per cent).
 - If 30 credits are considered to be a full course load, then a student with a disability must take at least 12 credits to be considered a full-time student (i.e., $12/30 \times 100 = 40$ per cent).
- If a student indicates that he/she has a permanent disability and is planning to take between 40 and 59 per cent of a full course load, he/she is required to submit documentation of the permanent disability.
 - "Permanent disability" is a functional limitation that is caused by a physical or mental impairment that restricts an individual's ability to perform the daily activities necessary to participate in studies at a postsecondary level or in the labour force, and that is expected to remain with the individual for his/her expected natural life.
 - Acceptable documentation includes a medical certificate, a learning disability assessment, or a document proving the student is in receipt of federal and/or provincial disability assistance.

Part-Time Students

- A student who is taking 20 to 59 per cent of a full course load.
 - If five courses are considered to be a full course load, then a student must take at least one, and less than three, courses to be considered a part-time student (i.e., $1/5 \times 100 = 20$ per cent).
 - If 30 credits are considered to be a full course load, then a student must take at least six, and less than 18, credits to be considered a part-time student (i.e., $6/30 \times 100 = 20$ per cent).

Common-Law Marriage

- A common-law marriage exists if:
 - a student has been living with his/her partner in a conjugal relationship for at least three years; or
 - a student has been living with his/her partner in a conjugal relationship and are raising any children of whom they are the natural or adoptive parents.
- If the above criteria are met, an applicant may be eligible to apply for living expenses funding as a married student.

APPLICATION FORM INTRUCTIONS

Application Form

- Open the Application Form (Adobe PDF). Once the form is open, you will begin on Page 1.
- Complete each field. Press “Tab” to get to the next field or click on the desired field.
 - **Note:** *Some fields have a drop-down menu, which will appear when you click on the field.*

Section A – Applicant Information (Page 1)

- Enter your first, middle and last names
- Enter your date of birth (D/M/Y)
- Enter your address (primary residence, e.g., parent(s)/guardian(s) home address)
- Enter your email address (to be used for future correspondence)
- Enter your primary phone number (digits only, e.g., 4169876543)
- Enter your secondary phone number (if applicable)
- Enter your other phone number (if applicable)
- Select your marital status
 - **Note:** *See the Eligible Expenses and the Definition of Terms sections for more information on marital status definitions.*
- Select the number of children you have (if applicable)
- Select the number of children you have under the age of 18 years old (if applicable)
- Provide your emergency/alternate contact person’s information (a person we may contact in the event of an emergency or if you are unavailable)
 - Enter his/her first and last names
 - Enter his/her relationship to you (e.g., Spouse, Mother, Father, Sister, etc.)
 - Enter his/her primary phone number
 - Enter his/her secondary and/or other phone number (if applicable)
 - Enter his/her email address

Section B – Information on Deceased Public Safety Officer (Page1 and 2)

- Enter his/her first, middle and last names
- Enter his/her place of employment (e.g., Ontario Provincial Police)
- Select his/her occupation
- Enter his/her employment address
- Select his/her relationship to you
- Indicate if you are a new applicant
- Indicate if you are making a retroactive claim
 - **Note:** *Retroactive claim refers to an application for a funding reimbursement for a previous year of study. Review the Retroactive Applications section for more detail.*

Section C – Educational Institution/Studies Information (Page 2)

- Enter your educational institution
- Enter the address of the educational institution
- Enter the undergraduate program name
- Select the year of study (e.g., 1st year = 1, 2nd year = 2, etc.)
- Select the designation (i.e., Degree or Diploma)
- Select the duration of the program (e.g., four-year program = 4)
- Select your status (e.g., Full-Time or Part-Time)
 - **Note:** *See the Definition of Terms section for the definitions of full-time and part-time*
- Select the type of institution (i.e., University, College or Other)
- Select type of study. If not listed, select “Other” and type in the next field.
- Indicate proof of study (i.e., document you will submit with your Application Form, e.g. Admissions/Acceptance Letter, etc.)

Section D – Living Situation (Page 3)

- Indicate if you will live at your primary residence during the school year (e.g., parent(s)' or guardian(s)' home address) as provided on Page 1 (Select Yes or No)
 - If no, please type in the address where you will be residing during the school year.
- Indicate the distance of travel between the above address and your educational institution

Section E – Expenses (Page 3)

- Indicate the number of month(s) you will be attending school during the current school year
- Enter the amount of your request for each of the following expense categories:
 - tuition,
 - textbooks,
 - shelter*, Note: *Eligibility is dependent on your living situation and will be determined automatically based on the information provided on previous pages.*
 - food*,
 - miscellaneous*, and
 - local public transportation*.
- **Totals will be calculated automatically.**
***For maximum amounts, refer to Appendix A (Student Living Allowances)**

Section F – Scholarship/Bursary (Page 4)

- List any scholarship and/or bursary that you have or will receive, unless the bursary is from an association to which the deceased public safety officer belonged
- Complete all three columns
 - First column: Enter the name of scholarship/bursary.
 - Second column: Enter the year for which the scholarship or bursary was received
 - Third column: Enter the total amount of the scholarship/bursary
- **Totals will be calculated automatically.**

Terms and Conditions (Page 5 and 6)

- Please read through the Terms and Conditions of the Application and check appropriate boxes.
- By checking the boxes and signing the page, you understand and agree to the Terms and Conditions, Proper Use of Funds and the Notice of Collection when applying for a scholarship under the CJMPSOSSF.

SUBMITTING YOUR APPLICATION

Instructions

- Ensure that all sections and pages of the Application Form have been completed. If you require a Retroactive Application Form or Reconciliation Form, please contact the ministry.
- **Save, attach and email the completed Application Form to yoko.iwasaki@ontario.ca**
- Please print two copies of the entire application, sign and date both copies, with a witness present.
- Keep one hardcopy for your records and mail one hardcopy to the following address with the required documentation: **Attention: Yoko Iwasaki, Community Safety Analyst
Ministry of the Solicitor General
Public Safety Division, External Relations Branch
Program Development Section
25 Grosvenor Street, 12th Floor, Toronto, ON M7A 2H3**

Questions and Assistance

- If you have any questions or require further assistance, please contact:
Yoko Iwasaki, Tel: (416) 314-3085, Email: yoko.iwasaki@ontario.ca

APPENDIX – A (STUDENT LIVING ALLOWANCES)

Canada Student Loans Program

Student Living Allowances for School Year (Actual Monthly Allowance by Province/Territory)

| LIVING SITUATIONS | NL | PE | NS | NB | QC | ON | MB | SK | AB | BC | YT | NT | NU |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| SINGLE STUDENT LIVING AWAY FROM HOME | | | | | | | | | | | | | |
| Shelter (2 bedroom apt. inc. utilities shared by two) | 577 | 521 | 628 | 483 | 445 | 634 | 521 | 583 | 508 | 922 | 635 | 875 | 877 |
| Food (purchased from stores) | 282 | 257 | 312 | 259 | 286 | 286 | 267 | 273 | 297 | 296 | 322 | 327 | 327 |
| Miscellaneous (personal & health care, clothing, H/H cleaning, communications) | 247 | 272 | 262 | 250 | 335 | 306 | 319 | 328 | 356 | 362 | 336 | 345 | 346 |
| Local public transportation | 72 | 70 | 72 | 74 | 51 | 91 | 105 | 78 | 77 | 114 | 62 | 75 | 75 |
| Total Monthly Allowance (\$) | 1,178 | 1,120 | 1,274 | 1,066 | 1,117 | 1,317 | 1,212 | 1,262 | 1,238 | 1,694 | 1,355 | 1,622 | 1,625 |
| SINGLE PARENT (no dependent considered) | | | | | | | | | | | | | |
| Shelter (1 bedroom apartment including utilities) | 1009 | 903 | 1016 | 841 | 745 | 1023 | 732 | 970 | 805 | 1,323 | 1,154 | 1,378 | 1,381 |
| Food (purchased from stores) | 282 | 257 | 312 | 259 | 286 | 286 | 267 | 273 | 297 | 271 | 322 | 327 | 327 |
| Miscellaneous (personal & health care, clothing, H/H cleaning, communications) | 247 | 272 | 262 | 250 | 335 | 306 | 319 | 328 | 356 | 379 | 336 | 345 | 346 |
| Local public transportation | 72 | 70 | 72 | 74 | 51 | 91 | 105 | 78 | 77 | 104 | 62 | 75 | 75 |
| Total Monthly Allowance (\$) | 1,610 | 1,502 | 1,662 | 1,424 | 1,417 | 1,706 | 1,423 | 1,649 | 1,535 | 2,077 | 1,874 | 2,125 | 2,129 |
| MARRIED STUDENT & SPOUSE (no dependent considered) | | | | | | | | | | | | | |
| Shelter (2 bedroom apartment including utilities) | 1154 | 1042 | 1255 | 954 | 888 | 1264 | 951 | 1166 | 1,013 | 1,865 | 1,268 | 1,748 | 1,752 |
| Food (purchased from stores) | 505 | 513 | 624 | 514 | 508 | 519 | 484 | 496 | 539 | 546 | 647 | 524 | 525 |
| Miscellaneous (personal & health care, clothing, H/H cleaning, communications) | 493 | 540 | 523 | 501 | 530 | 558 | 612 | 624 | 681 | 558 | 668 | 561 | 562 |
| Local public transportation | 146 | 148 | 144 | 149 | 99 | 177 | 211 | 166 | 157 | 210 | 124 | 150 | 150 |
| Total Monthly Allowance (\$) | 2,298 | 2,243 | 2,546 | 2,118 | 2,025 | 2,518 | 2,258 | 2,452 | 2,390 | 3,179 | 2,707 | 2,983 | 2,989 |
| EACH DEPENDENT PERSON | | | | | | | | | | | | | |
| Shelter | 179 | 193 | 255 | 177 | 162 | 272 | 204 | 196 | 181 | 275 | 191 | 376 | 378 |
| Food (purchased from stores) | 201 | 209 | 219 | 209 | 236 | 223 | 207 | 212 | 231 | 225 | 264 | 261 | 262 |
| Miscellaneous (personal & health care, clothing) | 110 | 80 | 78 | 74 | 126 | 115 | 146 | 149 | 162 | 133 | 100 | 120 | 121 |
| Local public transportation | 72 | 70 | 72 | 74 | 51 | 91 | 105 | 64 | 77 | 104 | 62 | 75 | 75 |
| Total Monthly Allowance (\$) | 562 | 552 | 624 | 534 | 575 | 701 | 662 | 621 | 651 | 737 | 617 | 832 | 836 |
| SINGLE STUDENT LIVING AT HOME | | | | | | | | | | | | | |
| Shelter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Food (purchased from stores) | 201 | 254 | 312 | 259 | 236 | 223 | 207 | 212 | 231 | 278 | 322 | 261 | 262 |
| Miscellaneous (personal & health care, clothing) | 212 | 207 | 192 | 177 | 236 | 235 | 256 | 261 | 285 | 305 | 222 | 280 | 281 |
| Local public transportation | 72 | 70 | 72 | 74 | 51 | 91 | 105 | 78 | 77 | 131 | 62 | 75 | 75 |
| Total Monthly Allowance (\$) | 485 | 531 | 576 | 510 | 523 | 549 | 568 | 551 | 593 | 714 | 606 | 616 | 618 |

Description of Student Living Situations:

Shelter allowance is only provided to students in the living situations as outlined in (a) - (d) below:

- a.** To be considered a “**Single Student Away from Home**” for the purposes of the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund (CJMPSOSSF), a scholarship recipient must be:
- a student who is living away from home (not in his/her parent(s)/guardian(s)' home); and
 - a student whose educational institution is more than 50 kilometres away from his/her primary residence (parent(s)/guardian(s)' home).
- b.** To be considered a “**Single Parent**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has legal and/or physical custody and responsibility for supporting a child(ren) and who:
 - has never been married or in a common-law relationship;
 - is separated or divorced from a spouse/common-law partner; or
 - is widowed.
- c.** To be considered a “**Married Student and Spouse**” for the purposes of the CJMPSOSSF, a scholarship recipient must be:
- a student who has been living in a conjugal relationship, or a situation similar, for at least three years (common-law marriage), or who is married.
- d.** For scholarship purposes, a recipient may receive living allowance amounts for each eligible dependent. To be considered to have a “**dependent(s)**” for the purposes of the CJMPSOSSF, the dependent(s) must be:
- a pre-school child;
 - a child attending elementary school; or
 - a child in high school who is under the age of 18 years old.

Children in high school who are 18 years of age or older are not considered dependents.
Children who have completed high school are also not considered dependents.

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION A - APPLICANT INFORMATION

| | | |
|----------------------|----------------------|----------------------|
| First Name: | Middle Name: | Last Name: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------------|
| Date of Birth: Date | Date of Birth: Month | Date of Birth: Year (YYYY) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Address:

Address (cont'd):

| | | |
|----------------------|----------------------|----------------------|
| City: | Province: | Postal Code: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Email:

| | | |
|-----------------------|-------------------------|----------------------|
| Primary Phone Number: | Secondary Phone Number: | Other Phone Number: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|---|---|
| Marital Status: | If you have children, please indicate how many. | If you have children, please indicate how many are under 18 years of age. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Emergency/Alternate Contact Information

| | | |
|----------------------|----------------------|----------------------|
| First Name: | Last Name: | Relationship: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Email:

| | | |
|-----------------------|-------------------------|----------------------|
| Primary Phone Number: | Secondary Phone Number: | Other Phone Number: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

SECTION B - INFORMATION ON DECEASED PUBLIC SAFETY OFFICER

| | | |
|----------------------|----------------------|----------------------|
| First Name: | Middle Name: | Last Name: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Place of Employment: (Service/Institution Name)

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION B - INFORMATION ON DECEASED PUBLIC SAFETY OFFICER (cont'd)

Occupation:

Employment Address:

Address (cont'd):

| | | |
|----------------------|----------------------|----------------------|
| City: | Province: | Postal Code: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | | |
|---|----------------------|----------------|----------------------|--------------------|----------------------|
| Applicant's relationship to the fallen Public Safety Officer: | <input type="text"/> | New Applicant: | <input type="text"/> | Retroactive Claim: | <input type="text"/> |
|---|----------------------|----------------|----------------------|--------------------|----------------------|

SECTION C - EDUCATIONAL INSTITUTION/STUDIES INFORMATION

Enter Educational Institution Name:

Address:

Address (cont'd):

| | | |
|----------------------|----------------------|----------------------|
| City: | Province: | Postal Code: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Undergraduate Program Name:

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Year of Study: | Designation: | Duration of Program: | Status: | Type of Institution: |
| <input type="text"/> |

| | |
|----------------------|---|
| Type of Study: | If other, please indicate below how you are taking your program of study: |
| <input type="text"/> | <input type="text"/> |

Indicate proof of study (e.g. Acceptance Letter). Note: A copy must be sent to the Ministry.

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION D - LIVING SITUATION

Will you be living at your current residence as indicated on Page 1 during the school year?
 If no, please type the address where you will be residing during the school year.
 (Please send proof of residence. Example: copy of lease, telephone bill, cable bill, utilities bill, letter from parent/guardian, etc.)

Address:

Address (cont'd):

| | | |
|-------|-----------|--------------|
| City: | Province: | Postal Code: |
| | | |

Distance Between Home Address (indicated on page 1) and Educational Institution:

SECTION E - EXPENSES

Beside each expense item below, please indicate the amount (\$) you are requesting for your current school year.

Please indicate the number of month(s) you will be attending school during the current school year.

| Expense Items | Amount Requested |
|--|------------------|
| Tuition | |
| Textbooks | |
| Shelter | |
| Food | |
| Miscellaneous (Clothing, Personal Care, Health Care Products, Household and Communication Expenses) | |
| Transportation | |
| Total | |

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

SECTION F - SCHOLARSHIP/BURSARY

Please list below all scholarships and/or bursaries you will receive this year. If this does not apply to you, please go to the next page.

| # | Name of Scholarship or Bursary | Year Received | Total Amount Provided |
|--------------|--------------------------------|---------------|-----------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| Total | | | |

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

**Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund
Recipient Agreement**

TERMS AND CONDITIONS

In consideration of receiving a scholarship, I
acknowledge and agree to the terms and conditions set out herein.

I undertake to provide to the Ministry of the Solicitor General (Ministry) all required documentation including (1) Tuition and Education Credit Certificate, (2) original, itemized receipts for textbooks and eligible living expenses, and (3) a transcript of my academic progress. I agree to provide additional information and/or documentation upon request by the Ministry.

I consent to the educational institution identified in Section C, releasing to the Ministry my personal information and educational record for the purposes of this application and Scholarship provided hereunder.

I understand that the Scholarship is provided on the basis of evidence of satisfactory academic progress for all years for which the Scholarship is provided. As such, I acknowledge that to maintain eligibility and receive the Scholarship for subsequent years or semesters of study, I must maintain satisfactory academic progress and submit a transcript of my academic progress with any future application.

I undertake to advise the Ministry immediately of any changes to my contact information, marital status and/or educational status throughout the duration of the period that I am in the Scholarship program. I also agree to advise the Ministry when I have completed the funded year or semester. I will also advise the Ministry if I receive any other scholarship or bursary, and/or if there is a change concerning the receipt of other scholarships. I acknowledge that the Ministry requires these updates to accurately reflect my current status and that my Scholarship amount may be adjusted accordingly to reflect such changes. Additionally, if for any reason I do not complete the year or semester of study, I agree that I must immediately return the Scholarship funds to the Ministry. I also undertake to return any tuition money reimbursed to me by the educational institution.

I agree to complete and submit the required forms and substantiating original, itemized receipts at the completion of each academic term/semester or year, as required by the Ministry, so that the Ministry can reconcile my previous year's funding. I acknowledge that if I underspend my first instalment, the Ministry may deduct that amount from my second instalment. I acknowledge that the Ministry will reconcile my actual spending against my total approved amount for the school year and adjustments, if need be, will be made in the following year.

Upon completing my final year of study for which the Scholarship has been provided, I agree to submit expense receipts along with proof of completion of my program in order to complete my file and close my Scholarship account. I understand that if I received an overpayment for my final year, I am responsible for returning the amount of the overpayment to the Ministry, by cheque payable to the "Ontario Minister of Finance."

Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund

APPLICATION FORM COMPLETE AFTER CONSULTING GUIDELINES.

Agreement to the Terms and Conditions

- By checking this box, I agree that I have read and understood the Constable Joe MacDonald Public Safety Officers' Survivors Scholarship Fund Guidelines and the Terms and Conditions of the Scholarship, and that the information that I have provided in the application is true and accurate. I understand that failure to comply with any terms, conditions, or undertakings may affect my eligibility for the Scholarship.

Agreement to the Proper Use of Funds

- By checking this box, I agree to use the approved Scholarship funds, only for the intended purposes (tuition, textbooks and eligible living expenses related to school) under the Scholarship fund. I agree to return to the Ministry any unused and/or misused funds. If I fail to return such unused and/or misused funds to the Ministry, I understand my account may be sent to the Ministry of Government and Consumer Services for collection.

Notice of Collection

- By checking this box, I understand that my personal information is being collected under the authority of the Scholarship. The personal information I supply will be used for administrative purposes of the Scholarship, including but not limited to, the assessment of my application, eligibility, record maintenance and administrative functions. My application will be kept in a confidential file for such period of time required by the Ministry. This information is being collected in compliance with the Freedom of Information and Protection of Privacy Act, 1990 of Ontario.

Date

Student Signature

Student Name (print)

Date

Witness Signature

Witness Name (print)

Ministry of the Solicitor General

Public Safety Division

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

Telephone: (416) 314-3377
Facsimile: (416) 314-4037

Ministère du Solliciteur général

Division de la sécurité publique

25 rue Grosvenor
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Toronto ON M7A 2H3

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Télécopieur: (416) 314-4037



MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Hours of Service – Former Road-Building Machines

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 29, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0048 |
| PRIORITY: | Normal |

At the request of the Ministry of Transportation, I am sharing a communication regarding the expiration of hours of service exemption certificates issued to former road-building machines (RBMs) starting from July 1, 2022.

For further information, please review the attached memo from Ramneet Aujla, Assistant Deputy Minister, Transportation Safety Division, Ministry of Transportation.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Stubbings".

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Ministry of Transportation

Transportation Safety Division

87 Sir William Hearst Avenue
Room 191
Toronto ON M3M 0B4
Tel.: (647) 535-6208

Ministère des Transports

Division de la sécurité en matière de transport

87, avenue Sir William Hearst
bureau 191
Toronto ON M3M 0B4
Tél.: (647) 535-6208



MEMORANDUM TO: Richard Stubbings
Assistant Deputy Minister
Public Safety Division
Ministry of the Solicitor General

FROM: Ramneet Aujla
Assistant Deputy Minister
Transportation Safety Division

DATE: April 29, 2022

SUBJECT: **Hours of Service – Former Road-Building Machines**

The purpose of this memorandum is to remind the policing community about the pending expiration of hours of service exemption certificates issued to former road-building machines (RBMs).

Change is effective July 1, 2022.

As previously communicated, as part of the changes related to the definition of road-building machine (RBM) under the *Highway Traffic Act* (HTA) that came into force on July 1, 2017, temporary hours of service exemption certificates have been available to eligible vehicles to help support a smooth transition toward operating as a commercial motor vehicle.

These temporary exemption certificates issued by the Ministry of Transportation under [Section 3.2 \(2\)](#) of Ontario Regulation 555/06 (Hours of Service) will expire on **June 30, 2022**.

Beginning July 1, 2022, operators, and drivers of former RBMs and mobile crane support vehicles operating under a temporary exemption certificate **will be required** to comply with the hours of service requirements under the HTA and Ontario Regulation 555/06.

Note: The on-going exemptions from hours of service for mobile cranes, concrete pumps, and large crane support vehicles in [Ontario Regulation 555/06](#) remain in place.

1. As per [Section 3.3](#), a driver and operator are exempt from the requirement to take 10 hours off-duty time in a day prescribed in [Section 6\(1\)](#) while the driver is operating a concrete pump or mobile crane.

.../2

2. As per [Section 3 \(1\) clause 6](#), the driver and operator of a large crane operated by a large crane operator are exempt from HTA [Section 190](#) and Ontario Regulation 555/06.
 - Large crane means a crane capable of raising, lowering, or moving material that weighs more than 13,607 kg (as indicated on the manufacturers plate).
 - Large crane operator means a Hoisting Engineer-Mobile Crane Operator 1 or an apprentice in the trade of Hoisting Engineer-Mobile Crane Operator 1.
3. As per [Section 3 \(1\) clause 7](#), the driver and operator of a vehicle used in support of a large crane are exempt from HTA Section 190 and Ontario Regulation 555/06 provided all of the following conditions are met.
 - The vehicle is supporting a large crane;
 - The support vehicle is being operated by a large crane operator (as described above);
 - The support vehicle is carrying parts for the large crane.

If members of the law enforcement community would like to discuss this change, they may contact Sue Doleneć, Team Lead, Carrier Program Development Office, Ministry of Transportation at 289-219-0540 or by email at Susan.Doleneć@ontario.ca.

As always, thank you for your assistance and support.

Sincerely,

Ramneet Aujla
Assistant Deputy Minister
Transportation Safety Division



**WINDSOR
POLICE
SERVICE**

Chief's Executive Office

A/Chief J. Bellaire
Deputy Chief F. Providenti
A/Deputy Chief J. Crowley

MEMORANDUM

Date: May 12, 2022
To: Windsor Police Services Board
From: Deputy Chief Frank Providenti
Re: **Disconnecting From Work Policy**

Please find attached the Disconnecting from Work Policy for the Windsor Police Service.

Submitted for Information.

Thank you,

A handwritten signature in black ink that reads "Frank Providenti".

Frank Providenti
Deputy Chief Operational Support
Windsor Police Service

FP/mo

DRAFT DISCONNECTING FROM WORK POLICY – WINDSOR POLICE SERVICE

1. PURPOSE AND SCOPE

- 1.1. The Windsor Police Service (the “Board”) values the health and well-being of its employees. Disconnecting from work as appropriate is vital to a person’s well-being and helps employees achieve healthy and sustainable work-life integration. Disconnecting from work as appropriate also enables employees to work more productively during their assigned working hours and reduces the likelihood of employee fatigue. The Service encourages all employees to schedule time with family and friends, engage in activities after the normal work day.
- 1.2. This Policy supports civilian Members of the Windsor Police Service (the “Service”) (collectively, “Member” or “Members”) in disconnecting from work outside of their normal working hours where appropriate. In recognition of the distinct statutory and common law duties of Police Officers employed by the Board, this Policy applies only to civilian Members to whom Part VII.0.1 of the *Employment Standards Act, 2000* (the “ESA”) applies.

2. Definitions

- 2.1. For the purpose of this Policy, the following definitions apply:
 - a) **Standard Hours of Work:** The schedule or start and end time for a unit/division as set by senior management, based on operational requirements and in accordance with a member’s terms and conditions of employment, applicable collective agreements and/or their minimum statutory entitlements under the *ESA*.
 - b) **Disconnecting from Work:** Not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

3. Service and Member Obligations

- 3.1. The Service commits to promote and support efforts to maintain the health and wellbeing of Members through the provision of relevant programs, information and/or training with respect to Disconnecting from Work when appropriate.
- 3.2. A Member’s ability to disconnect from work depends on the Service’s operational needs, and the Service’s responsibility for the provision of adequate and effective policing, as well as the duties and obligations of a Member’s position, subject to the terms and conditions of the Member’s employment with the Service,

applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.

- 3.3. This Policy does not preclude any Member from contacting another Member outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving Member may have under the terms and conditions of their employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.
- 3.4. The Board recognizes that there are situations when it is necessary for Members to perform work or communicate with another Member outside of their Standard Hours of Work, including, but not limited to, the following circumstances:
 - a) Where emergency or exigent circumstances arise, with or without notice;
 - b) To assist or fill in at short notice for another Member;
 - c) Where the nature of a Member's duties requires work and/or work-related communications outside of their Standard Hours of Work;
 - d) Unforeseeable business or operational reasons;
 - e) A Member's request or agreement to work certain hours or have flexible working hours; and
 - f) Other unusual circumstances which are inherent to a Member's position.
- 3.5. Members are expected to:
 - a) Take all reasonable steps to ensure that they effectively manage their work and work-related communications during their Standard Hours of Work;
 - b) Fully cooperate with any time recording methods which the Service uses to track hours of work;
 - c) Be mindful of other Members' Standard Hours of Work by not routinely expecting work-related contact outside of hours of work; and
 - d) Notify their direct supervisor or another supervisor if they feel undue pressure to work or respond to work-related communications outside of their normal working hours, or if they are otherwise unable to comply with this Policy.
- 3.6. This Policy does not afford Members a "right to disconnect" or a "greater right or benefit" beyond what is contained within the terms and conditions of their employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.

- 3.7. The Service, Management, and Members will work together to assist Members in disconnecting from work outside of their Standard Hours of Work as appropriate and in accordance with this Policy.
- 3.8. *Handheld and Remote-Capable Work Devices.* The Service may provide some Members with handheld devices, such as a mobile phone, laptop, tablet or other device to assist with working remotely, as determined by Service procedures. These devices are provided to Members to encourage flexibility in completing their work. Possession of these devices does not mean that a member is expected to make themselves consistently available for work or work-related communications outside of their normal working hours, subject to the Service's operational needs and the duties of a Member's position and subject to any rights or entitlements the member may have under their terms and conditions of employment, applicable collective agreements, and/or their minimum statutory entitlements under the *ESA*.
- 3.9. *Email.* Members' Standard Hours of Work differ within the Service. As a result, some Members may attend to work-related communications outside of other Members' Standard Hours of Work. Where this is the case, the sender will consider the timing of their communications and understand that the recipient is generally not expected to respond until their return to work at the earliest, subject to the circumstances detailed above. The sender should also consider using technological measures as part of being mindful of other Members' Standard Hours of Work, including but not limited to the following:
- a) Use the "Delay Delivery" function for e-mail messages in Microsoft Outlook so that their message is sent during regular working hours; and
 - b) Include a line in their e-mail indicating that the recipient is not expected to respond to it outside of their normal hours of work.
- 3.10. *Automatic E-mail Replies.* Members are required to activate an automatic e-mail response whenever taking vacation or a leave from work. The automatic response will be sent to all incoming e-mail communications and should advise the sender that the recipient is absent from work. The response will include the start and end date of the recipient's absence and provide an alternative contact's information. The automatic response will be active for at least the duration of the member's absence from work.
- 3.11. *Meetings.* All employees should be mindful of the time of those whom they are inviting to attend a meeting, ensuring that those invited play an active role and are required to meaningfully contribute to the matters at issue. Meetings, either virtual or in person, should only be scheduled within the attending employees' working hours were feasible.

4. **Communication of Policy.**

- 4.1. All new Members are provided with a copy of this Policy within 30 days of a Member's hire date.
- 4.2. All existing Members are provided with notice of this policy by posting it on Orders and placing a copy in the online Directive database, and any amended versions of this Policy, within 30 days of preparation or amendment.
- 4.3. All Members are provided with information regarding their Standard Hours of Work given the nature of their work, and any other information required to assist Members with complying with this Policy.



MEMO

DATE: May 19, 2022
TO: Chair and Members
FROM: Sarah Sabihuddin, Administrative Director
RE: New Board Policy – Disconnecting from Work

Recommendation(s):

It is recommended that the WPS Board approve the new proposed Board Policy, entitled “Disconnecting from Work” attached.

Background / Purpose:

On October 25, 2021, the Ontario Government introduced Bill 27, the Working for Workers Act, 2021 (the “Act”), in the Ontario Legislature. The Act subsequently received Royal Assent and came into force on December 2, 2021. The purpose of the Act was to introduce new employee protections and improvements to employee experiences, through changes to various pieces of employment-related legislation.

Among these changes, the Act made significant amendments to the Employment Standards Act, 2000 (the “ESA”), including the introduction of a new requirement for employers in Ontario with 25 or more employees to have a written policy on disconnecting from work for all employees covered by the ESA. The intention behind this amendment is to help protect employee mental health and family time.

The amended ESA provides for a transition period of six months from the date the Act received Royal Assent for employers to comply with the relevant requirements regarding the written policy on disconnecting from work, meaning that employers are required to have a compliant policy in place by June 2, 2022.

As the Board is the statutory employer of all Members of the Windsor Police Service and Board Staff, including those to whom the ESA generally applies, the proposed Disconnecting from Work Policy, seeks to ensure that the Board complies with its statutory obligations under

the ESA. The proposed Policy also demonstrates the Board's commitment to the health and wellbeing of its members through its support of disconnecting from work where appropriate.

Discussion:

The proposed Policy, therefore, applies exclusively to civilian Members of the Service and Board Staff in disconnecting from work outside of their normal working hours, where appropriate.

The purpose of the Policy is to set out the parameters of disconnecting from work for civilian Members and Board Staff in accordance with the ESA, the collective agreements in force and any other terms and conditions of employment with the Board.

The Policy aligns with the Board and the Service's commitment to promoting a culture of wellness, by outlining how the Board, Service and Members will work together to assist Members in disconnecting from work outside of their normal working hours, as appropriate.

The Policy recognizes that a Member's or Board Staff's ability to disconnect from work depends on the Board's or Service's operational needs and the duties and obligations of the individual's position.

Further, the Policy confirms that all Members and Board Staff should recognize that there are situations when it is necessary for them to perform work or communicate with another Member outside of their normal hours of work.

Respectfully submitted,

Sarah Sabihuddin

Thank you,

A handwritten signature in purple ink that reads "Sarah Sabihuddin". The signature is written in a cursive style and is positioned above the printed name and title.

Sarah Sabihuddin
Administrative Director

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: Right to Disconnect Policy / Written Policy on
Disconnecting from Work

| | |
|------------------------|----------------------------|
| DATE OF ISSUE: | April 27, 2022 |
| CLASSIFICATION: | General Information |
| RETENTION: | Indefinite |
| INDEX NO.: | 22-0045 |
| PRIORITY: | High |

As you may be aware, on December 2, 2021, the *Employment Standards Act, 2000* (the *Act*), was amended to create a new requirement for a “right to disconnect” policy.

The *Act* was amended to create a new Part VII.0.1, which establishes a requirement for employers with 25 or more employees as of January 1 of the given year to have a written policy about employees disconnecting from work. “*Disconnecting from work*” is defined under [section 21.1.1](#) of the *Act* to mean not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

This requirement applies to all employers covered by the *Act* in relation to their employees who are subject to the *Act*, except the Crown, a Crown agency or an authority, board, commission or corporation whose members are all appointed by the Crown and their employees. It should be noted that the *Act* does not apply to a police officer or a person for whom a police officer performs work, except as provided in Part XVI (Lie Detectors).

As a result, this requirement applies to all municipal police services boards with at least 25 employees who are not police officers (e.g., civilian members of the police service, special constables, board support staff). For First Nation police services, the application of this requirement (and the *Act* generally) depends on whether the employment relationship falls within provincial jurisdiction – the *Act* does not apply to employment

relationships that fall under federal jurisdiction. This requirement does not apply to the Ontario Provincial Police, as part of the Crown.

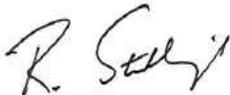
The written policy will need to be in place before March 1 of each year and must contain the date it was made, as well as the date any changes were made to it. However, employers have a grace period for 2022 and will not need to have a written policy in place until June 2, 2022.

Employers will be required to provide a copy of the written policy to each employee within 30 days of preparing the policy or, if an existing written policy is changed, within 30 days of the changes being made.

You may wish to refer to [Your guide to the *Employment Standards Act*](#) for further information regarding the written policy on disconnecting from work.

Further information on other recent amendments introduced by the *Working for Workers Act, 2021* can be found [here](#).

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety



Windsor Police Services Board

DIRECTIVE

| | | |
|--|------------------------------------|--|
| Directive Name: Disconnecting From Work | | Directive Number: HR -04 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: XX | Effective Date: May 19, 2022 |
| Repeals: None | Date Last Reviewed: None | Next Review Date: XXX |
| Reference: Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Employment Standards Act, 2000, S.O. 2000, c. 41, Part VII.0.1 | | |
| Related Documents: WPS Disconnecting from Work Policy (TBD) | | |

1. POLICY STATEMENT:

- 1.1. The Windsor Police Services Board (“the Board”) values the health and well-being of its employees. Disconnecting from work as appropriate is vital to a person’s well-being and helps employees achieve healthy and sustainable work-life integration. Disconnecting from work as appropriate also enables employees to work more productively during their assigned working hours and reduces the likelihood of employee exhaustion.
- 1.2. Further, this Policy is required in order to be compliant with an amendment to the Employment Standards Act, 2000 (the “ESA”), specifically Bill 27, the Working for Workers Act, 2021 (the “Act”). This Act introduced a new requirement for employers in Ontario to have a written policy on disconnecting from work for all employees covered by the ESA.

2. PURPOSE:

- 2.1. This Policy supports civilian Members of the Windsor Police Service (the “Service”) and Board Staff (collectively, “Member” or “Members”) in disconnecting from work outside of their normal working hours where appropriate. In recognition of the distinct statutory and common law duties of Police Officers employed by the Board, this Policy applies only to civilian Members to whom Part VII.0.1 of the Employment Standards Act, 2000 (the “ESA”) applies.

3. POLICY:

It is, therefore, the policy of the Board that the Chief of Police, in regards to Service Members, and the Board Chair, in regards to Board Staff, will:

- 3.1. Develop processes and/or procedures to ensure that Management and Service Members are able to disconnect from the workplace at appropriate times in accordance with this Policy.
- 3.2. Ensure that Management:
 - 3.2.1. Take all reasonable steps to assist Service Members under their management to disconnect from work outside of their normal hours of work as appropriate and in accordance with this Policy;
 - 3.2.2. Reasonably attempt to resolve any Member concerns about this Policy; and,
 - 3.2.3. Advise Members of instances in which they may be expected to perform work outside of their normal hours of work.
4. Ensure that:
 - 4.1. Members make reasonable efforts to book internal meetings and calls during the attendees' Standard Hours of Work, with the understanding that certain meetings with external parties may be scheduled outside of the Standard Hours of Work;
 - 4.2. Work-related communications not be made or sent to or from Members' personal mobile phones, personal e-mail addresses, personal telephone numbers or other personal devices, subject to specific circumstances or an agreement to communicate in this manner; and,
 - 4.3. Recognizing that some Members' Standard Hours of Work may differ within the Service, and, as a result, certain Members may attend to work related communications outside of other Members' Standard Hours of Work, the sender will consider the timing of their communications and understand that the recipient is generally not expected to respond until their return to work at the earliest, subject to certain circumstances;
 - 4.4. Ensure that no Member is penalized or suffers any reprisal action as a result of raising questions regarding this Policy or expressing concerns with compliance (a legitimate and reasonable exercise of management rights is not a penalty or reprisal action).
5. Ensure that:
 - 5.1. All new Members are provided with a copy of this Policy within 30 days of a Member's hire date;
 - 5.2. All existing Members are provided with a copy of this Policy, and any amended versions of this Policy, within 30 days of approval or amendment; and,
 - 5.3. All Members are provided with information regarding their Standard Hours of Work given the nature of their work, and any other information required to assist Members with complying with this Policy.
6. Promote efforts to maintain the health and wellbeing of Members through the provision of relevant programs, information and/or training with respect to Disconnecting from Work when appropriate.
7. Take steps to ensure that any programs, information and/or training related to Disconnecting from Work include:
 - 7.1. Clearly articulated Standard Hours of Work for all Members, including parameters and expectations for contact outside of their Standard Hours of Work;
 - 7.2. Clear and specific obligations for the Service, its Management, its Members, and the Board and its staff to ensure that everyone will work together in order to Disconnect from Work where possible and appropriate, and,

7.3. Tools, supports and resources to assist management and Members in Disconnecting from Work at appropriate times, including through the use of available technology (e.g., out of office messaging on Service-issued phones and computers).

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



MEMO

DATE: May 19, 2022
TO: Chair and Members
FROM: Sarah Sabihuddin, Administrative Director
RE: WPS Board Policy Review 2021-2022

Background:

On July 22, 2021 the Board was presented with a project plan for the 2021-2022 WPS Board Policy Review project.

Since that time, the Policy Review Committee has met numerous times to gain a deeper understanding of the policy framework for Police Services Boards including: seeking historical information, context surrounding legislative requirements and the linkages between WPS Board policies and Service related policy directives. In undertaking this research the Policy Review Committee met with senior members of the Windsor Police Service, sought advice from our Big 12 Police Board counterparts and from our provincial advisor.

As a result, the Policy Review Committee is proposing the attached three (3) policies and associated directives for adoption including:

| Policy | Directives |
|-----------|--|
| Financial | Grant Applications – Delegation of Signing Authority (No Changes) <ul style="list-style-type: none">• Board Travel and Expense Reimbursement (No Changes)• Public Donations (No Changes)• Rewards (No Changes) |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • Disbursement of Funds (Revised) |
| Administration | <ul style="list-style-type: none"> • Records Retention (New) • Board- Issued Device Use Policy (New) |
| Human Resources | <ul style="list-style-type: none"> • Process of Selection Chief and Deputies (No Changes) • Chief of Police Performance Review (New) • Disconnecting from Work - Board Policy (New) |

All of these polices have been reviewed and a new policy template and numbering system is being proposed.

In addition to these policies and directives an Ontario Regulations Manual has been created to ensure that all required regulatory policies are completed and located in one manual.

At the July 2022 WPS Board meeting the Policy Review Committee will be proposing a forth policy package (Legal Policy) which include 2 or more Directives which are still being developed. These are on track to be presented to the Board for consideration at the next Board meeting.

Proposed Resolution:

Given the information noted above, the following resolution is proposed for the Board’s consideration:

| | |
|-----------------------------|---|
| Resolved that | The WPS Board approves adopting the proposed three (3) packages including: Finance Policy and Directives, Administrative Policy and Directives and Human Resources Policy and Directives as presented |
| Be It Further Resolved that | Upon approval of the three (3) noted policies and directive packages that the WPS Board rescinds any previously approved policies and/or directives. |
| Be It Further Resolved that | The WPS Board directs the WPS Policy Committee to report back once a draft Legal Policy and Directives package is available for the WPS Board review and subsequent approval. |



Windsor Police Services Board

POLICY

| | | |
|--|---|-----------------------------------|
| Policy Name: Financial Management Policy | | Policy Number: FIN - 01 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: |
| Repeals: NEW | Reporting: Annual | Next Review Date: |
| Reference: Finance | | |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. Under Section 31(1) (c) of the Police Services Act, the Board shall establish policies for the effective management of the Police Service.
- 1.2. The Board is committed to ensuring that the principles of fiscal integrity and accountability govern the financial planning and financial management practices of the Windsor Police Service.
- 1.3. The Board ensures that policing programs and initiatives are consistent with the goals, objectives and priorities outlined in its Business Plan. Furthermore, the Board also ensures that services are provided in an efficient matter and in a way that provides the greatest value to the taxpayer.
- 1.4. The Chief of Police shall comply with the requirements set out in this policy in directing the Windsor Police Service.

2. PURPOSE:

2.1. This policy establishes key objectives with respect to financial governance to ensure:

- Accountability to the taxpayer;
- Financial commitment to the Business Plan;
- Efficient use of police resources/funding and;
- Long-term financial sustainability by optimizing cost, risk and performance.

2.2. This policy provides direction to the Chief of Police in establishing procedures with respect to sound financial planning and effective financial management of the Windsor Police Service budget.

3. STATUTORY AUTHORITY:

- 3.1. Section 39 of the Police Services Act requires the Board to submit operating and capital estimates to Regional Council in order to maintain the Police Service, provide it with the necessary equipment and facilities, and pay the expenses of the Board's operation.
- 3.2. Subsection 30 (1) of the Adequacy Standards Regulation requires the Board to prepare a Business Plan at least once every three years.
- 3.3. Sections 132 and 133 of the Police Services Act govern property and monies seized by members of the Windsor Police Service in the lawful execution of their duties.

4. FINANCIAL PLANNING:

- 4.1. The Board recognizes that stewardship for the use of corporate funds is primarily the responsibility of the Windsor Police Service. Therefore, the Board holds the Chief of Police accountable for the deployment of financial resources within the approved annual budget, for compliance with legal and administrative policies, for efficiency and economy in operations, and for the achievement of annual objectives as set out in the Business Plan.
- 4.2. The Chief of Police shall develop annual operating and capital budgets in formats and timelines established by Council for Board approval which are sustainable, responsible and affordable in current and future years and further which ensure adequate and effective services to the public.
- 4.3. The annual budget shall provide projections that adopt policing practices that align with changing needs, standards and legislation and support industry-leading objectives.
- 4.4. The Chief of Police shall not exceed the approved operating and capital budgets without prior approval from the Board.

5. REPORTING REQUIREMENTS:

- 5.1. The Chief of Police shall ensure that financial reporting is timely, accurate and relevant. In addition, the Chief of Police shall ensure compliance with all external reporting requirements and establish internal reporting mechanisms within the organization. The reports to the Board shall include:
 - Quarterly reporting;
 - Annual reporting;
 - Annual Operating and Capital Budget which will be presented first to the Board's Finance Committee and then to the regularly scheduled board meeting prior to being submitted to the City of Windsor;
 - A detailed budget document should be posted on the Windsor Police Service website once approved by the Board and before discussed by City Council;
 - The Board approves the City of Windsor Auditor General to include the Windsor Police Service for consideration in developing their audit plan subject to all applicable legislation;
 - Other financial reporting, as requested by the Board or the City of Windsor Auditor General.

Drew Dilkens
Board Chair

Date

Sarah Sabihuddin
Administrative Director

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|--|---|--------------------------------------|
| Directive Name: Grant Applications – Delegation of Signing Authority | | Directive Number: FIN - 02 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: |
| Repeals: NEW | Reporting: Annual | Next Review Date: |
| Reference: Finance | | |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. It is the policy of the Board that the Windsor Police Service pursue any grant programs which are consistent with the themes and goals contained in the current Windsor Police Service Strategic Plan.
- 1.2. To support this policy, administrative processes are required to ensure the legal requirements for these grant programs are met. This policy outlines the delegation of the Board's signing authority for administering these grant programs.
- 1.3. This policy also establishes a consistent approach for the processing of grant applications and contractual agreements. Any grant application or contractual agreement shall be processed in accordance with this policy.

2. GENERAL:

- 2.1. Section 30 of the Police Services Act provides that a Board may contract in its own name. The Windsor Police Service does not have specific authority to contract with others or to bind the Board.
- 2.2. The Province of Ontario regularly announces grant programs, which align with the objectives, priorities and policies of the Board. The Grant Programs can be delivered through one-time funding, or for an ongoing basis.
- 2.3. These grant programs require that a grant application be submitted in order to determine eligibility for funding.
- 2.4. These contractual agreements generally have a short turnaround time frame and given the Board's schedule of monthly meetings, at times there is insufficient time to allow for formal Board approval to be obtained in order to meet the timelines of the grant process submission/application.

3. DELEGATION OF SIGNING AUTHORITY:

3.1. Grant Applications

If a grant application requires a signature of the Board Chair, provided no unbudgeted financial impact, the Board hereby delegates its authority to sign any

grant application to the Chief of Police or such designated officials as may be appointed from time to time by the Chief of Police to act on behalf of the Windsor Police Service for the submission of grant applications.

3.2. Contractual Agreements

The Board hereby delegates its authority to sign any contractual agreement as well as any ancillary documents for grant programs to the Board Chair, or in their absence, the Vice-Chair, provided the contractual agreement and ancillary documents have been prepared satisfactory to Legal Counsel.

3.3. Grant Reporting

The Police Services Board hereby delegates its authority to sign any subsequent grantreport or any ancillary document required as part of the contractual agreement to the Chief of Police, or in their absence, the Deputy Chief.

4. REPORTING:

4.1. On an annual basis, a report shall be submitted to the Board from the Administrative Director detailing any contractual agreements that have been executed by the Board Chair detailing the following information:

- (a) Name and purpose of the grant program;
- (b) Fiscal year(s) covered;
- (c) Amount of funds awarded;
- (d) Amount of funds received to date;
- (e) Unsuccessful grant applications submitted for inclusion from the Windsor Police Service.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|--|---|--------------------------------------|
| Directive Name: Board Travel and Expense Reimbursement | | Directive Number: FIN - 03 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: |
| Repeals: | Date Last Reviewed: May 2022 | Next Review Date: |
| Reference: WPS Directive #241-01, City of Windsor, Draft Policy #CS.A3.06 | | |
| Related Documents: | | |

1. PURPOSE:

- 1.1. Board members and staff will be required to attend business travel, seminars, conferences, workshops, or training courses related to their duties with the Board. Funds are budgeted annually for these expenses. This policy governs the authorization required to travel and the reimbursement and reporting of expenses incurred.

2. SCOPE:

- 2.1. This policy applies to all Board members and staff.

3. RESPONSIBILITY:

- 3.1. The Board is responsible to approve travel;
- 3.2. The Board is responsible to approve travel expense incurred; and
- 3.3. The Board Administrative Director is responsible to report approved travel expenses to the Board.

4. GENERAL:

- 4.1. Travel to seminars, conferences, workshops, or training courses shall be related to duties with the Board and shall be based on sound judgment and proper regard for the economy;
- 4.2. Travel shall be approved by the Board;
- 4.3. Registration for seminars/workshops/conferences shall be completed by the Administrative Director;
- 4.4. The most practical method of transportation shall be used;
- 4.5. Accommodations shall be selected on the basis of practical location and reasonable cost;
- 4.6. Travel expenses shall be allowed as listed in Appendix "A";
- 4.7. Travel expenses will not be reimbursed for spouse and/or other guests;
- 4.8. Meals, when supplied on airlines, trains, or included in registration/conference fees, will not be reimbursed;
- 4.9. Cash advances for allowable expenses may be requested through the Administrative

Director at least three weeks prior to travel;

- 4.10. A Cash Expenditure Form for reimbursement of travel expenses shall be completed by the individual and submitted, along with required receipts, to the Administrative Director within two weeks from the date of return from travel;
- 4.10. The Cash Expenditure Form shall be reviewed and approved by the Board's Finance Committee and reported to the Board by the Administrative Director.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date

TRAVEL EXPENSE ALLOWANCES

Appendix A

| ITEM | ALLOWANCE | RECEIPTS | NOTES |
|-------------------------------|--|--------------|--|
| Accommodation | Reasonable room charge | Mandatory | Detailed billing required. |
| Air/Rail fare | Lowest economy air rate and up to business class using rail service. | Mandatory | Detailed billing required. Seat selection/upgrades will not be reimbursed. |
| Ground Transportation | Actual cost | Mandatory | Includes taxis, bus fare, and parking. |
| Long Distance Telephone Calls | Reasonable allowance | Mandatory | |
| Meals - Business Travel | \$ 15 Breakfast \$ 25 Lunch \$ 35 Dinner \$ 75 Per Day | Not Required | Includes taxes and gratuities. Per diem amount shall be reduced according to meals provided at seminars, workshops, etc. and/or; meals provided on the basis of departure and return times and/or overnight stay. |
| Personal Vehicle | \$0.61/km (as of 2022) | Not Required | Round trip. Reviewed annually and tied to Canada Revenue Agency's non-union mileage rates. |
| Registration/ Tuition | As required | Mandatory | Receipt required if paid directly by member. |



Windsor Police Services Board

DIRECTIVE

| | | |
|---|---|--------------------------------------|
| Directive Name: Public Donations | | Directive Number: FIN - 04 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: |
| Repeals: NEW | Date Last Reviewed: | Next Review Date: |
| Reference: Board Direction, 2010-03-26, P.S.A. s31 (1) (c) | | |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. The Board acknowledges the interest and generosity of citizens, community agencies, and corporations in supporting the Windsor Police Service through donations and sponsorships.

- 1.2. The Board is committed to ensuring that such donations are used solely for the purpose of enhancing the safety and security of citizens, and that the receipt of these donations does not undermine the integrity, impartiality and reputation of the Windsor Police Service. It is important that the acceptance of these donations is subject to a clear, transparent and accountable process.

2. POLICY:

It is the policy of the Board with respect to public donations that:

- 2.1. The donation shall support the objectives and priorities of the Board and provide a community safety benefit to the citizens that the Windsor Police Service provides service;
- 2.2. There shall be no binding conditions attached to the donation, which shall only be used for the sole purpose approved by the Chief of Police or the Board in accordance with this policy;
- 2.3. The acceptance of any donation shall not commit the Windsor Police Service to additional, unbudgeted resources, unless approved by the Chief of Police in consultation with the Board;
- 2.4. The Chief of Police shall be responsible for approving donations valued at less than \$5,000;
- 2.5. No donation valued at more than \$5,000 is to be accepted without the approval of the Board;
- 2.6. Absent exceptional circumstances, no donation shall be accepted from an anonymous source or donor, and in all circumstances the identity of the donor shall be made known to the Board;
- 2.7. No donations shall be accepted from a person whose background, lifestyle or association,

- would be in conflict with the values and objectives of the Windsor Police Service;
- 2.8. If the donation takes the form of equipment, vehicle, furniture, computers etc., the appropriate unit must be contacted to ensure the product meets Windsor Police Service specifications prior to accepting the donation;
 - 2.9. The Chief of Police shall maintain a registry of all donations made to the Windsor Police Service;
 - 2.10. The Chief will ensure that procedures are in place for receiving donations and sponsorships in accordance with the Board's policy. The Chief of Police shall ensure that operational procedures provide detailed control for the accounting of donations. The accounting record shall include proper documentation of the source, value or significance of each public donation and shall be subject to oversight review every three years.
 - 2.11. The Chief of Police shall be responsible to approve public donations valued at less than \$5,000 and shall be presented to the Board in a report detailing the source, amount and purpose;
 - 2.12. Any donations with a one-time or cumulative annual value of \$5,000 or more shall be presented to the Board as above for approval;
 - 2.13. Public donations shall be distributed at the discretion of the Windsor Police Service;
 - 2.14. The Chief of Police will ensure that any accepted donation is beneficial to the community as a whole, and is handled in a transparent manner by an accountable process;
 - 2.15. The Chief of Police will ensure that any accepted donation shall be consistent with the principles as outlined in the *Police Services Act*.

3. REPORTING REQUIREMENT:

- 3.1. The Chief of Police shall seek the Board's approval for donations of \$10,000 or more.
- 3.2. The Chief of Police shall provide a detailed report to the Board in the first quarter outlining the source, amount and purpose of all donations and sponsorships received by the Windsor Police Service during the previous year. The Chief of Police shall include in this report, investigations that have benefitted from public donations of funds, goods or services. If there were no donations, gifts or sponsorships, this should be reported.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|--|---|--------------------------------------|
| Directive Name: Rewards | | Directive Number: FIN - 05 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: |
| Repeals: NEW | Date Last Reviewed: | Next Review Date: |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. It is the policy of the Board to support the Windsor Police Service in preventing and solving crime, including the pursuit and apprehension of offenders, through the offer and payment of rewards when deemed appropriate by the Board on the recommendation of the Chief of Police.

- 1.2. This policy sets out the guidelines under which the Board will consider offering and paying rewards to persons who provide information that assists in solving a specific, significant crime or crimes, including the location or return of missing persons or property.

2. POLICY:

It is the policy of the Board that:

- 2.1. The Board may from time to time authorize the Chief of Police to publicly offer a reward at the Board's total discretion to any person or persons who supplies information that advances the investigation of any crime, leads to the apprehension or conviction of any person guilty of any offence or leads to the location or return of any missing persons or property;
- 2.2. The Board will consider situations where there is a serious or high-profile case and all reasonable investigative techniques and leads have been exhausted or the investigation will not be resolved through the use of other means.
- 2.3. Upon receipt of a report and recommendation from the Chief of Police, the Board shall determine if the offering of a reward is appropriate in the circumstances. If the Board approves the public offer of a reward, any advertisement, publication or notice respecting reward monies shall be approved by the Chief of Police prior to publication;
- 2.4. During the course of an investigation, a third party wishing to post reward money to assist the Windsor Police Service will:
 - 2.4.1. Deposit the full amount of such reward money with the Board;
 - 2.4.2. Sign an agreement and release consistent with this policy in a form satisfactory to the Board granting their consent to the release of all or any portion of the reward monies to any person or persons at the Board's sole discretion;

- 2.5. Prior to authorizing the offer of any reward, the Board shall confirm that the required amount of money is within the Windsor Police Service budget or is available from alternate funding sources and/or has been deposited by a third party;
- 2.6. The Board may, in its discretion, advise Windsor City Council if a substantial amount of money has been re-allocated from the Windsor Police Service budget to facilitate the offer of a reward;
- 2.7. Any offer of a reward shall be limited to one year from the publication date of the initial advertisement of the reward;
- 2.8. Any renewal or extension requires Board approval. In the event that the Board wishes to renew or extend the time period of the reward offer, should there be a third party donor of reward monies they shall be so notified;
- 2.10. The third party donor of any reward monies may apply to the Board for the return of such monies after the expiration of one year from the date when the reward monies were deposited with the Board. The Board shall determine, in its total discretion, when it is appropriate to return any portion of the donated reward monies to the third party donor;
- 2.11. The Board is not required to reimburse or return any interest accruing on the donated amount;
- 2.12. Upon receipt of a report and recommendation from the Chief of Police, the Board shall determine if any person or persons is/are entitled to all or any portion of any offered reward;
- 2.13. Members and employees, or immediate family of a member or employee of the Windsor Police Service and/or the Windsor Police Services Board, shall not be entitled to claim any reward monies;
- 2.14. The Board retains authority to decide, in its sole discretion, a person's eligibility for the payment of any reward monies. The identity of any person claiming a reward shall remain anonymous unless the Board approves the disclosure of this information;
- 2.15. At the conclusion of an investigation, a third party wishing to offer reward money to any person who supplied information which leads to the apprehension or conviction of any person guilty of any offence will:
 - Deposit the full amount of such reward money with the Board; and
 - Sign an agreement and release consistent with this policy in a form satisfactory to the Board granting their consent to the release of all or any portion of the reward monies to any person or persons at the Board's sole discretion;
- 2.16. Notwithstanding the foregoing, the Board retains the ultimate discretion to authorize the offer of a reward, as well as the payment to any persons of any portion of any offered reward.
- 2.17. That the Chief of Police shall ensure that the appropriate accounting and audit systems are in place to protect the integrity of reward funds deposited and/or disbursed.
- 2.18. Any claim against outstanding rewards will be made and addressed in writing and directed to the Chair of the Windsor Police Services Board for consideration. Claims shall be made by the actual claimant or an agent acting on his/her behalf.
- 2.19. Correspondence and payments between the Board and claimants will normally be conducted through the Chief of Police.

Drew Dilkens
Board Chair

Date

Sarah Sabihuddin
Administrative Director

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|--|---|--------------------------------------|
| Directive Name: Disbursement of Board Funds | | Directive Number: FIN - 06 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: TBD |
| Repeals: NEW | Date Last Reviewed: | Next Review Date: TBD |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. Section 132(2) of the Police Services Act establishes that the Windsor Police Services Board has 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."
- 1.2. The Board, in the course of carrying out its duties and responsibilities, accrues funds through a number of avenues including: auctions held to sell unclaimed articles, found and forfeited funds amongst other avenues. These funds are deposited in a special board account (Special Fund) and reviewed periodically to ensure maximum investment benefits are earned.
- 1.3. It is the policy of the Board that these funds will be spent at the discretion of the Board and with the consensus of the Board, within the guidelines of the Police Services Act of Ontario.

2. POLICY:

- 2.1. The Board is to utilize these funds in accordance within the guidelines of the Police Services Act, and more specifically, the Board will have the authority to commit these funds for items/issues directly related to 5 priority areas including:

1. BOARD ADMINISTRATION

- Recruitment process of Chief of Police and Deputy Chiefs of Police.
- Facilitation of Board and Committee Meetings.
- Conferences, training and provincial meetings.

2. COMMUNITY OUTREACH

- Supporting community policing programs.
- Enhancing community relationships with the Windsor Police Service.

- Supporting crime prevention and education programs.

3. AWARDS & RECOGNITION

- Expenditures related to recognition of the work of board members, Windsor Police Service members and retirees, auxiliary members and volunteers.
- Rewards pertaining to criminal matters and informant fees.
- The Chair and the Vice Chair have been granted standing authority to approve expenditures from the Special Fund for costs associated with the Board's awards and recognition programs.

4. BURSARIES & SCHOLARSHIPS

- Annual bursaries and scholarships with the University of Windsor and St. Clair College.

5. WINDSOR ESSEX COUNTY CRIME STOPPERS

- Transfer of funds to Windsor Essex County Crime Stoppers for the sale of bicycles.

3. APPLICATION ASSESSMENT CRITERIA:

3.1. Requests for funding will be evaluated according to the following criteria:

- 3.1.1. Falls within one of the five delegated categories;
- 3.1.2. Proposes clear, measurable objectives, and benefits;
- 3.1.3. Involves both community partners and the Windsor Police Service;
- 3.1.4. Clearly indicates how funded initiatives will be evaluated;
- 3.1.5. Where appropriate, applicants must indicate how they propose to sustain the initiative after Board funding has been utilized.

4. APPLICATION PROCEDURES:

4.1. Request for funding must be made in writing, signed and forwarded to the Chair of the Board.

4.2. In addition to the requirements stated in the Application Assessment Criteria section, requests must include:

- 4.2.1. Project/initiative mandate;
- 4.2.2. Budget;
- 4.2.3. Timelines for completion;
- 4.2.4. One or more letters of endorsement.

5. ADMINISTRATION:

5.1. It is the policy of the Board with respect to the administration of the Special Fund that:

- 5.1.1. All approval of funding is subject to the availability of funds as outlined in this policy;
- 5.1.2. All requests for funding with the exception of initiatives that have been granted standing authority, will be considered as part of the Board's public agenda;
- 5.1.3. The Board will not commit to recurring donations or to the on-going funding of particular initiatives/projects. The approval of funding for a particular purpose will not be considered as a precedent which binds the Board;

- 5.1.4. The Special Fund will not support retroactive funding of events that have already taken place;
- 5.1.5. Recipients of funding will be advised that as a condition of receiving funds, they must file a report that accounts for and evaluates the effectiveness of the event or project which was funded, the use of the funds and, further, they must return any unexpended monies;
- 5.1.6. Recipients of funding must provide this report to the Board within 60 days of the conclusion date noted in their application;
- 5.1.7. The Board, on a case-by-case basis, may consider exceptions to this policy. Exceptions must be clearly stated in the Board report requesting funding;
- 5.1.8. The Board will receive a semiannual financial report of the Special Fund account;
- 5.1.9. All funds committed require the majority support of the Board.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

POLICY

| | | |
|--|---|----------------------------------|
| Policy Name: Human Resources Policy | | Policy Number: HR - 01 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: TBD |
| Repeals: NEW | Reporting: Annual | Next Review Date: TBD |
| Reference: Finance | | |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. Under Section 31(1) (c) of the Police Services Act, the Board shall establish policies for the effective management of the police service.
- 1.2. The Board is committed to the principle that every person has a right to receive police services without discrimination or harassment, as provided by law, including the Ontario Human Rights Code.
- 1.3. Further, the Board is committed to the principle that all members of the Windsor Police Service have a right to work in an environment without discrimination or harassment, as provided by law, including the Human Rights Code.
- 1.4. The Chief of Police shall comply with the requirements set out in this policy in directing the Windsor Police Service.

2. PURPOSE:

- 2.1. This policy establishes key objectives with respect to human resource governance to ensure that the Windsor Police Service provides a work environment that maximizes employee engagement, in which all members are treated fairly with dignity and respect, and are free from discrimination, workplace harassment, workplace violence, and workplace sexual harassment.
- 2.2. This policy provides direction to the Chief of Police in establishing procedures with respect to human resource planning.

3. STATUTORY AUTHORITY:

- 3.1. Police Services Act 31: A board is responsible for the provision of adequate and effective police services in the municipality and shall appoint the members of the municipal police force.

4. HUMAN RESOURCES – HUMAN RIGHTS AND ACCOMMODATIONS:

- 4.1. It is the policy of the Board that:

4.1.1. The Chief of Police will develop procedures to implement the principle of equal treatment in police services and in the workplace, without discrimination or harassment, consistent with the Ontario Human Rights Code. These procedures will cover, but are not limited to, the following areas:

- Accommodation
- Training and Education
- Professional Conduct
- Complaints Process
- Review of Procedures and Practices

5. HUMAN RESOURCES – GENERAL POLICIES:

5.1. Further, the Chief of Police shall establish additional procedures related but are not limited to the following areas of focus:

- 5.1.1. Workplace Violence, Harassment and Sexual Harassment;
- 5.1.2. Physiological Wellness;
- 5.1.3. Professional and Skills Development;
- 5.1.4. Evaluation and Promotion;
- 5.1.5. Health.

6. WPS BOARD POLICIES AND DIRECTIVES:

6.1. With respect to human resource governance, the Board shall establish the following internal processes:

- 6.1.1. Annually elect a Human Resources Committee in accordance with the Board procedural by-law;
- 6.1.2. Annually review and recommend compensation for the Chief of Police and Deputy Chiefs;
- 6.1.3. Annually review the performance of the Board's Administrative Director;
- 6.1.4. Annually review the performance evaluation process for the Chief of Police and Board Administrative Director, and recommend changes if necessary;
- 6.1.5. Review and approve all strength increases and strength decreases of the Windsor Police Service.
- 6.1.6. Acknowledge all retirements of the Windsor Police Service during public session Board meetings.
- 6.1.7. Communicate on a regular basis with representatives of other large Police Service Boards in the Province to stay abreast of trends and strategies in collective bargaining.
- 6.1.8. Create internal directives as needed related to the oversight and governance of the Windsor Police Service in the area of Human Resources.

7. REPORTING REQUIREMENTS:

7.1. The Chief of Police shall ensure that human resource reporting is timely and accurate. In addition, the Chief of Police shall ensure compliance with all human resource related legislation and reporting requirements. An annual human resources report shall be

presented to the Board no later than the second meeting of the Board in the calendar year.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|---|------------------------------------|---|
| Directive Name: Process of Selecting Chiefs and Deputy Chiefs | | Directive Number: HR - 02 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: 3 Years | Effective Date: July 22, 2021 |
| Repeals: None | Date Last Reviewed: None | Next Review Date: July 2024 |
| Reference: OCPC Report rec. 20-22 | | |
| Related Documents: | | |

1. POLICY STATEMENT:

- 1.1. The Board is committed to recruiting and selecting individuals for the Chief of Police and Deputy Chief of Police positions who are the most qualified based on an assessment of their demonstrated skill, competence, experience, training, education and ability to meet the job requirements. Other important criteria in the selection process includes: candidates who will share the philosophy, vision, mission and mandate of the organization. Candidates for these positions may be from current Windsor Police Service members or from outside Service.
- 1.2. The Board provides equitable treatment and accommodation to ensure barrier-free employment in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Any candidate may request accommodation related to the protected grounds at any stage of the hiring process (i.e. application, assessment, and placement).

2. PURPOSE:

- 2.1. The mandate of the Board is to set policy and to maintain an adequate and effective police service, working with the community, city council and the police service. This includes the effective recruitment of individuals for the positions of Chief of Police and Deputy Chief of Police.

3. PROCEDURE:

- 3.1. The Board will establish the requirements for the positions of Chief of Police and Deputy Chief of Police by which the job posting shall be created and candidates will be assessed. These will include:
 - 3.1.1. A list of essential qualifications and experience necessary for consideration for the role of Chief of Police or Deputy Chief of Police;
 - 3.1.2. A list of competencies that shall be used to screen candidates, develop interview questions and assess candidates.
- 3.2. Recruitment for the position(s) of Chief of Police or Deputy Chief of Police will be posted internally within the Windsor Police Service and externally on various online job boards and appropriate publications.
- 3.3. All candidates, whether internal or external will be treated in the same manner and proceed through the same objective process.

- 3.4. The Board will determine the composition of the Selection Committee. The Board may also engage an external recruitment service to support any step in the recruitment and selection process.
- 3.5. The role of the Selection Committee will be to develop the job posting based on the skills, experience and competencies established by the Board. They will also screen candidates, develop interview questions, interview and assess candidates, and conduct reference checking of identified candidates.
- 3.6. All individuals of the Selection Committee will be instructed on the importance of recognizing biases, the purpose and components of the objective recruitment process, and the structured screening and interview process.
- 3.7. The Board may engage a third-party to consult the public with respect to the qualities and characteristics of a new Chief of Police or Deputy Chief of Police to assist in the development of the job posting and subsequent interview questions.

Application Screening

- 3.8. Applicants will be screened based on the selection criteria outlined in the job posting. Those that meet the criteria will be invited to continue in the recruitment process including in-person interviews.
- 3.9. Individuals selected for interviews will be required to submit a completed Attestation Form which will ensure a full review of the candidates work history and identify any areas for further review.

Interviews

- 3.10. Structured interviews will be conducted by the Selection Committee using predetermined interview questions for all candidates. This goal of this objective assessment is to confirm experience and education, other complementary skills, and overall values fit for Windsor Police Service based on the competencies and qualifications listed in the job posting.
- 3.11. Interview questions will be a mixture of behavioural and situational to help determine the candidate's suitability for a leadership role within the Service. The same interview questions will be used for each candidate interviewing for the same role.
- 3.12. The candidates Attestation Form will be reviewed with them as part of the interview process. Any areas of concerns will be identified and may generate additional questions. These questions will be compliant with the Human Rights Code, and other relevant legislation.
- 3.13. If required, a second interview may be scheduled with short-listed candidates. This interview may be informed with behavioral assessments previously conducted with short-listed candidates.

References Checks

- 3.14. Confidential reference checking will be conducted and may include a candidate's current commanding officer, former commanding officer, colleagues or subordinates. The identification of references will be done in a manner that does not adversely impact the candidate's current employment. A candidate may also be requested to provide recent performance evaluations, commendations, or records of discipline as part of the overall assessment of their suitability for the position.

Selection

- 3.15. Upon completion of the recruitment process, the Selection Committee will make a

recommendation to the Board. The ultimate decision rests with the Board. An offer of employment will be drafted by the City of Windsor Legal Human Resources Department and presented to the candidates.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|--|---|-------------------------------------|
| Directive Name: Chief of Police Performance Review | | Directive Number: HR - 03 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: Every 3 years. | Effective Date: TBD |
| Repeals: NEW | Reporting: Annual | Next Review Date: TBD |
| Reference: Finance | | |
| Related Documents: | | |

1. POLICY STATEMENT:

1.1. This policy sets out general rules regarding the relationship between the Board and the Chief of Police, and the general method that the Board will follow when undertaking the annual review of the Chief of Police.

2. PURPOSE:

- 2.1. The Board is obligated to monitor the performance of the Chief of Police on an annual basis.
- 2.2. To assist in the monitoring of the Chief's performance, Appendix A outlines the process involved and the necessary steps required to complete a comprehensive review. Ideally, this review will help ensure open communication is maintained and the well-being of the organization is fostered through mutual trust and planning.

3. STATUTORY AUTHORITY:

- 3.1. Police Service Act Section 31(1): A board is responsible for the provision of adequate and effective police services in the municipality and shall:
- c) Establish policies for the effective management of the police force;
 - e) Direct the Chief of Police and monitor their performance;
- 3.2. The Board may give orders and directions to the Chief of Police, but not to other members of the Windsor Police Service, and no individual member of the Board shall give orders or directions to any member of the police force.
- 3.3. The Board shall not direct the Chief of Police with respect to specific operational decisions or with respect to the day-to-day operation of the Windsor Police Service.

4. GENERAL PRINCIPLES:

- 4.1. The Board recognizes that reviewing the performance of its Chief of Police is an important governance responsibility and integral to the Board's business planning process and good governance of the Windsor Police Service.
- 4.2. The Board is committed to establishing and participating in a performance evaluation

process for its Chief of Police that promotes individual excellence and increases mutual understanding between the Board and the Chief of Police.

4.3. Furthermore, the Board expects the Chief of Police to achieve significant results each year, and in so doing, to improve the quality of policing to the citizens served by the Windsor Police Service.

5. PROCESS FOR MONITORING PERFORMANCE:

The following is the framework that outlines the process for the Chief of Police's Performance Management Program:

5.1. Setting Annual Objectives (December)

- 5.1.1. Annually in December, the Chief of Police sets their Objectives for the upcoming year. Objectives are required to align with the Windsor Police Services' business plan, principles, and goals.
- 5.1.2. Each objective includes a concise description, milestone deliverables throughout the year, a measure of success for each milestone, and a timeframe for each milestone to be completed.
- 5.1.3. Objectives are inputted directly into the performance tool.

5.2. Approval of Objectives (January)

- 5.2.1. Board reviews, discusses, and finalizes the Chief of Polices annual objectives.
- 5.2.2. Board Chair and the Chief of Police sign-off on the objectives.

5.3. Self-Assessment (February)

- 5.3.1. Chief of Police completes their self-assessment on the previous year's objectives.
- 5.3.2. An assessment is completed for each objective and is completed utilizing the performance tool.
- 5.3.3. For each objective/assessment the Chief includes, the following information:
 - A proposed total rating.
 - Rationale for the rating.
 - Additional evidentiary documents, reports or analysis to support his/her self-assessment.
- 5.3.4. In preparation for the Chief's annual performance review, the Board refreshes itself on the tools and processes involved to assist in executing the evaluation:
 - Competency dictionary;
 - Competency indicators;
 - Annual performance evaluation guidelines;
 - Setting & evaluating S.M.A.R.T. objectives guidelines;
 - Performance management program process PowerPoint.

5.4. Annual Performance Review (February)

- 5.4.1. The Board reviews the Chief of Police's self-assessment and supporting evidentiary material for each individual objective.
- 5.4.2. The Board either accepts the Chief of Police's self-assessed rating, or applies a different rating with rationale.
- 5.4.3. The final rating for each objective that is input into the tool under the Chief of

Police or Board Year-End Assessment, feeds directly into the rating & sign-off sheet within the tool.

5.4.4. The rating & sign-off calculates the final total rating.

5.5. Individual Development Plan (March)

5.5.1 Following the Chief's Performance Review, the next optional step can be to develop an Individual Development Plan (IDP) if requested by the Board.

5.5.2. The IDP is structured to highlight areas of strength and improvement for the Chief of Police relative to the competencies.

5.5.3. The Chief of Police sets competency development objectives.

5.5.4. The tool provides a mid-term and full-term review.

5.5.5. Depending when (and if) the IDP is completed and after the Chief of Police has had their performance evaluation with the Board, the mid- and full-term review points could vary throughout the year.

5.5.6. The IDP is not meant to be an annual tool, but a progressive tool for both parties to continually review and assess the Chief of Police's progression.

5.6. Mid-Year Performance Review (June – July)

5.6.1. The mid-year review is intended to highlight any areas in which the Chief of Police is not meeting, or experiencing challenges meeting his/her objectives.

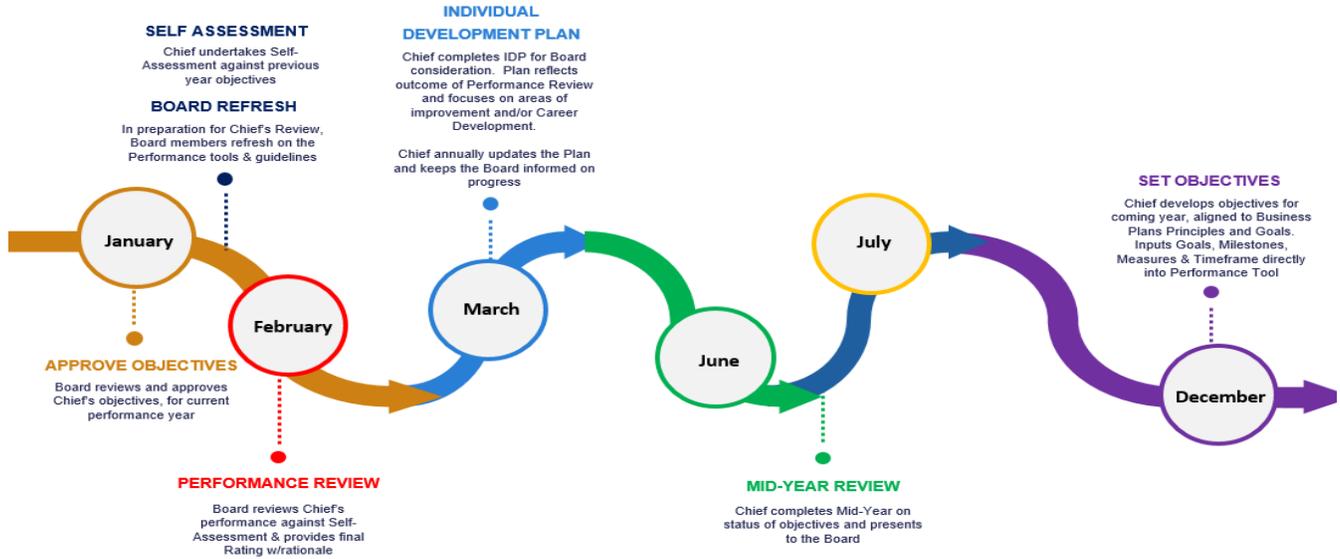
5.6.2. The form requests that the Chief of Police lists:

- The challenges and barriers they faced;
- Mitigation efforts to remove the risk of completion;
- Expected time to be back on track;
- Any resource requirements needed to support the successful completion of the objective.

5.6.3. The Chief of Police initiates the review and sets up a time to discuss with the Board following which both parties sign-off on the review.

Appendix A:

Annual Process Map



Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

DIRECTIVE

| | | |
|---|---------------------|-------------------------------------|
| Directive Name: Disconnecting From Work | | Directive Number: HR - 04 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: | Effective Date: |
| Repeals: None | Date Last Reviewed: | Next Review Date: |
| Reference: Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Employment Standards Act, 2000, S.O. 2000, c. 41,Part VII.0.1 | | |
| Related Documents: WPS Disconnecting from Work Policy (TBD) | | |

1. POLICY STATEMENT:

- 1.1. The Board values the health and well-being of its employees. Disconnecting from work as appropriate is vital to a person's well-being and helps employees achieve healthy and sustainable work-life integration. Disconnecting also enables employees to work more productively during their assigned working hours and reduces the likelihood of employee exhaustion.
- 1.2. Further, this policy is required in order to be compliant with an amendment to the Employment Standards Act, 2000 (the "ESA"), specifically Bill 27, the Working for Workers Act, 2021 (the "Act"). This Act introduced a new requirement for employers in Ontario to have a written policy on disconnecting from work for all employees covered by the ESA.

2. PURPOSE:

- 2.1. This policy supports civilian members of the Windsor Police and Board Staff (collectively, "Member" or "Members") in disconnecting from work outside of their normal working hours where appropriate. In recognition of the distinct statutory and common law duties of police officers employed by the Board, this policy applies only to civilian members to whom Part VII.0.1 of the Employment Standards Act, 2000 (the "ESA") applies.

3. POLICY:

It is, therefore, the policy of the Board that the Chief of Police, in regards to service members, and the Board Chair, in regards to Board Staff, will:

- 3.1. Develop processes and/or procedures to ensure that management and service members are able to disconnect from the workplace at appropriate times in accordance with this policy.
- 3.2. Ensure that management:
 - 3.2.1. Take all reasonable steps to assist service members under their management to disconnect from work outside of their normal hours of work as appropriate and in

- accordance with this policy;
 - 3.2.2. Reasonably attempt to resolve any member concerns about this policy;
 - 3.2.3. Advise members of instances in which they may be expected to perform work outside of their normal hours of work.
- 3.3. Ensure that:
- 3.3.1. Members make reasonable efforts to book internal meetings and calls during the attendees' standard hours of work, with the understanding that certain meetings with external parties may be scheduled outside of the standard hours of work;
 - 3.3.2. Work-related communications not be made or sent to or from members' personal mobile phones, personal e-mail addresses, personal telephone numbers or other personal devices, subject to specific circumstances or an agreement to communicate in this manner;
 - 3.3.3. Recognizing that some members' standard hours of work may differ within the Windsor Police Service, and, as a result, certain members may attend to work related communications outside of other members' standard hours of work, the sender will consider the timing of their communications and understand that the recipient is generally not expected to respond until their return to work at the earliest, subject to certain circumstances;
 - 3.3.4. Ensure that no member is penalized or suffers any reprisal action as a result of raising questions regarding this policy or expressing concerns with compliance (a legitimate and reasonable exercise of management rights is not a penalty or reprisal action).
- 3.4. Ensure that:
- 3.4.1. All new members are provided with a copy of this policy within 30 days of a member's hire date;
 - 3.4.2. All existing members are provided with a copy of this policy, and any amended versions of this policy, within 30 days of approval or amendment;
 - 3.4.3. All members are provided with information regarding their standard hours of work given the nature of their work, and any other information required to assist members with complying with this policy.
 - 3.4.4. Promote efforts to maintain the health and well-being of members through the provision of relevant programs, information and/or training with respect to disconnecting from work when appropriate.
 - 3.4.5. Take steps to ensure that any programs, information and/or training related to disconnecting from work include:
 - 3.4.6. Clearly articulated standard hours of work for all members, including parameters and expectations for contact outside of their standard hours of work;
 - 3.4.7. Clear and specific obligations for the service, its management, its members, and the Board and its staff to ensure that everyone will work together in order to disconnect from work where possible and appropriate, and,
 - 3.4.8. Tools, supports and resources to assist management and members in disconnecting from work at appropriate times, including through the use of available technology (e.g., out of office messaging on Service-issued phones and computers).

Drew Dilkens
Board Chair

Date

Sarah Sabihuddin
Administrative Director

Date



Windsor Police Services Board

POLICY

| | | |
|--|------------------------------------|-------------------------------------|
| Policy Name: Administrative Policy | | Policy Number: ADMIN - 01 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: 3 Years | Effective Date: |
| Repeals: NEW | Last Reviewed: | Next Review Date: |
| Reference: | | |
| Related Documents: | | |

1. POLICY STATEMENT

1.1. Under Section 31(1) (c) of the Police Services Act, the Board shall establish policies for the effective management of the police service.

2. PURPOSE

2.1. The Board is responsible for the provision of adequate and effective police services. It fulfills this responsibility by ensuring that policing actions and consequences are consistent with community needs, values, and expectations.

3. STATUTORY AUTHORITY

- 3.1. Police Services Act, R.S.O. 1990, c.P.15, as amended, ss. 25, 31(1)(c).
- 3.2. Members of Police Services Boards – Code of Conduct, O. Reg. 421/97.
- 3.3. Municipal Conflict of Interest Act, R.S.O. 1990 as amended, c. M50.
- 3.4. Municipal Freedom of Information and Protection of Privacy Act, 1989

4. ADMINISTRATION POLICY

It is the policy of the Board that Board Members:

- 4.1. Govern lawfully in accordance with its Procedural By-law, policies and related legislation;
- 4.2. The Board will serve the public interest and provide governance and oversight on the intended outcomes of policing in the jurisdiction for which they are responsible;
- 4.3. Board deliberations and decisions will be primarily forward-looking, while having regard for the past and present;
- 4.4. Board deliberations and decisions will be strategic, informed by statistical results and trends, and take into account stakeholder views where necessary;
- 4.5. Board decisions will be collective rather than individual decisions;
- 4.6. Members of the Board will familiarize themselves and comply with Ontario Regulation 421/97, Members of Police Services Boards – Code of Conduct and the Municipal Conflict of Interest Act.

- 4.7. During their first year of appointment the new member is required to attend:
- 4.7.1. Any training sessions provided or required by the Ministry of the Solicitor General or other Ministry.
 - 4.7.2. Any orientation sessions for new members provided by the Chief of Police, Board Administrative Director and/or Board Solicitor.
- 4.8. The Board shall be a member of the Ontario Association of Police Services Boards (OAPSB) and Board members are encouraged to partake in their education opportunities and activities.
- 4.9. The Board shall be represented by at least one member at each of the following:
- 4.9.1. Meetings of OAPSB Zone 6 boards;
 - 4.9.2. Annual OAPSB conferences;
 - 4.9.3. Meetings of Ontario large boards (“Big 12”).
- 4.10. It is the further policy of the Board with respect to policies required under the Adequacy Standards Regulation that:
- 4.10.1. The Board will adopt the Ministry’s sample board policies set out in the Policing Standards Manual (2000) as its policy direction to the Windsor Police Service as it pertains to the Adequacy Standards Regulation 3/99; and
 - 4.10.2. The Chief of Police will comply with the provisions set out in the Ministry’s sample board policies.
- 4.11. The Chair of the Board is delegated to act as head of the institution for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, 1989.
- 4.12. The procedural requirements of the Board are outlined in the WPS Board Procedural By-law and further this by-law shall be reviewed as per the schedule outlined in this Administrative Policy. This by-law shall be followed by the Board in all matters related to Board procedures.

5. REPORTING REQUIREMENTS

- 5.1. The Board shall ensure that the Windsor Police Service continues to provide exceptional results at appropriate costs, while avoiding or mitigating unacceptable actions, situations and consequences by receiving, discussing, and assessing Windsor Police Service reports, and addressing any gaps by directing adjustments and/or revising strategic plan or policy expectations.
- 5.2. The Chief of Police shall ensure that administrative reporting to the Board is timely, accurate and relevant. A mandatory reporting document for the Board shall be maintained and reviewed to ensure compliance. In addition, the Chief of Police shall ensure compliance with all related legislation and provincially mandated reporting requirements.

Drew Dilkens
Board Chair

Date

Sarah Sabihuddin
Administrative Director

Date



Windsor Police Services Board

DIRECTIVES

| | | |
|--|------------------------------------|-------------------------------------|
| Policy Name: Records Retention | | Policy Number: ADMIN - 02 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: 5 Years | Effective Date: |
| Repeals: | Date Last Reviewed: | Next Review Date: |
| Related Documents: | | |

1. POLICY STATEMENT

- 1.1. It is the policy of the Board to manage, preserve and dispose of its records in accordance with the requirements of applicable legislation governing the collection, security, retention, use, disclosure and destruction of records and the administrative procedures.
- 1.2. Records management procedures shall comply with all applicable legislation, which includes the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.
- 1.3. Records management procedures shall comply with administrative requirements of the Windsor Police Service and the Police Service Guidelines outlined by the Ontario Ministry of the Solicitor General in the Policing Standards Manual (2000), as they may be updated from time to time.
- 1.4. Records management procedures shall address the classification and security of Board records.

2. RESPONSIBILITY FOR BOARD RECORDS

- 2.1. The Administrative Director is the custodian of current records and shall assume overall responsibility for the records management system.
- 2.2. Every person in possession of private records shall be responsible for their proper use, storage, and destruction.

3. STORAGE OF BOARD RECORDS

- 3.1. Current active records shall be retained in the Board office at 150 Goyeau Street, unless otherwise determined by the Board, and under the custody and control of the Administrative Director or designate of the Board.
- 3.2. Historical records shall be archived through the Office of the Clerk and retained in a secure area within the City of Windsor offices and at its off-site storage site.

4. DOCUMENT MANAGEMENT

- 4.1. Board agendas, minutes and other documents are created and managed

electronically.

4.2. The Administrative Director shall ensure the efficient management of electronic records by maintaining an accurate and up-to-date document repository to facilitate quick document retrieval.

5. DISCLOSURE OF BOARD RECORDS

5.1. Board should disclose records in accordance with the Freedom of Information and Protection of Privacy Act.

6. RECORDS RETENTION SCHEDULE

6.1. The records retention schedule specifies the type of record and its retention period. This schedule will be adopted in consultation with the Windsor Police Service and the City of Windsor.

Drew Dilkens
Board Chair

Sarah Sabihuddin
Administrative Director

Date

Date



Windsor Police Services Board

DIRECTIVES

| | | |
|--|------------------------------------|-------------------------------------|
| Policy Name: Board-Issued Device Use Policy | | Policy Number: ADMIN - 03 |
| Responsible Manager: Administrative Director, WPSB | Review Schedule: 5 Years | Effective Date: |
| Repeals: | Date Last Reviewed: | Next Review Date: |
| Related Documents: | | |

1. POLICY STATEMENT

1.1. The Board supports using technology to increase the productivity of the office while conducting business.

2. PURPOSE

2.1. This Policy sets out guidelines for use of Board-issued equipment.

3. POLICY

- 3.1. Devices shall be used for conducting board business and shall follow the appropriate internet usage guidelines as outlined;
- 3.2. Devices shall be returned to board staff at the end of a member's term;
- 3.3. Devices shall be assessed on return for upgrade, replacement, or disposal. If deemed to be in fair condition, they will be re-distributed to new board members or disposed of appropriately;
- 3.4. Use of a device constitutes acceptance of this policy and confirms the understanding that the device is to be used for business purposes;
- 3.5. Information contributed to or retrieved from these devices must be protected against disclosure to unauthorized agencies or persons;
- 3.6. Board technology will not be used for any activity from which the user will benefit financially for any purpose that might be considered offensive or violate board policy;
- 3.7. Board members and staff are responsible for the security of devices by being cognizant of phishing, malware, viruses and/or avoiding websites which might compromise the software on their devices, being mindful of the following:
 - 3.7.1. Do not download files or open attachments from unknown senders on the device.
 - 3.7.2. Do not share your usernames, ID's and/or passwords as this can be used to compromise your electronic account.
- 3.8. Costs associated with the downloading of applications are the responsibility of the member unless it is related to Board business and authorized in advance.

Drew Dilkens
Board Chair

Date

Sarah Sabihuddin
Administrative Director

Date



**Windsor Police Services Board
Adequacy Regulations**

As of January 1, 2022

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WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Framework for Business Planning

| | |
|------------|--|
| NUMBER: | AR-AI001 |
| DATE: | 2013-11-28 |
| REPEALS: | 2001-04-26 |
| REFERENCE: | O. Reg. 3/99, s. 30(1), s. 32(1), s. 32(2) Guideline AI-001 |

It is the policy of the Windsor Police Services Board with respect to business planning that:

Consultation

1. 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:
 - a) an environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
 - b) the results achieved by the police service in relation to the business plan currently in effect;
 - c) a summary of the workload assessments and service delivery evaluations undertaken during the existing business plan cycle;
 - d) the board's proposals with respect to the police service's objectives, core business and functions, and performance objectives and indicators for the eight functions set out in the Adequacy Standards Regulation; and
 - e) the estimated cost of delivering adequate and effective police services to meet the needs identified in the draft business plan.

Performance Objectives

2. This Board, in partnership with the Chief of Police, will consider when developing the performance objectives, factors such as:
 - a) the police service's existing and/or previous performance, and estimated costs;
 - b) crime, calls for service and public disorder analysis and trends, and other social, demographic and economic factors that may impact on the community;

- c) the type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;
 - d) the availability of measurements for assessing the success in achieving the performance objectives; and
 - e) community expectations, derived from the consultation process, community satisfaction surveys, and victimization surveys.
3. The business plan will include the estimated cost projections for implementing the business plan for each year that the plan covers.

Information Technology

4. 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.

Police Facilities

5. 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.
6. 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.

7. Where it is determined that the police facilities do not meet the requirements in 6(a), (b) and (c), the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

Resource Planning

8. 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

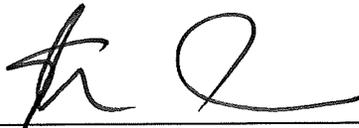
v) emergency response services for the six functions identified in sections 21(1) and 22 of the Adequacy Standards Regulation.

Communication

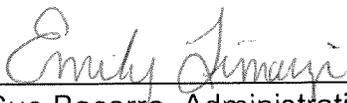
9. This Board, in partnership with the Chief of Police, will establish a process, with municipal council if required, for the communication of the business plan to:

a) members of the police service; and

b) members of the public.



Mayor Eddie Francis, Chair
Windsor Police Services Board



for
Sue Bacarro, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Skills Development and Learning

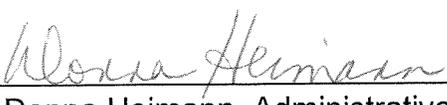
| | |
|------------|---------------------------------------|
| NUMBER: | AR-AI002 |
| DATE: | 2013-01-24 |
| REPEALS: | New |
| REFERENCE: | O.Reg. 3/99 s. 33 Guideline AI-002 |

It is the policy of the Windsor Police Services Board with respect to skills development and learning that the Chief of Police will:

- a) prepare, once every three years, a skills development and learning plan that:
 - i) provides an overview of the police service's existing and anticipated future needs in relation to skills development and learning;
 - ii) identifies the police service's skills development and learning objectives;
 - iii) promotes cost-effective and innovative delivery of skills development and learning, including potential partnerships with other service providers;
 - iv) supports coaching or mentoring of new officers;
 - v) ensures the development and maintenance of the knowledge, skills and abilities of members of the police service consistent with the Adequacy Standards Regulation;
 - vi) emphasizes the importance of organizational learning; and
 - vii) addresses the responsibility of members for career development and skills development and learning.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

EQUAL OPPORTUNITY, DISCRIMINATION & WORKPLACE HARASSMENT

| | |
|-------------------|--|
| NUMBER: | AR-AI003 |
| DATE: | 2013-01-24 |
| REPEALS: | 2006-10-26 |
| REFERENCE: | PSA s. 5, 6, 47(1), OHSA, s. 1 OHRC s. 7(3)(a), 24(2), 5(1&2) & 7(2) Guideline AI-003 |

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.

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.

Furthermore, where discriminatory or harassing acts or behaviours do manifest, they must be effectively investigated and appropriately addressed.

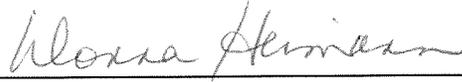
To this end it is the policy of the Windsor Police Services Board with respect to equal opportunity; discrimination and workplace harassment prevention, that the Chief of Police will:

- 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 *OHSA*;
- c) establish procedures on responding to and preventing discrimination and harassment in the workplace, including stereotyping;
- d) ensure that no sexist, racist or other offensive or derogatory material is displayed in the workplace;
- e) establish procedures on employment accommodation in accordance with the *Ontario Human Rights Code* and 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Communicable Diseases

| | |
|------------|---|
| NUMBER: | AR-AI004 |
| DATE: | 2006-10-26 |
| REPEALS: | New |
| REFERENCE: | <i>Occupational Health & Safety Act</i> |

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

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



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

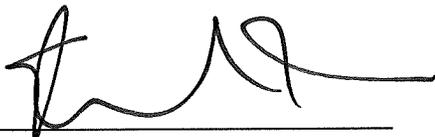
POLICY – ADEQUACY O.REG. 3/99

Use of Auxiliaries

| | |
|------------|-------------------------------|
| NUMBER: | AR-AI005 |
| DATE: | 2012-06-21 |
| REPEALS: | New |
| REFERENCE: | PSA s. 52 Guideline AI-005 |

It is the policy of the Windsor Police Services Board with respect to the use of auxiliaries that the Chief of Police will:

- a) develop and maintain procedures that address the use of auxiliaries by the police service in accordance with the *Police Services Act* and the Adequacy Standards Regulation; and
- b) ensure that records are maintained relating to the use of auxiliaries.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Karen A. Ceman, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

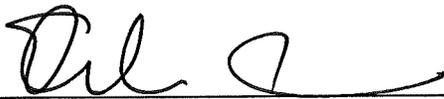
POLICY - ADEQUACY O.REG.3/99

Use of Volunteers

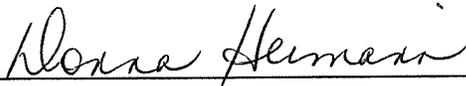
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|------------|------------|
| NUMBER: | AR-AI006 |
| DATE: | 2006-10-26 |
| REPEALS: | New |
| REFERENCE: | s.28 |

It is the policy of the Windsor Police Services Board with respect to the use of volunteers that the Chief of Police will:

- a) develop and maintain procedures that address the use of volunteers by the police 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.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Management of Police Records

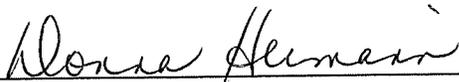
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|------------|------------------------|
| NUMBER: | AR-AI007 |
| DATE: | 2006-10-26 |
| REPEALS: | New |
| REFERENCE: | s.31(1)(c), s.41(1)(a) |

It is the policy of the Windsor Police Services Board with respect to the management of police records 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 appropriate legislation;
- b) comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*; and
- c) establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

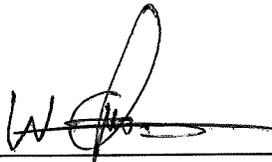
POLICY - ADEQUACY O.REG.3/99

Marked General Patrol and Other Police Vehicles

| | |
|------------|--------------------------|
| NUMBER: | AR-AI008 |
| DATE: | 2004-03-16 ²⁵ |
| REPEALS: | New |
| REFERENCE: | Reg. 926, s.15 |

It is the policy of the Windsor Police Services Board with respect to marked general patrol vehicles, unmarked vehicles and special purpose vehicles, that the Chief of Police will:

1. establish procedures that set out the functions of each class of vehicle within the police fleet;
2. ensure that the police service's fleet of vehicles meet required specifications;
3. ensure regular maintenance, inspection, repair and replacement of the police service's fleet of vehicles; and
4. consult with designated employee representatives regarding the acquisition of general patrol vehicles, special purpose vehicles and related equipment.



Vice Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Safe Storage of Police Service Firearms

NUMBER: AR-AI009

DATE: 2006-10-26

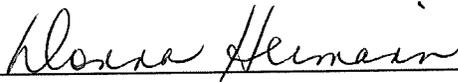
REPEALS: New

REFERENCE: s.117, s.3(1) of the
Firearms Act

It is the policy of the Windsor 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*.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Police Uniforms

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|------------|--|
| NUMBER: | AR-AI010 |
| DATE: | 2013-01-24 |
| REPEALS: | New |
| REFERENCE: | O.Reg 3/99 s. 29 O.Reg 268/10 Guideline AI-010 |

It is the policy of the Windsor 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Framework for Annual Reporting

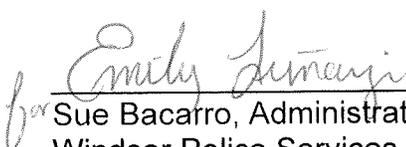
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|------------|---|
| NUMBER: | AR-AI011 |
| DATE: | 2013-11-28 |
| REPEALS: | 2001-04-26 (AR-AI020) |
| REFERENCE: | PSA Part V, s. 41(1)(d), s. 31(1)(i), s. 31(1)(j); O. Reg. 3/99 s. 30, s. 31, s. 32; Guideline AI-011 |

It is the policy of the Windsor 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Sue Bacarro, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 926

Use of Force

| | |
|------------|--|
| NUMBER: | AR-AI012 |
| DATE: | 2014-12-08 |
| REPEALS: | 2014-08-07 2012-06-21 2006-10-26 |
| REFERENCE: | O. Reg. 926 |

It is the policy of the Windsor Police Services Board with respect to use of force that:

- a) this 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) this 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 will:
 - 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:
 - that type of weapon has been approved for use by the Solicitor General;
 - the weapon conforms to technical standards established by the Solicitor General; and
 - the weapon is used in accordance with standards established by the Solicitor General;

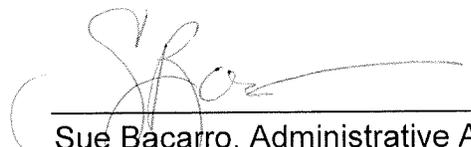
 - ii) ensure that, at minimum, police officers are:
 - issued a handgun that meets the technical specifications set out in the *Equipment and Use of Force Regulation*;
 - issued oleoresin capsicum aerosol spray;
 - issued a baton; and

- trained in officer safety, communication, handcuffing and physical control techniques;
- iii) be authorized to issue a conducted energy weapon to police officers who are:
- front line supervisors;
 - members of tactical/hostage rescue teams;
 - Patrol Response officers assigned to Patrol Services, Community Services, High School Liaison, Court Services and Traffic Enforcement; and
 - Supervisors and officers assigned to the Drugs and Guns Enforcement Unit, Morality Unit and Target Base Unit.
- iv) ensure that members do not:
- use force on another person unless they have successfully completed a training course on the use of force;
 - carry a firearm unless they have successfully completed a training course on the use of firearms, and are competent in the use of the firearm;
- v) ensure that, subject to section 14.3 (2) of the *Equipment and Use of Force Regulation*, at least once every 12 months, members:
- who may be required to use force on other persons receive a training course on the use of force; and
 - authorized to carry a firearm, receive a training course on the use of firearms;
- vi) 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;
- vii) establish procedures consistent with the requirements of the *Equipment and Use of Force Regulation*;
- viii) 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;
- ix) 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;
- x) where the Chief discharges a firearm in the performance of the Chief's duties, promptly report the matter to this Board;

- xi) 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;
- xii) ensure the reporting of the use of force by members in accordance with the *Equipment and Use of Force Regulation*;
- xiii) ensure the ongoing review and evaluation of local use of force procedures, training and reporting; and
- xiv) provide a copy of the police service's annual use of force study to this Board for review, and ensure the availability of the study to the community.



Mayor Drew Dilkens, Chair
Windsor Police Services Board



Sue Bacarro, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG.3/99

Speed Measuring Devices

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|------------|---|
| NUMBER: | AR-AI013 |
| DATE: | 2013-01-24 |
| REPEALS: | 2006-10-26 |
| REFERENCE: | O.Reg. 3/99 s.8, 29 OHSA Guideline AI-013 |

PREAMBLE:

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

It is the policy of the Windsor Police Services Board with respect to Speed Measuring Devices that:

1. The Chief of Police will:
 - a) ensure the provision of speed measuring devices that:
 - i) comply with the current NHTSA performance standards adopted by the International Association of Chiefs of Police (IACP) and entitled, "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*"¹ (DOT HS 809-812, June 2004, Technical Manual or its successor versions); and, "*Speed Measuring Device Performance Specifications: Lidar Module*"² (DOT HS 809 811, June 2004, Technical Manual or its successor versions);
 - b) do not exceed the current 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 Guidance Note "*Radiofrequency and Microwave Radiation in the Workplace*"³ and their successors; and

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

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

³ The current limit is expressed as 50 W/m²; whereas, the former limit had been expressed as a 5 mW/cm². Nonetheless, since a power density of 10 W/m² is equivalent to 1 mW/cm²; the value of the current exposure limit of 50 W/m² (Safety Code 6 1999 and 2009) and former 5mW/cm² exposure limit (Safety Code 6 1991) remain identical. In other words, the value has not changed only its expression has changed.

- i) are tested and certified initially by the manufacturer to be in accordance with the above NHTSA performance standards and similarly tested and certified following any major repair.
- c) ensure that each operator uses and maintains and cares for the speed measuring devices provided to them in accordance with the manufacturer's manual for the specific device; and
- d) ensure that operators:
 - i) use speed measuring devices only after successfully completing the accredited/prescribed training by a qualified Instructor;
 - ii) do not permit devices to transmit when not in use; and
 - iii) always direct speed measuring devices away from their body, specifically the head and groin areas;
- e) ensure that, at least every thirty-six months, every operator who may be required to use speed measuring devices successfully completes an accredited or prescribed training course by a qualified Instructor that reviews the topics covered in the initial accredited/prescribed training course, including updates on changes in case law, new technological developments and/or operating procedures; and
- f) ensure that operators receive information on the current NHTSA performance standards adopted by IACP and entitled, "*Speed Measuring Device Performance Specifications: Down-The-Road Radar Module*" (DOT HS 809-812, June 2004, Technical Manual); and, "*Speed Measuring Device Performance Specifications: Lidar Module*" (DOT HS 809 811, June 2004, Technical Manual); on Health Canada's *Safety Code 6, 2009*; on the *Occupational Health and Safety Act (OHSA)* including the Ontario Ministry of Labour's Health and Safety Guideline entitled, "*Radiofrequency and Microwave Radiation in the Workplace*"; and on the Ontario Police Health and Safety Committee (OPHSC) Guidance Note #8 entitled, "*High Visibility Garments*" (or, successor versions of any of these).



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

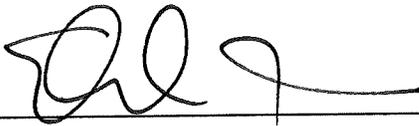
Secure Holster

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| NUMBER: | AR-AI014 |
| DATE: | 2006-10-26 |
| REPEALS: | New |
| REFERENCE: | s.3, s.135 |

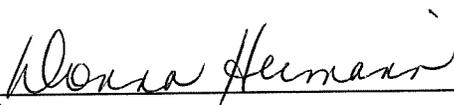
It is the policy of the Windsor Police Services Board with respect to secure holsters that:

1. The Chief of Police will:

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



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG.3/99

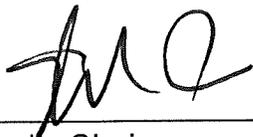
Equipment - Body Armour

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| NUMBER: | AR-AI015 |
| DATE: | 2013-01-24 |
| REPEALS: | NEW |
| REFERENCE: | O.Reg 3/99 s. 29 O.Reg. 268/10 s.7 O.Reg. 926 OHSA s.27-28 |

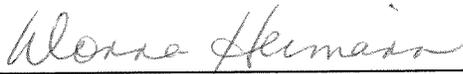
It is the policy of the Windsor Police Services Board with respect to Equipment – Body Armour that:

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

- d) ensure that a formal and documented inspection program is in place that addresses wear and tear;
- e) ensure that members receive the appropriate training on the legislative requirements of OHS 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Workplace Violence Prevention

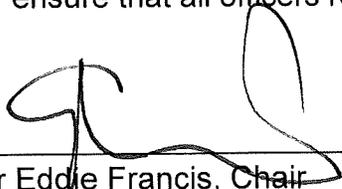
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| NUMBER: | AR-AI016 |
| DATE: | 2013-01-24 |
| REPEALS: | New |
| REFERENCE: | OHSA Guideline AI-016 |

The objective of workplace violence prevention is to ensure that employees have and feel they have a safe working environment, both physically and psychologically.

Where workplace violence occurs, or the threat of violence exists, it must be effectively investigated and appropriately addressed.

To this end, it is the policy of the Windsor 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY R.R.O. 1990, Reg. 926

Acoustic Hailing Devices

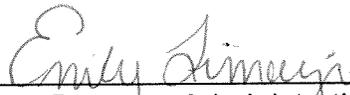
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| NUMBER: | AR-AI017 |
| DATE: | 2013-11-28 |
| REPEALS: | New |
| REFERENCE: | R.R.O. 1990, Reg. 926, s. 16(1)(c); OHSAA s. 25(2)(a); Guideline AI-017 |

It is the policy of the Windsor 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board

for 

Sue Bacarro, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

CONFLICT OF INTEREST; CHAIN OF COMMAND AND THE EXECUTIVE COMMAND REPORTING STRUCTURE

NUMBER: AR-AI021

DATE: 2021-04-23

REPEALS: New

REFERENCE:

PART I - BACKGROUND

The Windsor Police Service follows a structured Chain of Command, which defines authority and responsibility in a paramilitary type hierarchy. The adoption of a military ranking structure is to ensure proper accountability and protect the private interests of a person or people in a position of trust, power and/or authority.

PART II- PURPOSE OF POLICY

1. To direct the Chief of Police to establish appropriate directives for the Windsor Police Service regarding calls for service and/or allegations of a criminal nature related to Windsor Police Services members holding Executive Command Positions or their Immediate Family.
2. To establish a protocol for the Windsor Police Services Board in regard to calls for service and/or allegations of a criminal nature related to those Windsor Police Services members holding Executive Command Positions or their Immediate Family.

PART III - DEFINITIONS

Executive Command Positions

For the purposes of this policy, shall include the Chief of Police, Deputy Chief of Police and/or those performing the duties of the Chief of Police and/or a Deputy Chief of Police in an Acting capacity.

Immediate Family

For the purposes of this policy, means a defined group of family relations of an individual holding an Executive Command Position, including but not limited to a spouse, common-law spouse, partner, parent(s) (including step or foster parents and parents-in-law), sibling (including step or foster siblings, sibling by adoption or siblings-in-law, children (including step or foster children, adopted child, or children under legal guardianship), grandparent, or a person

the Executive Command individual considers to be immediate family.

PART IV - POLICY

1. Establishment of Directive(s)

The Chief of Police shall establish appropriate directives for the Windsor Police Service regarding responding to calls for service and/or investigating allegations of a criminal nature related to Windsor Police Services members holding Executive Command Positions and their Immediate Family. In particular, the directive will:

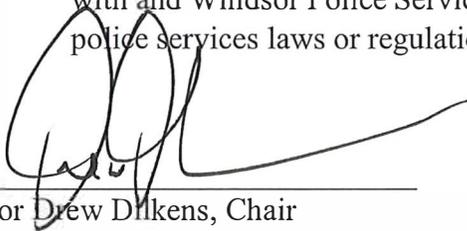
- a) establish procedures to direct the Windsor Police Service in the event of calls for service and/or allegations of a criminal nature related to those holding Executive Command Positions or their Immediate Family, including contact protocols. Specifically, these procedures should address:
 - I. Internal Service notifications to the Chief and/or Deputy Chiefs
 - II. The role of the Chief in an investigation of an allegation of a criminal nature involving the Deputy Chief, including the immediate need to enforce any legislation or statutory requirements and the assignment of the investigation to an external agency absent exceptional circumstances.
 - III. The role of the Deputy Chief in an investigation of an allegation of a criminal nature involving the Chief, including the immediate need to enforce any legislation or statutory requirements and the assignment of the investigation, beyond the initial response, to an external agency absent exceptional circumstances.
 - IV. Notifications by the Chief and/or Deputy Chiefs to the Windsor Police Services Board as soon as practicable.
- b) set out the circumstances where the initial response to a call for service and/or the investigation of allegations of a criminal nature related to those holding Executive Command Positions or their Immediate Family will be referred to an external agency, having regard to the urgency of the situation, the nature of the call for service and the type of criminality suspected.

2. Windsor Police Services Board Protocol

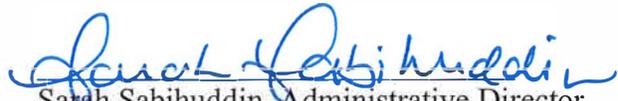
- a) Upon being notified by the Chief of Police or Deputy Chiefs of Police of a call for service and/or allegations of a criminal nature regarding the Chief of Police, Deputy Chief of Police or an Immediate Family member that requires investigation by an external agency, the Chair of the Windsor Police Services Board shall request assistance from another municipal police service, the Ontario Provincial Police or request the Ontario Civilian Police Commission assign the Chief of Police of another

police force to cause the complaint to be investigated promptly. The Chair shall not request assistance from the Chief of Police in establishing communication with an external agency in cases involving the Chief of Police.

- b) The Windsor Police Service Board may request that an external agency, such as another police service, the Ontario Provincial Police or the Ontario Civilian Police Commission, conduct a review of the Windsor Police Service's response to any call for service and/or allegations of a criminal nature related to those holding Executive Command Positions or their Immediate Family to ensure that the response and investigation were appropriate.
- c) The Chair of the Windsor Police Services Board will be responsible for issuing any public communications about a call for service and/or allegations of a criminal nature related to those holding Executive Command positions and, in so doing, will comply with and Windsor Police Service directives and all applicable privacy, criminal, or police services laws or regulations.



Mayor Drew Dilkens, Chair
Windsor Police Services Board



Sarah Sabihuddin, Administrative Director
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Problem-Oriented Policing

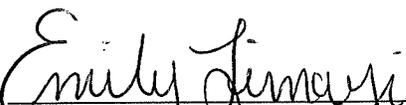
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| NUMBER: | AR-CP001 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-02-24 |
| REFERENCE: | s.29, s.3 |

It is the policy of the Windsor 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Crime Prevention

| | |
|-------------------|-------------------------|
| NUMBER: | AR-CP002 |
| DATE: | 2014 -08-07 |
| REPEALS: | 2000-02-24 |
| REFERENCE: | s.29, s.1(1),s.3 |

It is the policy of the Windsor Police Services Board with respect to providing community-based crime prevention initiatives that:

- a) the Chief of Police will:
 - i) 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;
 - ii) ensure that the police service works, where possible, with the City of Windsor, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
 - iii) designate a member to have overall responsibility for the police service's involvement in community-based crime prevention initiatives
 - iv) establish procedures on crime prevention initiatives; and
- b) 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Terrorism Mitigation

NUMBER: AR-CT-001

DATE: 2006-06-22

REPEALS: AR-CT-001
2006-01-26

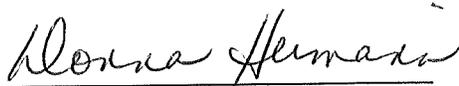
REFERENCE: s.28, s.29

It is the policy of the Windsor 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 Community Safety and Correctional Services' *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.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

Not for public dissemination.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Terrorism Preparedness and Planning

NUMBER: AR-CT-002

DATE: 2006-06-22

REPEALS: AR-CT-002
2006-01-26

REFERENCE: s.28, s.29

It is the policy of the Windsor 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 Community Safety and Correctional Services' *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, multi-jurisdictional 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 directive is clearly linked to the City of Windsor Emergency Response Plan.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Terrorism Response and Notifications

NUMBER: AR-CT-003

DATE: 2006-06-22

REPEALS: AR-CT-003
2006-01-26

REFERENCE: s.28, s.29

It is the policy of the Windsor 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 directive 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.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Terrorism Recovery

NUMBER: AR-CT-004

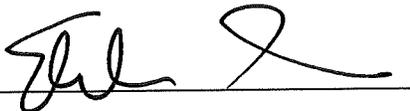
DATE: 2006-06-22

REPEALS: AR-CT-004
2006-01-26

REFERENCE: s.28, s.29

It is the policy of the Windsor 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 Community Safety and Correctional Services' *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.



Chair,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Preliminary Perimeter Control and Containment

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|-------------------|---|
| NUMBER: | AR-ER001 |
| DATE: | 2014-08-07 |
| REPEALS: | 2012-06-21 2000-09-28 |
| REFERENCE: | O.Reg. 3/99 s. 29, 22(1), 22(2), 22(3), 24(2), 25(2)(a), 25(3) |

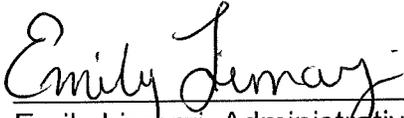
It is the policy of the Windsor Police Services Board with respect to preliminary perimeter control and containment that:

- a) containment will be provided the Police Service's patrol officers and/or the Police Service's tactical unit:
- 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;
- c) the Chief of Police will develop and maintain a manual on containment team services that addresses:

- i) the selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
- ii) the equipment to be used/available to the members of the team in accordance with the Ministry's designated equipment and facilities list; and
- iii) the ongoing and joint training of members of the team.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

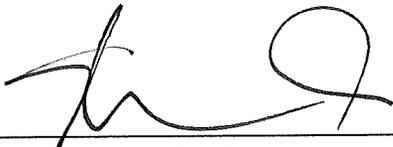
Tactical Units

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|------------|---|
| NUMBER: | AR-ER002 |
| DATE: | 2013-01-24 |
| REPEALS: | 2001-06-28 |
| REFERENCE: | O.Reg 3/99 s. 21, 23, 24(1), 24(2), 25(2)(a) 25(2)(b), 25(3), 29 Guideline ER-002 |

It is the policy of the Windsor Police Services Board with respect to the services of a tactical unit that:

- a) the police service will provide the services of a tactical unit by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the unit will consist of a minimum of 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 unit, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
- v) ensure the ongoing and joint 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;
- vii) establish procedures that delegate the tactical supervisor or the major incident commander the responsibility for determining how many tactical officers are required to deploy to an incident.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Hostage Rescue

| | |
|------------|--|
| NUMBER: | AR-ER003 |
| DATE: | 2013-01-24 |
| REPEALS: | New |
| REFERENCE: | O.Reg. 3/99 s. 21, 23, 24(1), 24(2), 25(2)(a) 25(2)(b), 25(3), 29 Guideline ER-003 |

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

- a) the police service will provide the services of a hostage rescue team by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the unit will consist of a minimum of 12 full-time tactical officers, including the supervisor, who are dedicated to the team but who, when not training or undertaking tactical or hostage rescue activities, may undertake community patrol; and
- d) the Chief of Police will:
 - i) establish procedures that set out the circumstances in which the services of the hostage rescue team will be deployed, including the process for obtaining the services and reporting relationships;
 - ii) ensure that the hostage rescue team can undertake containment, the apprehension of an armed barricaded person, and hostage rescue;
 - iii) develop and maintain a manual on hostage rescue team services that is available to each member providing this service;

- iv) establish a selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
- v) ensure the ongoing and joint 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;
- vii) establish procedures that delegate the tactical supervisor or the major incident commander the responsibility for determining how many tactical officers are required to deploy to an incident.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

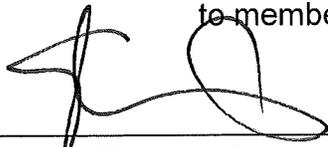
POLICY – ADEQUACY O.REG. 3/99

Major Incident Command

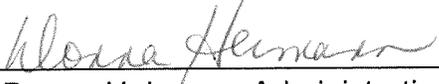
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| NUMBER: | AR-ER004 |
| DATE: | 2013-01-24 |
| REPEALS: | 2001-04-26 |
| REFERENCE: | O.Reg. 3/99 s. 21, 24(2), 25(2)(a), 25(2)(b), 25(3), 29 Guideline ER-004 |

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

- a) the police service will provide the services of a major incident commander by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time;
- 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Crisis Negotiation

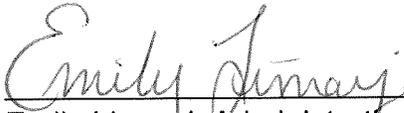
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| NUMBER: | AR-ER005 |
| DATE: | 2014-08-07 |
| REPEALS: | 2001-04-26 |
| REFERENCE: | s.29, s.21(1),s.24(2), S.25(2)(A), s.25(3), s.33 |

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

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



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Explosive Technician Services – Disposal and Forced Entry

NUMBER: AR-ER006

DATE: 2001-06-28

REPEALS: New

REFERENCE: s.29, s.21(1), s.25

It is the policy of the Windsor Police Services Board regarding explosives technicians that:

A. with respect to explosive disposal:

1. the Service will provide service by using it's own members;
2. the Chief of Police will ensure that:
 - a) procedures are developed for the initial response to events involving found or suspected explosives;
 - b) a manual containing the circumstances in which explosive disposal services will be deployed is available to each technician;
 - c) a selection process is established to ensure that technicians have the knowledge, skills and abilities required to deliver explosive disposal service effectively and safely;
 - d) technicians receive ongoing training; and
 - e) appropriate explosive disposal equipment is provided.

B. with respect to police explosive forced entry:

1. the Service will provide service by using it's own members;
2. the Chief of Police will ensure that:
 - a) a manual containing the circumstances in which police explosive forced entry services will be deployed is available to each technician;

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Ground Search (Lost or Missing Persons)

NUMBER: AR-ER007

DATE: 2000-08-10

REPEALS: New

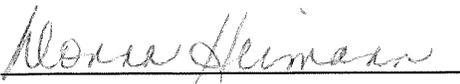
REFERENCE: s.29, s.27(a)-(b)

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

- A. promote, through partnerships with other emergency service providers and volunteer groups, the coordination of ground search services in the City of Windsor;
- 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.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Emergency Planning

NUMBER: AR-ER008

DATE: 2001-04-26

REPEALS: New

REFERENCE: s.29, s.26

It is the policy of the Windsor Police Services Board with respect to emergency planning that the Chief of Police will consult with the City of Windsor and other emergency service providers and:

- A. prepare a plan for the Service setting out the procedures to be followed during an emergency; or
- B. adopt the Municipal emergency plan if it addresses:
 - 1. the role and duties of the Service during an emergency; and
 - 2. the procedures to be followed by Service members during an emergency.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Underwater Search and Recovery Units

NUMBER: AR-ER009

DATE: 2006-10-27

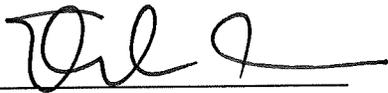
REPEALS: New

REFERENCE: s.29, s.28

It is the policy of the Windsor Police Services Board regarding underwater search and recovery unit that:

- a) this Board will contract with the Ontario Provincial Police to provide the services of an underwater search and recovery unit available 24 hours a day, within a reasonable response time;
- b) the Chief of Police, in consultation with the service provider, 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

ensure that the police service's major incident commanders receive training in their responsibilities and the capabilities of the underwater search and recovery unit.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG.3/99

Canine Units

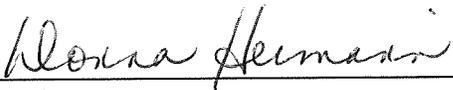
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| NUMBER: | AR ER-010 |
| DATE: | 2008-02-28 |
| REPEALS: | 2005-04-21 |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(4) |

It is the policy of the Windsor Police Services Board with respect to the services of canine tracking that:

- a) the police service will provide the services of a canine unit by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the Chief of Police will:
 - i. establish procedures that set out the circumstances in which the services of the canine team will be deployed, including the process for obtaining the services and reporting relationships;
 - ii. establish procedures for the deployment of other emergency response services, including assistance from other agencies;
 - iii. develop and maintain a manual on canine services that is available to each member providing this service;
 - iv. 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;
 - v. ensure the ongoing training of members who provide this service; and
 - vi. ensure that the appropriate equipment, consistent with the Ministry's recommended equipment list, is used/available to the members who provide this service.



Chair,
Windsor Police Services Board



Secretary,
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Community Patrol

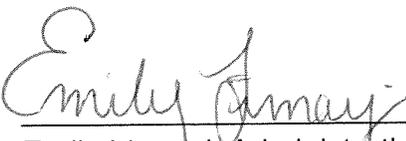
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| NUMBER: | AR-LE001 |
| DATE: | 2014-08-07 |
| REPEALS: | 2002-02-24 |
| REFERENCE: | s.29, s.4(3)-(4) |

It is the policy of the Windsor Police Services 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Communications & Dispatch

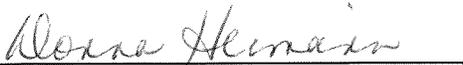
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|------------|---|
| NUMBER: | AR-LE002 |
| DATE: | 2001-09-27 |
| REPEALS: | AR-LE002 (000127) |
| REFERENCE: | s.29, s.5(1)(a), s.6(1), s.6(3), s.12(2) |

It is the policy of the Windsor Police Services Board with respect to communications and dispatch services that:

- A. the services of a communications centre will be provided by using our own members and facilities;
- B. the Chief of Police will:
1. ensure that communications and dispatch services are supervised 24 hours a day;
 2. ensure that police officers on patrol have a portable two-way voice communication capability that allows the officers to be in contact with the communications centre when away from or assigned to patrol without motor transport;
 3. establish procedures and processes on communications and dispatch services; and
 4. establish procedures for when more than one officer must respond to an event or call for service;
 5. ensure that communicators, dispatchers and those supervising them meet the training, skills or qualification requirements of the Adequacy Standards Regulation.



Chair,
Windsor Police Services Board.



Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Crime, Call and Public Disorder Analysis

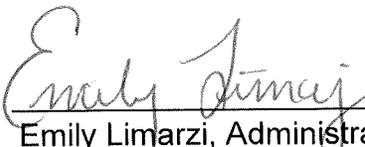
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| NUMBER: | AR-LE003 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-01-27 |
| REFERENCE: | O.Reg 3/99 s. 29, 5(1)(c), 5(4), 7, 13(1)(d), 13(2) Guideline LE-003 |

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

- a) Crime, call and public disorder analysis will be provided by members of the Service;
- b) The Chief of Police will:
 - i) Establish systems and procedures for the collection, collation, analysis and dissemination of crime, call, and public disorder data;
 - ii) Ensure, if the police service uses its own members to perform crime, call and public disorder analysis, and persons who assist, that they have the knowledge, skills and abilities to perform the functions, and have the necessary equipment;
 - iii) Promote the use of crime analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented or community-based crime prevention initiatives;
 - iv) Report back to the Board on the criteria and process to be used for sharing relevant crime, call and public disorder analysis with municipal council and officials, school boards, community organizations and groups, businesses and members of the public; and
 - v) Provide information in the annual report on crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Criminal Intelligence

| | |
|------------|------------------|
| NUMBER: | AR-LE004 |
| DATE: | 2000-03-23 |
| REPEALS: | New |
| REFERENCE: | s.29, s.13(1)(c) |

It is the policy of the Windsor Police Services Board with respect to criminal intelligence that:

- A. criminal intelligence will be provided by members of the Service.
- B. the Chief of Police will:
 - 1. establish procedures and priorities for criminal intelligence, including strategic and tactical intelligence;
 - 2. promote the use of criminal intelligence analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing initiatives or community-based crime prevention initiatives; and
 - 3. ensure that the members have the knowledge, skills and abilities to perform this function and the necessary tools and equipment.



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Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Arrest

NUMBER: AR-LE005

DATE: 2000-03-23

REPEALS: New

REFERENCE: s.29, s.13(1)(j)

It is the policy of the Windsor Police Services Board with respect to arrest that the Chief of Police will:

- A. establish procedures on arrest that require compliance with the legal, constitutional and case law requirements relating to arrest, and;
- B. ensure that appropriate members are kept informed of changes in the law relating to arrest.



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WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG.3/99

Criminal Investigation Management and Procedures

| | |
|-------------------|---|
| NUMBER: | AR-LE006 |
| DATE: | 2014-08-07 |
| REPEALS: | 2011-09-22 2007-03-29 2000-02-24 AR-LE071 AR-LE072 AR-LE075 AR-LE076 AR-LE077 AR-LE078 AR-LE079 |
| REFERENCE: | O. Reg. 3/99, s. 5(1)(d), s. 9, s. 11(1), s. 11(2), s. 11(3), s. 11(4), s. 12(1), s. 14(1), s. 14(3), s. 14(4), s.29; O. Reg. 550/96; Guideline LE-006 |

Objective

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.

To this end, it is the policy of the Windsor Police Services Board with respect to general criminal investigation that:

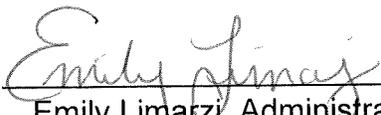
a) The Chief of Police will:

- 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 the Windsor Police Service and behavioural sciences will be provided by the OPP.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

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POLICY – ADEQUACY O.REG. 3/99

Hate - Bias Motivated Crime

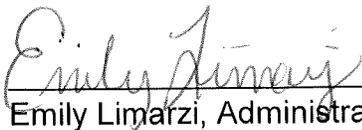
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|-------------------|------------------|
| NUMBER: | AR-LE007 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-06-22 |
| REFERENCE: | s.29, s.12(1)(h) |

It is the policy of the Windsor Police Services 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

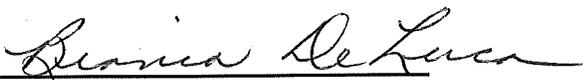
POLICY - ADEQUACY O.REG.3/99

Hate Propaganda

| | |
|------------|------------------|
| NUMBER: | AR-LE008 |
| DATE: | 2000-06-22 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(h) |

It is the policy of the Windsor Police Services 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 Service's procedures for investigating hate propaganda events;
- B. ensure that the Service works with community organizations, school boards, victims' organizations and social service agencies to respond to hate propaganda events 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 Service criminal investigation management plan.



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Secretary,
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POLICY – ADEQUACY O.REG. 3/99

Joint Forces Operations

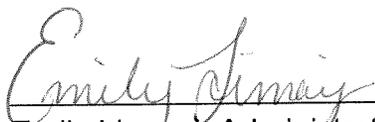
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| NUMBER: | AR-LE009 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-03-23 |
| REFERENCE: | s.29, s.13(1)(b) |

It is the policy of the Windsor Police Services 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

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POLICY – ADEQUACY O.REG. 3/99

Internal Task Forces

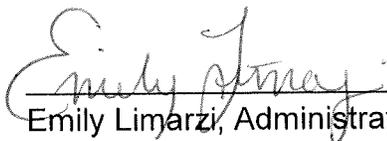
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| NUMBER: | AR-LE010 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-03-23 |
| REFERENCE: | s.29, s.13(1)(a) |

It is the policy of the Windsor Police Services Board with respect 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

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POLICY - ADEQUACY O.REG.3/99

Search of Premises

| | |
|------------|------------------|
| NUMBER: | AR-LE011 |
| DATE: | 2000-03-23 |
| REPEALS: | New |
| REFERENCE: | s.29, s.13(1)(i) |

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

- A. establish procedures on search of premises that require compliance 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.



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POLICY - ADEQUACY O.REG.3/99

Search of Persons

NUMBER: AR-LE012

DATE: 2000-03-23

REPEALS: New

REFERENCE: s.29, s.13(1)(h)

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

A. establish procedures that address:

1. compliance with the legal, constitutional and case law requirements relating to when and how searches of persons are to be undertaken;
2. the circumstances in which an officer may undertake a search of person;
3. frisk and field searches;
4. strip searches;
5. body cavity searches;
6. consent searches;
7. the supervision of searches of persons; and
8. the documentation of searches of persons.

B. ensure that appropriate members are kept informed of changes in the law relating to the search of persons.



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POLICY - ADEQUACY O.REG.3/99

Response to Persons with a Mental Illness / Developmental Disability / Emotional Disturbance

| | |
|------------|------------------|
| NUMBER: | AR-LE013 |
| DATE: | 2000-03-23 |
| REPEALS: | New |
| REFERENCE: | s.29, s.13(1)(g) |

It is the policy of the Windsor Police Services 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 Service's skills development and learning plan addresses the training and sharing of information with appropriate members including officers, special constables, E911 personnel and supervisors on:
 1. local protocols, and;
 2. conflict resolution and use of force in situations involving persons who may be emotionally disturbed, or may have a mental illness or developmental disability.



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POLICY - ADEQUACY O.REG.3/99

Court Security

NUMBER: AR-LE014

DATE: 2000-02-24

REPEALS: New

REFERENCE: s.29, s.16

It is the policy of the Windsor Police Services 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 Service, Crown, judiciary, local bar, victim assistance 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 the needs and circumstances of Windsor courts, and meets the statutory responsibilities set out in section 137 of the *Police Services Act*;
- C. establish procedures on court security that address supervision and training, and;
- D. ensure that police officers and special constables performing court security are supervised and have the knowledge, skills and abilities to perform the function.



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WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Agents - Paid & In-Custody Informants

| | |
|------------|------------------|
| NUMBER: | AR-LE015 |
| DATE: | 2000-03-23 |
| REPEALS: | New |
| REFERENCE: | s.29, s.13(1)(e) |

It is the policy of the Windsor Police Services Board with respect to agents, paid informants and in-custody informants that the Chief of Police will:

- A. establish procedures and processes relating to the use and management of agents and paid informants, 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*.



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WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Prisoner Care & Control

NUMBER: AR-LE016

DATE: 2000-06-22

REPEALS: New

REFERENCE: s.29, s.13(1)(l)

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

- A. establish procedures and processes for:
 - 1. the care and control of prisoners, including effective monitoring; and
 - 2. responding to the escape of a prisoner held in detention or while transporting;
- 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 Service prisoner care and control procedures, processes and practices and report back to the Board.



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POLICY – ADEQUACY O.REG. 3/99

Traffic Management, Enforcement and Road Safety

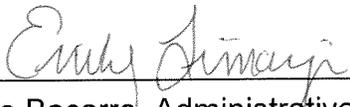
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| NUMBER: | AR-LE017 |
| DATE: | 2013-11-28 |
| REPEALS: | 2000-06-22 AR-LE073 AR-LE074 |
| REFERENCE: | O.Reg 3/99 s. 5(1)(d), s. 8, s. 14(1), s. 29; Guideline LE-017 |

It is the policy of the Windsor 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 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Sue Bacarro, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Witness Protection and Security

NUMBER: AR-LE018

DATE: 2000-03-23

REPEALS: New

REFERENCE: s.29, s.13(1)(f)

It is the policy of the Windsor 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 Service has a Witness Protection Liaison Officer, or an arrangement with another police force to use their Witness Protection Liaison Officer.

Bianca De Luca

Chair,
Windsor Police Services Board.

Melissa Heiman

Secretary,
Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Stolen or Smuggled Firearms

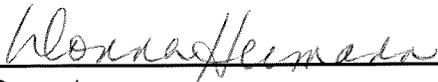
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| NUMBER: | AR-LE019 |
| DATE: | 2000-06-22 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(s) |

It is the policy of the Windsor 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 Service will be checked to determine whether the firearm:
 - has been reported stolen or lost;
 - is legally registered in Canada; or
 - is smuggled;
- B. that require that investigations into stolen or smuggled firearms be undertaken and managed in accordance with the Service criminal investigation management plan; and
- C. that address the sharing of criminal intelligence and other information on stolen or smuggled firearms with relevant law enforcement agencies.



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POLICY - ADEQUACY O.REG.3/99

Property & Evidence - Control, Collection & Preservation

| | |
|------------|---------------------------------|
| NUMBER: | AR-LE020 |
| DATE: | 2000-03-23 |
| REPEALS: | New |
| REFERENCE: | s.29, s.13(1)(n), s.14(1)(b) |

It is the policy of the Windsor 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. 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;
- B. establish procedures for the secure collection, preservation and control of property;
- C. ensure that an annual audit of the property and evidence held by the Service is conducted by members not routinely or directly connected with the property/evidence control function, and report the results to the Board;
- D. ensure compliance with sections 132, 133 and 134 of the *Police Services Act* and report to the Board in conjunction with the annual property/evidence audit report, and;
- E. where a member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of the property/evidence in that area.



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Windsor Police Services Board.

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Elder & Vulnerable Adult Abuse

| | |
|------------|------------------|
| NUMBER: | AR-LE021 |
| DATE: | 2000-04-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(f) |

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

- A. when possible, work in partnership with the City of Windsor, Crown Attorney's office, 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 Service criminal investigation management plan.



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POLICY – ADEQUACY O.REG. 3/99

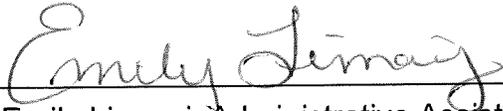
OFFICER NOTE TAKING

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| NUMBER: | AR-LE022 |
| DATE: | 2014-08-07 |
| REPEALS: | NEW |
| REFERENCE: | PSA s. 31(1)(c), 41(1)(a) Guideline LE-022 |

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



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Bail and Violent Crime

NUMBER: AR-LE023

DATE: 2000-03-23

REPEALS: New

REFERENCE: s.29, s.13(1)(k)

It is the policy of the Windsor Police Services Board with respect to bail and violent crime that the Chief of Police will establish procedures that address:

- A. assessing opposing bail on secondary grounds;
- B. preparing the show cause report;
- C. post-bail hearing notifications; and
- D. breach of bail conditions.



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WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Domestic Violence

NUMBER: AR-LE024

DATE: 2001-03-29

REPEALS: New

REFERENCE: s.29, s.12(1)(d)

It is the policy of the Windsor Police Services Board with respect to domestic violence occurrences that the Chief of Police will:

- A. in partnership with the Crown, Probation and Parole Services, Victim/Witness Assistance Program, Victim Services of Windsor & Essex County, Children's Aid Societies and other service providers and community representatives responsible for issues related to domestic violence, including women's shelters, work to establish and maintain a domestic violence coordinating committee that deals with domestic violence issues affecting Windsor;
- B. implement a Ministry Guideline model for the investigation of domestic violence occurrences;
- C. ensure that the Service has trained domestic violence investigators;
- D. develop and maintain procedures for undertaking and managing investigations into domestic violence occurrences that address:
 - 1. communications and dispatch;
 - 2. initial response;
 - 3. enhanced investigative procedures;
 - 4. the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a release condition, probation or a restraining order;
 - 5. the use of a risk indicators tool;

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Supervision

NUMBER: AR-LE025

DATE: 2007-03-29

REPEALS: 2000-08-10

REFERENCE: s.29, s.10

It is the policy of the Windsor 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 all major case incidents; and
- C. establish a selection process to ensure that members appointed permanently to supervisory positions have the knowledge, skills and abilities required for the supervisory positions.



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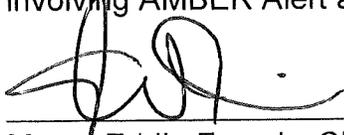
POLICY – ADEQUACY O.REG. 3/99

Missing Persons

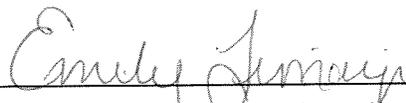
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| NUMBER: | AR-LE026 |
| DATE: | 2014-01-23 |
| REPEALS: | 2000-04-27 |
| REFERENCE: | s.29, s.12(1)(l) |

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

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



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

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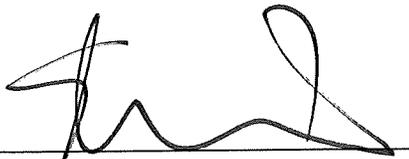
POLICY – ADEQUACY O.REG. 3/99

Child Abuse and Neglect

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| NUMBER: | AR-LE027 |
| DATE: | 2013-01-24 |
| REPEALS: | 2000-08-10 |
| REFERENCE: | O.Reg 3/99 s. 12(1)(a), 29 CFSA Guideline LE-027 |

It is the policy of the Windsor 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*.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

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POLICY – ADEQUACY O.REG. 3/99

Criminal Harassment

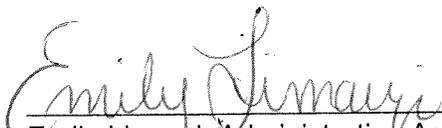
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| NUMBER: | AR-LE028 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-04-27 |
| REFERENCE: | s.29, s.12(1)(c) |

It is the policy of the Windsor 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.



Mayor Eddie Francis, Chair
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Emily Limarzi, Administrative Assistant
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POLICY – ADEQUACY O.REG. 3/99

Preventing or Responding to Occurrences Involving Firearms

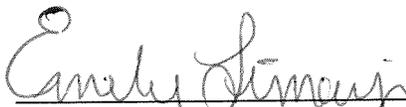
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| NUMBER: | AR-LE029 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-06-22 |
| REFERENCE: | s.29, s.12(1)(n) |

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

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



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY - ADEQUACY O.REG.3/99

Property Offences

| | |
|------------|------------------|
| NUMBER: | AR-LE030 |
| DATE: | 2000-06-22 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(p) |

It is the policy of the Windsor 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 Service 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.



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POLICY - ADEQUACY O.REG.3/99

Drug Investigation

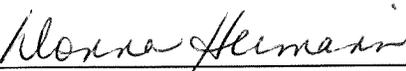
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|------------|------------------|
| NUMBER: | AR-LE031 |
| DATE: | 2000-04-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(e) |

It is the policy of the Windsor Police Services Board with respect to 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 Service criminal investigation management plan, and;
- B. ensure that officers investigating drug-related offences other than simple possession have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Illegal Gaming

| | |
|------------|------------------|
| NUMBER: | AR-LE032 |
| DATE: | 2000-04-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(k) |

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

- A. investigations be undertaken and managed in accordance with the Service criminal investigation management plan, and;
- B. information on illegal gaming shall be shared with the *Ontario Illegal Gaming Enforcement Unit* (OIGEU).



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POLICY - ADEQUACY O.REG.3/99

Prisoner Transportation

NUMBER: AR-LE033

DATE: 2000-04-27

REPEALS: New

REFERENCE: s.29, s.13(1)(m)

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

- A. establish procedures that address transporting prisoners using humane, escape resistant methods that are consistent with the Service's procedures regarding prisoner care and control;
- B. ensure that Service members who escort persons in custody have the knowledge, skills and abilities required to perform this function, and;
- C. ensure that appropriate safety equipment is available to and used by members performing this function.



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POLICY – ADEQUACY O.REG. 3/99

Sexual Assault Investigation

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|------------|---|
| NUMBER: | AR-LE034 |
| DATE: | 2013-01-24 |
| REPEALS: | 2001-03-29 |
| REFERENCE: | O.Reg 3/99 s. 29, 12(1)(r) Guideline LE-034 |

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

- a) Develop and maintain procedures that:
 - i) Require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - ii) Require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - iii) Address communications and dispatch, initial response and investigations relating to sexual assaults; and
 - iv) Address community notification;
- b) Work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services of Windsor & Essex County, 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.



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Donna Heimann, Administrative Assistant
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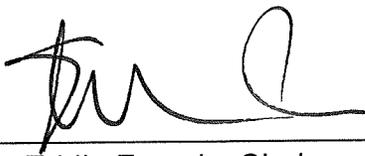
POLICY – ADEQUACY O.REG. 3/99

Waterways Policing

| | |
|------------|---|
| NUMBER: | AR-LE-035 |
| DATE: | 2013-01-24 |
| REPEALS: | 2000-01-27 |
| REFERENCE: | PSA s. 19(1) O.Reg 3/99 s. 29, 15 Guideline LE-035 |

It is the policy of the Windsor 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, skill, and abilities required to perform the specialized functions connected with waterways policing.



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Donna Heimann, Administrative Assistant
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POLICY – ADEQUACY O.REG. 3/99

CHILD PORNOGRAPHY (INTERNET CHILD EXPLOITATION)

| | |
|-------------------|---|
| NUMBER: | AR-LE036 |
| DATE: | 2013-01-24 |
| REPEALS: | 2000-04-27 |
| REFERENCE: | O/Reg 3/99 s.29, s.12(1)(b); CC163.1, 172.1; Guideline LE036 |

It is the policy of the Windsor 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.



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POLICY – ADEQUACY O.REG. 3/99

Sudden Death and Found Human Remains

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|------------|---|
| NUMBER: | AR-LE037 |
| DATE: | 2013-01-24 |
| REPEALS: | 2000-09-28 |
| REFERENCE: | O.Reg 3/99 s. 29, 12(1)(j) Guideline LE-037 |

It is the policy of the Windsor 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*.



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POLICY - ADEQUACY O.REG.3/99

Fraud & False Pretence

NUMBER: AR-LE038

DATE: 2000-06-22

REPEALS: New

REFERENCE: s.29, s.12(1)(g)

It is the policy of the Windsor Police Services Board with respect to fraud and false pretence investigations that the Chief of Police will:

- A. develop and maintain procedures that require that investigations be undertaken and managed in accordance with the Service criminal investigation management plan;
- B. ensure that police officers investigating complex fraud and false pretence occurrences have the knowledge, skills and abilities required;
- C. establish cooperative arrangements for the investigation of fraud and false pretence occurrences with:
 - the Employment Insurance Commission;
 - the Ministry of Consumer and Commercial Relations;
 - the Fire Marshal's Office;
 - the insurance industry;
- D. work with municipal and provincial social assistance officials and the Crown, to develop a local protocol on the investigation of social assistance fraud.



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POLICY - ADEQUACY O.REG.3/99

Homicide & Attempts

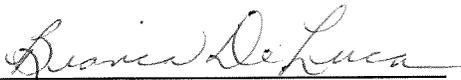
NUMBER: AR-LE039

DATE: 2000-04-27

REPEALS: New

REFERENCE: s.29, s.12(1)(i)

It is the policy of the Windsor Police Services Board with respect to homicides and attempted homicides that the Chief of Police will develop and maintain procedures that require investigations to be undertaken and managed in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



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POLICY - ADEQUACY O.REG.3/99

Abductions (Parental & Non-Parental)

NUMBER: AR-LE040

DATE: 2000-04-27

REPEALS: New

REFERENCE: s.29, s.12(1)(l)

It is the policy of the Windsor 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 and familial abductions and attempts be undertaken and managed in accordance with the Service criminal investigation management plan, and;
- B. develop and maintain procedures that require that investigations into non-parental and non-familial abductions and attempts be undertaken and managed in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



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POLICY - ADEQUACY O.REG.3/99

Proceeds of Crime

| | |
|------------|------------------|
| NUMBER: | AR-LE041 |
| DATE: | 2000-04-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(o) |

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

- A. develop and maintain procedures that:
1. require that investigations be undertaken and managed in accordance with the Service criminal investigation management plan;
 2. include notifying the Ontario Provincial Police (*Proceeds of Crime Team*) or the Royal Canadian Mounted Police (*Integrated Proceeds of Crime Section*) for assistance and/or guidance regarding the investigative steps to follow.
- B. ensure that officers involved in the investigation of proceeds of crime have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Robberies

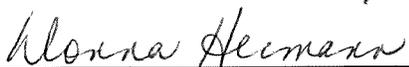
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| NUMBER: | AR-LE042 |
| DATE: | 2000-04-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.12(1)(o) |

It is the policy of the Windsor Police Services Board with respect to robberies that the Chief of Police will develop and maintain procedures that ensure:

- A. robbery investigations are undertaken and managed in accordance with the Service criminal investigation management plan, and;
- B. robbery investigations that also involve a threshold major case offence be undertaken and managed in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.



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POLICY - ADEQUACY O.REG.3/99

Vehicle Theft

NUMBER: AR-LE043

DATE: 2000-04-27

REPEALS: New

REFERENCE: s.29, s.12(1)(f)

It is the policy of the Windsor Police Services Board with respect to vehicle thefts that the Chief of Police will develop and maintain procedures that:

- A. require that vehicle theft investigations be undertaken and managed in accordance with the Service criminal investigation management plan, and;
- B. ensure owners of stolen vehicles receive timely notification when vehicles are recovered, unless ongoing criminal investigations may be compromised.



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POLICY - ADEQUACY O.REG.3/99

Youth Crime

NUMBER: AR-LE044

DATE: 2000-08-10

REPEALS: New

REFERENCE: s.29, s.12(1)(u)

It is the policy of the Windsor 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 Service procedures on crime prevention and problem-oriented policing.

Bianca DeLuca

Chair,
Windsor Police Services Board.

Monna Heimer

Secretary,
Windsor Police Services Board.

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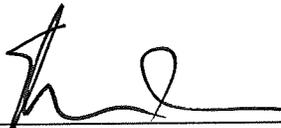
POLICY – ADEQUACY O.REG. 266/10

Suspect Apprehension Pursuits

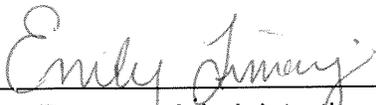
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| NUMBER: | AR-LE-045 |
| DATE: | 2013-11-28 |
| REPEALS: | 2001-12-19 |
| REFERENCE: | O. Reg. 266/10, s. 5, s. 6, s. 10(1), s. 10(2), s. 10(3); Guideline LE-045 |

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

- a) establish procedures consistent with the requirement 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 neighboring 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.



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Sue Bacarro, Administrative Assistant
Windsor Police Services Board

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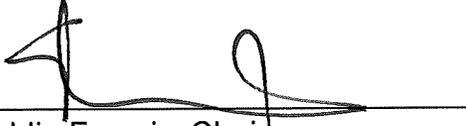
POLICY – ADEQUACY O.REG. 3/99

Sex Offender Registry

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|------------|---|
| NUMBER: | AR-LE046 |
| DATE: | 2012-06-21 |
| REPEALS: | 2006-10-26 |
| REFERENCE: | <i>Christopher's Law</i> O.Reg 69/01 Guideline LE-046 SOIRA Reg. SOR/2004-306 |

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

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



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Windsor Police Services Board



Karen A. Ceman, Administrative Assistant
Windsor Police Services Board

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POLICY - ADEQUACY O.REG.3/99

Police Response to High Risk Individuals

NUMBER: AR-LE047

DATE: 2006-10-26

REPEALS: New

REFERENCE: s.28, s.29

It is the policy of the Windsor 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 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.

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POLICY - ADEQUACY O.REG.3/99

Scenes of Crime Analysis

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|------------|---|
| NUMBER: | AR-LE071 |
| DATE: | 2000-01-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(3) |

It is the policy of the Windsor Police Services Board with respect to scenes of crime analysis that:

- A. scenes of crime analysis will be provided by members of the Service.

- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of scenes of crime analysis, and;
 - 2. ensure that members providing scenes of crime analysis meet the training, skills and qualification requirements of the Adequacy Standards Regulation.


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POLICY - ADEQUACY O.REG.3/99

Forensic Identification

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|------------|---|
| NUMBER: | AR-LE072 |
| DATE: | 2000-01-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(3) |

It is the policy of the Windsor Police Services Board with respect to forensic identification that:

- A. forensic identification will be provided by members of the Service.

- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of forensic identification, and;
 - 2. ensure that members providing forensic identification meet the training, skills and qualification requirements of the Adequacy Standards Regulation.



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POLICY - ADEQUACY O.REG.3/99

Technical Collision Investigation & Reconstruction

| | |
|------------|---|
| NUMBER: | AR-LE073 |
| DATE: | 2000-01-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(4) |

It is the policy of the Windsor Police Services Board with respect to technical collision investigation and reconstruction that:

- A. technical collision investigation and reconstruction will be provided by members of the Service.

- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of technical collision investigation and reconstruction, and;
 - 2. ensure that members providing technical collision investigation and reconstruction have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

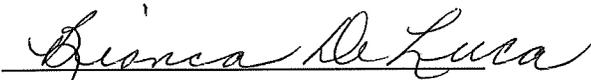
Breath Analysis

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| NUMBER: | AR-LE074 |
| DATE: | 2000-01-27 |
| REPEALS: | New |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(4) |

It is the policy of the Windsor Police Services Board with respect to breath analysis that:

- A. breath analysis will be provided by members of the Service.

- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of breath analysis, and;
 - 2. ensure that members providing breath analysis have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Physical Surveillance

NUMBER: AR-LE075

DATE: 2000-02-24

REPEALS: New

REFERENCE: s.29, s.14(1)(a),
s.5(1)(d), s.14(4)

It is the policy of the Windsor Police Services Board with respect to physical surveillance that:

- A. physical surveillance will be provided by members of the Service.
- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of physical surveillance, and;
 - 2. ensure that members providing physical surveillance have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Electronic Interception

NUMBER: AR-LE076

DATE: 2000-02-24

REPEALS: New

REFERENCE: s.29, s.14(1)(a),
s.5(1)(d), s.14(4)

It is the policy of the Windsor Police Services Board with respect to electronic interception that:

- A. electronic interception will be provided by members of the Service.
- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of electronic interception, and;
 - 2. ensure that members providing electronic interception have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Video and Photographic Surveillance

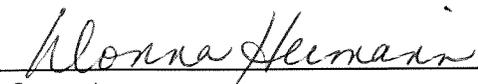
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| NUMBER: | AR-LE077 |
| DATE: | 2000-02-24 |
| REPEALS: | New |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(4) |

It is the policy of the Windsor Police Services Board with respect to video and photographic surveillance that:

- A. video and photographic surveillance will be provided by members of the Service.
- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of video and photographic surveillance, and;
 - 2. ensure that members providing video or photographic surveillance have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Polygraph

NUMBER: AR-LE078

DATE: 2000-02-24

REPEALS: New

REFERENCE: s.29, s.14(1)(a),
s.5(1)(d), s.14(4)

It is the policy of the Windsor Police Services Board with respect to polygraph that:

- A. polygraph services will be provided by members of the Service.
- B. the Chief of Police will:
 - 1. establish procedures and processes in respect of polygraph, and;
 - 2. ensure that members providing polygraph services have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Behavioural Science

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|------------|---|
| NUMBER: | AR-LE079 |
| DATE: | 2000-02-24 |
| REPEALS: | New |
| REFERENCE: | s.29, s.14(1)(a), s.5(1)(d), s.14(4) |

It is the policy of the Windsor Police Services Board with respect to behavioural science that:

- A. behavioural science will be provided by entering into an agreement with another police force under s.7 of the Police Services Act.
- B. the Chief of Police will:
 - 1. take the steps necessary to establish an agreement between the Board and another police force for the provision of behavioural science services;
 - 2. establish procedures and processes in respect of behavioural science, and;
 - 3. ensure that persons providing behavioural science services have the knowledge, skills and abilities required.



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POLICY - ADEQUACY O.REG.3/99

Public Order Unit

NUMBER: AR-PO001

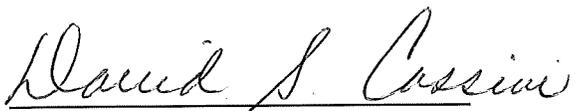
DATE: 2000-09-28

REPEALS: New

REFERENCE: s.29, s.18(2), s.19(1)

It is the policy of the Windsor Police Services Board with respect to public order unit services that:

- A. this Board will enter into an agreement with the Ontario Provincial Police to provide the services of a public order unit within a reasonable response time;
- B. the Chief of Police will:
 1. establish procedures, in consultation with appropriate Ontario Provincial Police Senior Officers, that set out:
 - a) the circumstances in which a public order unit may be deployed;
 - b) the steps for obtaining the services of a public order unit; and
 2. establish procedures that address the notification of appropriate officials for the purpose of s.67 of the Criminal Code and the reading of a riot proclamation.



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POLICY - ADEQUACY O.REG.3/99

Labour Disputes - Police Action

NUMBER: AR-PO002

DATE: 2000-04-27

REPEALS: New

REFERENCE: s.29, s.20

It is the policy of the Windsor Police Services Board with respect to police action at labour disputes that:

- A. the role of the police at a labour dispute 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, and;
- B. the Chief of Police will establish procedures on:
 1. the role of the police at a labour dispute;
 2. providing information to management, labour and the public on police procedures during a labour dispute, and;
 3. secondary employment restricted by s.49 of the *Police Services Act* related to labour disputes.



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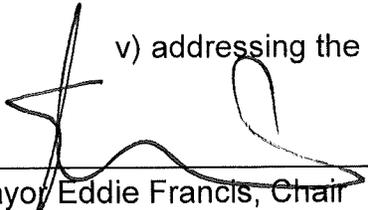
POLICY – ADEQUACY O.REG. 3/99

Policing Aboriginal Occupations and Protests

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|------------|--|
| NUMBER: | AR-PO003 |
| DATE: | 2013-01-24 |
| REPEALS: | New |
| REFERENCE: | PSA s. 1, 4(1), 4(2), 42(1)(a), 42(3), Criminal Code s. 2 Guideline PO-003 |

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 Windsor 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Donna Heimann, Administrative Assistant
Windsor Police Services Board

WINDSOR POLICE SERVICES BOARD

POLICY – ADEQUACY O.REG. 3/99

Victim Assistance

| | |
|------------|--|
| NUMBER: | AR-VA001 |
| DATE: | 2014-08-07 |
| REPEALS: | 2000-01-27 |
| REFERENCE: | s. 29 O.Reg. 3/99 s. 17 O.Reg. 3/99 |

It is the policy of the Windsor 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 (VWAP) 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.



Mayor Eddie Francis, Chair
Windsor Police Services Board



Emily Limarzi, Administrative Assistant
Windsor Police Services Board

An error occurred during the upload of APRIL & MAY 2022 Strength Decreases - WPSB.doc_.pdf, please re-upload this file.



Student Awards & Financial Aid

401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519 253 3000 (3300) F 519 973 7087
award1@uwindsor.ca
www.uwindsor.ca/studentawards

RECEIVED
OFFICE OF THE CHIEF OF POLICE
WINDSOR, ONTARIO

2022 APR 11 A 11:03

April 4, 2022

Pamela Mizuno, Chief of Police
Windsor Police Service
150 Goyeau St.
P.O. Box 60
Windsor, ON N9A 6J5
Canada

Award ID: 85000000445

Dear Chief Mizuno:

I am pleased to inform you of the recipient(s) of the **2021-2022 John Hughes Memorial Scholarship**:

Stefano Kerr

Your support of our student awards program has rewarded our diligent students who have showed determination and a strong commitment to their education. We take great pride in our mission to support our students and we could not accomplish this without the kindness and generosity of our donors.

If you would like to update your contact information or would like to speak to a Major Gift Officer, please contact the Alumni Relations and Advancement office at (519) 253-3000; extension 3229.

Thank you for making a difference in the lives of our students at the University of Windsor and for your continued and generous support of our student awards program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marian Doll'.

Marian Doll, Director
Student Awards and Financial Aid

MD/

cc. Alumni Relations & Advancement

4372 Monterey Court
Windsor, ON
N9G 2Z3

RECEIVED
OFFICE OF THE CLERK OF COURTS
WINDSOR, ONTARIO

2022 APR 12 A 11:07

Pamela Mizuno,
Chief of Police
Windsor Police Service
150 Goyeau St.
P.O Box 60
Windsor, ON
N9A 6J5 Canada

April 4, 2022

Dear Ms. Mizuno:

I was thrilled to learn that I was the recipient of this year's *2021-2022 John Hughes Memorial Scholarship*. Thank you very much for selecting my application; I am grateful. Currently, I am a third-year undergraduate student in the Civil Engineering program at the University of Windsor. As you are no doubt aware, there are many costs associated with pursuing an undergraduate degree, and the award will go far in helping me defray some of the costs.

Thank you very much again for your generosity, Ms. Mizuno.

Sincerely,

Stefano Kerr



Student Awards & Financial Aid

401 Sunset Avenue, Windsor
Ontario, Canada N9B 3P4
T 519 253 3000 (3300) F 519 973 7087
stdawdadmin@uwindsor.ca
www.uwindsor.ca/studentawards

RECEIVED
OFFICE OF THE CHIEF OF POLICE
WINDSOR, ONTARIO

2022 APR 11 A 11:03

April 4, 2022

Chief of Police
Windsor Police Service
150 Goyeau Street PO Box 60
Windsor, ON N9A 6J5
Canada

Award ID: 850000001190

Dear Chief of Police :

I am pleased to inform you of the recipient(s) of the **2021-2022 Windsor Police Services Criminology Award:**

Raeann Schroeder

Your support of our student awards program has rewarded our diligent students who have showed determination and a strong commitment to their education. We take great pride in our mission to support our students and we could not accomplish this without the kindness and generosity of our donors.

If you would like to update your contact information or would like to speak to a Major Gift Officer, please contact the Alumni Relations and Advancement office at (519) 253-3000; extension 3229.

Thank you for making a difference in the lives of our students at the University of Windsor and for your continued and generous support of our student awards program.

Sincerely,

Marian Doll, Director
Student Awards and Financial Aid

MD/

cc. Alumni Relations & Advancement



2022 SPONSORSHIP OPPORTUNITIES

PREMIUM SPONSORSHIP PACKAGES

Limited to one sponsor only

TITLE SPONSOR \$15,000

- Company name and corporate logo presented as event "Title Sponsor"
- Frontline exposure in all event advertising and all local media
- Hole sponsorship
- Sponsorship gift
- Two complimentary foursome entries

GOLD SPONSOR \$5,000

- Hole sponsorship
- Recognition on all advertising
- One foursome entry
- Sponsorship gift



SILVER SPONSOR \$2,500

- Hole sponsorship
- Recognition on all advertising
- One twosome entry
- Sponsorship gift

BRONZE SPONSOR \$1,000

- Hole sponsorship
- Recognition on all advertising
- Sponsorship gift

2022 *SPONSORSHIP OPPORTUNITIES*

OTHER SPONSORSHIP PACKAGES

LUNCH & DRINK SPONSOR \$5,000

Limited to one sponsor only

- Company name and corporate logo displayed on all vouchers
- Recognition on all advertising
- Hole sponsorship included
- One foursome entry

GOLF BALL SPONSOR \$1,500

Limited to one sponsor only

- Company name and corporate logo displayed on all golf balls (3 per player in a sleeve)
- Hole sponsorship included

HOLE SPONSOR Small \$150 Large \$500

Donation of Silent Auction Item or Raffle Item

FOR SPONSORSHIP OPPORTUNITIES,
PLEASE FILL OUT THE SPONSORSHIP FORM

CRIME STOPPERS



WINDSOR & ESSEX COUNTY

Please fill out this portion and return as instructed below.
All contributions are eligible for a tax receipt.

Corporate Name: _____

Corporate Address: _____ Town/City: _____ Province: _____ Postal Code: _____

Corporate Contact: _____ Phone: _____

Name: _____ Phone: _____ Email: _____

Address: _____ Town/City: _____ Province: _____ Postal Code: _____

Payment Method: Cheque (Make payable to Windsor & Essex County Crime Stoppers) Visa Mastercard

Card Number: _____ Expiry Date: ____/____/____ 3 Digit Security Code: _____

Signature: _____

PREMIUM SPONSORSHIP PACKAGES

- Title Sponsor - \$15,000
- Gold Sponsor - \$5,000
- Silver Sponsor - \$2,500
- Bronze Sponsor - \$1,000

Total \$ _____

OTHER SPONSORSHIP PACKAGES

- Lunch & Drink Sponsor
\$5,000
- Golf Ball Sponsor - \$1,500
- Small Hole Sponsor - \$150
- Large Hole Sponsor - \$500

Total \$ _____

Please return sponsorship contributions and payment to:

Windsor & Essex County Crime Stoppers

150 Goyeau Street, P.O. Box 60, Windsor, ON. N9A 6J5



April 28th, 2022

To Whom It May Concern,

President

Cher Farhinger

Vice President

Moe Susa

Treasurer

Kelly Shelson

Directors

Rene Jacques

Don Cyr

Mike Kelly

Joan Allison

Raven Bickford

Program Manager

Denise Pelaccia

**Windsor Police
Coordinator**

Cst. Lauren Brisco

OPP Coordinator

Cst. Sarah Werstein

Windsor & Essex County Crime Stoppers was founded in 1985 and recently celebrated 35 years of outstanding service. As of April 2022, in Windsor and Essex County alone, information provided has resulted in over 6,900 arrests, more than \$14 million dollars' worth of recovered stolen property and more than \$54 million dollars of illegal drugs seized off our streets. Because of this success, over \$1 million dollars in reward payouts have been authorized.

Governed by a volunteer Board of Directors, Crime Stoppers has been an integral force in the Windsor and Essex County community and relies solely on the funds raised through various community events. Unfortunately, like many charities, the impact of the ongoing COVID-19 Pandemic on our organization has been severe. Sadly, in the past year and a half we have had to cancel five of our major events and several smaller fundraising drives. Our program is urgently attempting to raise funds to remain active and continue to be able to provide these essential services to the community at large. These proceeds are used to cover the operational cost of the program in the Windsor & Essex County area, and all funds remain local.

Thankfully, we are now able to bring back our Annual Charity Golf Tournament for its 15th year on Thursday, August 18th, 2022, at Kingsville Golf & Country Club. Whether you join us for a great day on the course or agreeing to be a sponsor, any involvement is appreciated! Please review the included sponsorship guide for more details.

We are sincerely grateful for any support that you can provide as all monies raised at our events assist us in the operations of our program in every aspect.

Thank you again for your time and consideration of our event fundraiser!

Respectfully,

Denise Pelaccia
Program Manager
Denise@catchcrooks.com
519-255-6700 Ext. 4497

Charity # 10821 5138 RR 0001
Windsor & Essex County Crime Stoppers Inc.,
150 Goyeau Street, P.O. Box 60, Windsor, Ontario, N9A 6J5
Website: www.catchcrooks.com Email: denise@catchcrooks.com

CRIME STOPPERS

WINDSOR & ESSEX COUNTY

15TH ANNUAL

**CHARITY GOLF
TOURNAMENT**

Kingsville
GOLF & COUNTRY CLUB

**AUGUST 18TH,
2022**

**TEE TIMES
BEGIN AT
11AM**

PRICE INCLUDES:

"All-in" style pricing - 18 Holes of Golf (Scramble) With Cart, 4 Contests on the Course, 25 Raffle Tickets, Lunch and Dinner, \$25 Keg Gift Card & Tax Receipt.

**\$175/GOLFER
\$700/FOURSOME**

**REGISTER ONLINE AT: WWW.CATCHCROOKS.COM
OR CONTACT DENISE PELACCIA - DENISE@CATCHCROOKS.COM**

Office of the Deputy Solicitor General
Community Safety

Bureau du sous-solliciteur général
Sécurité communautaire

25 Grosvenor Street, 11th Floor
Toronto ON M7A 1Y6
Tel: 416-326-5060
Fax: 416-327-0469

25, rue Grosvenor, 11^e étage
Toronto ON M7A 1Y6
Tél. : 416-326-5060
Télec. : 416-327-0469

132-2022-1152
By email

May 9, 2022

His Worship Drew Dilkens
Mayor
City of Windsor
350 City Hall Square West, PO Box 1607
Windsor ON N9A 6S1
info@windsorpolice.ca

Dear Mayor Dilkens:

Thank you for your letter of March 17, 2022, addressed to the Honourable Sylvia Jones, Solicitor General, regarding the occupation at the Ambassador Bridge this past February. As Deputy Solicitor General of Community Safety, I am pleased to respond.

The Ministry of the Solicitor General is committed to working with our policing and community partners to keep Ontario's communities safe and resilient.

As you know, there is an election campaign underway in Ontario. As such, you may wish to write in again on this matter after the election and once a new Cabinet has been sworn in.

With regard to your request for a collaborative debriefing of the Ambassador Bridge blockade, I have shared your correspondence with Ontario Provincial Police (OPP) Commissioner Thomas Carrique. I understand the OPP has been in contact with the Windsor Police Service to coordinate the police operational debriefing.

Thank you again for taking the time to write.

Sincerely,



Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

c: Ontario Provincial Police Commissioner Thomas Carrique



THE CORPORATION OF THE CITY OF WINDSOR
WINDSOR POLICE SERVICES BOARD

Mayor Drew Dilkens
Chair

Mayor Aldo DiCarlo
Vice-Chair

Councillor Rino Bortolin
Member

Mr. Robert de Verteuil
Member

Ms. Denise Ghanam
Member

PUBLIC
BR2021-044

May 20, 2021

Chief Pamela Mizuno
Windsor Police Service

Dear Chief Mizuno,

RE: Reward Extension and Increase Request – re: Gerardine BUTTERFIELD

The Windsor Police Services Board through the PUBLIC meeting held on May 20, 2021 approved the following resolution relating to the above-captioned matter:

| | |
|-------------------------|---|
| RESOLVED THAT | the Windsor Police Services Board (“Board”) APPROVES a reward in the amount of \$10,000 for information leading to the arrest and prosecution of the parties responsible for the murder of Gerardine BUTTERFIELD; |
| FURTHER RESOLVED | that the portion, if any, of the reward to be paid shall be determined by the Board after consultation with the Chief of Police. This consultation shall be for the purpose of examining the value of the information received and the number of claimants; |
| FURTHER RESOLVED | that the reward offer is to expire on May 28, 2022. |

Sincerely,
Windsor Police Services Board

A handwritten signature in purple ink that reads "Sarah Sabihuddin".

Sarah Sabihuddin, Administrative Director

Cc: *Deputy Chief Bellaire*
Superintendent J. Crowley



THE CORPORATION OF THE CITY OF WINDSOR
WINDSOR POLICE SERVICES BOARD

Mayor Drew Dilkens
Chair

Mayor Aldo DiCarlo
Vice-Chair

Councillor Rino Bortolin
Member

Mr. Robert de Verteuil
Member

Ms. Denise Ghanam
Member

E-POLL
BR2021-054

June 21, 2021

Chief Pamela Mizuno
Windsor Police Service

Dear Chief Mizuno,

RE: Reward Extension Request – Jerome Allen

The Windsor Police Services Board through an E-Poll vote held on June 19th approved the following resolution relating to the above-captioned matter:

| | |
|-------------------------|---|
| RESOLVED THAT | the Windsor Police Board (“Board”) APPROVES a reward in the amount of \$10,000 for information leading to the arrest and prosecution of the parties responsible for the murder of Jerome ALLEN; |
| FURTHER RESOLVED | that the portion, if any, of the reward to be paid shall be determined by the Board after consultation with the Chief of Police. This consultation shall be for the purpose of examining the value of the information received and the number of claimants; |
| FURTHER RESOLVED | that the reward offer is to expire on June 30, 2022. |

Windsor Police Services Board

A handwritten signature in purple ink that reads "Sarah Sabihuddin".

Sarah Sabihuddin, Administrative Director

CC: Deputy Chief Jason Bellaire
Deputy Chief Frank Providenti
Inspector Andrew Randall



MEMORANDUM

Date: April 27, 2022

To: Chair and Members – Windsor Police Services Board

From: Inspector Andrew Randall, Investigations

Re: Reward Extension and Increase Request – various Homicides

On December 9, 2019, the Board APPROVED a resolution (**BR2019-108**) for the following historical reward offers, to a maximum of \$20,000.00 each, for information resulting in the arrest and laying of a murder charge against the person(s) responsible for the murder of:

- **Ljubica TOPIC** - May 14, 1971;
- **Kirk KNIGHT** - January 10, 1980;
- **Marlene SWEET and son, Jason SWEET** - October 26, 1982;
- **Debillianne WILLIAMSON and Xavier RUCKER** - February 27, 2003

The reward offers expired on December 31, 2021.

A short time after the Board Resolution, the Ljubica Topic Homicide was solved, without a reward payout.

On May 20, 2021, the Board APPROVED a resolution (**BR2021-044**) for a reward in the amount of \$10,000 for information leading to the arrest and prosecution of the parties responsible for the murder of **Gerardine BUTTERFIELD**. The reward offer is set to expire on May 28, 2022.

On June 21, 2021, the Board APPROVED a resolution (**BR2021- 054**) for a reward in the amount of \$10,000 for information leading to the arrest and prosecution of the parties responsible for the murder of **Jerome ALLEN**. The reward offer is set to expire on June 30, 2022.

These homicides remain unsolved. Each case continues to have investigators assigned to them, and continue to be investigated.

In these cases, tips have been received, witnesses interviewed, investigative techniques utilized, and Persons of Interest identified and investigated; however, investigators lack crucial evidence that would lead to charges.

I respectfully request that the Board approve the extension of the rewards, for a further period, with an expiry of **December 31, 2023**.

In addition to this, I respectfully request that all of the rewards be in the sum of a maximum of **\$20,000.00 each**. This request results in a reward increase for the BUTTERFIELD and ALLEN homicide investigations.

It is anticipated that the extension of the rewards, and increase in reward amounts for the two cases, will provide a further incentive for person who have information about the murders to come forward.

I am requesting that the Windsor Police Service Board **APPROVE** the following resolution:

RESOLVED THAT

the Windsor Police Services Board APPROVES rewards, to a maximum of **\$20,000.00 each**, for information leading to the arrest and prosecution of the person(s) responsible for the murder of:

1. **Kirk KNIGHT** - January 10, 1980;
2. **Marlene SWEET and son, Jason SWEET** - October 26, 1982;
3. **Debilleanne WILLIAMSON and Xavier RUCKER** - February 27, 2003
4. **Gerardine BUTTERFIELD** – May 25, 2019
5. **Jerome ALLEN** – October 2018

FURTHER RESOLVED

that the portion, if any, of the reward to be paid shall be determined by the Board after consultation with the Chief of Police. This consultation shall be for the purpose of examining the value of the information received, and the number of claimants;

AND FURTHER RESOLVED

that the reward offers are to expire on **December 31, 2023**.

For Board Approval,

Respectfully,



Andrew Randall

Inspector - Investigations