31 March 1992
Preface

The Ontario Ministry of the Solicitor General and Correctional Services Policing Standards Manual contains police operational policy for the Police Services of Ontario. The primary purpose of the manual is to provide a reference for the development of local policy and operating procedures. It is not meant as a generic operating manual, only as a reference tool. The manual also provides a tool for police service self-assessment, and forms the basis for inspections by the Police Support Programs Branch of the Ministry of the Solicitor General and Correctional Services. For convenience, all Ministry policy concerning police operations and administration is included in this manual, including Prescribed Standards/Regulations, Directives and Guidelines. Collectively these categories constitute the Ministry's Policing Standards.

This manual is far from complete, but has been designed to allow flexible growth. New standards, or groups of standards, will be added regularly. All of the standards are necessarily rudimentary in nature, only outlining the essential components of each topic which are applicable to large and small police services. In most cases, the standards represent the core elements which should be present in the more detailed local policies and procedures.

All of the standards in this manual have been reviewed by one of the following: The External Consultative Committee on Regulations, The Ontario Police Equipment Advisory Committee, or The Ontario Policing Standards Advisory Committee. All of these committees include representatives of the Ontario Association of Police Services Boards, The Ontario Association of Chiefs of Police,
Ontario Senior Officer Police Association, Ontario Provincial Police, Ontario Provincial Police Association, Metropolitan Toronto Police, Metropolitan Toronto Police Association and the Police Association of Ontario. Specialist groups and individuals from the Police Community and Public are consulted during the development of some standards.

Questions, concerns, or suggestions for improvement concerning the Policing Standards Manual can be directed to:

Policing Standards Section
Ministry of the Solicitor General and Correctional Services
Policing Services Division
25 Grosvenor St., 12th Floor
Toronto, Ontario
M7A 2H3

(416) 314-3000
FAX (416) 314-3092
HOW TO USE YOUR MANUAL

INTRODUCTION

This Manual is designed to be easy to use and easy to update. It is divided into:

Chapters - major divisions physically separated by numbered dividers;

Sections - divisions of chapters;

Subjects - divisions of sections.

LOCATION NUMBER

This manual uses a numbering system which combines chapter, section and subject numbers. The number is shown on the top left corner of each page.

Example: 0102-03

01 - is the chapter number

02 - is the section number

03 - is the subject number

RETRIEVAL OF INFORMATION

Studies on the use of manuals have shown that, in most cases, the user has a specific problem. Thus, the manual is organized for random access. Use the following to locate information:
1. Subject Index (1100.00). All subjects are listed in alphabetical order in at least three different ways, wherever possible.

2. Table of Contents (0000.05). This identifies the contents of the manual to the section level.

3. Location Number. Use this to find the required information.

**WRITING STYLE**

Procedures throughout the manual are usually written in a layout which makes the subject easy to find and easy to read.

**MANUAL UPDATES**

The Amendment Record is designed to record all amendments, sequentially by number and date. It allows the user to determine whether or not all revisions to the manual have been received. It also eliminates the need to store covering letters in the front of the manual.

When amendments are received:

1. Match the number on amendment notice with the pre-printed number on Amendment Record.

2. Enter the date (day, month, year) the amendment is received beside the appropriate number on the Amendment Record. Enter the initials of the person making the amendment beside the date.
3. Note any previous amendments which may be missing and contact the Manager - Policing Standards Section, Policing Services Division, for a replacement copy.

4. Remove old pages (if any) and add new pages in accordance with the listing on the amendment notice.

5. On a replacement page, the portion of the text affected by the latest change is indicated by a vertical line in the margin of the page. In addition, the date of amendment will appear on the top right corner of the page.

6. Destroy old pages and the amendment notice.
DIRECTIVES

Directives may be issued from time to time by the Ministry of the Solicitor General and Correctional Services to deal with unexpected situations. Generally, Directives will be temporary policy arising from short-term, geographically isolated, or emergency situations. Directives may also be issued to address an important policing issue pending the development of a Prescribed Standard.

GOVERNING AUTHORITIES

This term refers to:

a. Police Services Boards for Municipal Police Services
b. The Solicitor General for the Ontario Provincial Police.

GUIDELINES

Guidelines are highly recommended policing practices. The majority of the Standards manual will consist of Guidelines. Guidelines are ‘best practice’ recommendations and a source of new or innovative policing concepts.

PRESCRIBED STANDARDS

Prescribed Standards are regulations made on certain topics in accordance with Subsection 135 (1) of the Police Services Act. All Police Services in Ontario are required to meet Prescribed Standards.

REFRESHER TRAINING

Refresher Training is any training designed to reinforce skills or knowledge previously taught, and it does not include a pass/fail test.
REQUALIFICATION TRAINING

Requalification Training is any training designed to evaluate a police officer’s proficiency using an objective pass/fail test.

STANDARDS

Standards are, for simplicity, all Ministry policies including Prescribed Standards, Directives, and Guidelines. A Standard on a topic may include some or all of the above elements.
FORMAT

Each **Standard** in the Policing Standards Manual will observe the following format:

**Rationale**

Each Standard will contain a brief rationale section which explains the reason for developing a **Standard** on this topic.

**Prescribed Standards**

Located within the **Prescribed Standard** section of each **Standard**, you will find one of the following three options:

1) "Not Developed" - At the present time, we do not anticipate the development of a regulation on this topic, as provided by Subsection 135 (1) of the Police Services Act.

2) "To be Developed" - We anticipate the development of a regulation on this topic sometime in the future, as provided by Subsection 135 (1) of the Police Services Act.

3) "Regulation" - At such time as a regulation is developed on this topic, it will be added, in its entirety, to the **Standard**. This will facilitate the easy location and retrieval of the regulation for reference purposes.
Directives

This section will normally not appear in the Standard. This section will only appear in the Standard when a Directive has actually been issued on this topic by the Ministry of the Solicitor General and Correctional Services. Generally, Directives will be temporary policy arising from short-term, geographically isolated, or emergency situations. Directives may also be issued to address an important policing issue pending the development of a Prescribed Standard.

Guidelines

The majority of the Standards contained within this manual will include Guidelines. Guidelines are highly recommended policing practices or a source of new or innovative policing concepts.
<table>
<thead>
<tr>
<th>No.</th>
<th>DATE</th>
<th>INITIALS</th>
<th>No.</th>
<th>DATE</th>
<th>INITIALS</th>
<th>No.</th>
<th>DATE</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08 Sep 92</td>
<td>PSS</td>
<td>29</td>
<td></td>
<td></td>
<td>57</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01 Oct 92</td>
<td>PSS</td>
<td>30</td>
<td></td>
<td></td>
<td>58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10 Dec 92</td>
<td>PSS</td>
<td>31</td>
<td></td>
<td></td>
<td>59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>26 Apr 93</td>
<td>PSS</td>
<td>32</td>
<td></td>
<td></td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>27 Jan 94</td>
<td>PSS</td>
<td>33</td>
<td></td>
<td></td>
<td>61</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>15 Dec 95</td>
<td>PSS</td>
<td>34</td>
<td></td>
<td></td>
<td>62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>35</td>
<td></td>
<td></td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>36</td>
<td></td>
<td></td>
<td>64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>37</td>
<td></td>
<td></td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>38</td>
<td></td>
<td></td>
<td>66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>39</td>
<td></td>
<td></td>
<td>67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>40</td>
<td></td>
<td></td>
<td>68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>41</td>
<td></td>
<td></td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>42</td>
<td></td>
<td></td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td>43</td>
<td></td>
<td></td>
<td>71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>44</td>
<td></td>
<td></td>
<td>72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>45</td>
<td></td>
<td></td>
<td>73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td>46</td>
<td></td>
<td></td>
<td>74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td>47</td>
<td></td>
<td></td>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td>48</td>
<td></td>
<td></td>
<td>76</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td>49</td>
<td></td>
<td></td>
<td>77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td>50</td>
<td></td>
<td></td>
<td>78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td>51</td>
<td></td>
<td></td>
<td>79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td>52</td>
<td></td>
<td></td>
<td>80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td>53</td>
<td></td>
<td></td>
<td>81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td>54</td>
<td></td>
<td></td>
<td>82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td>55</td>
<td></td>
<td></td>
<td>83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td>56</td>
<td></td>
<td></td>
<td>84</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>DATE</td>
<td>INITIALS</td>
<td>No.</td>
<td>DATE</td>
<td>INITIALS</td>
<td>No.</td>
<td>DATE</td>
<td>INITIALS</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>----------</td>
<td>-----</td>
<td>------</td>
<td>----------</td>
<td>-----</td>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>85</td>
<td>113</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>114</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>115</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>116</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>117</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>118</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>119</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>121</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>122</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>123</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>96</td>
<td>124</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>97</td>
<td>125</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>126</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>127</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>128</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>129</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>130</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>131</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>132</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>133</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>134</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>135</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>136</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>137</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>138</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>139</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>140</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAPTER</td>
<td>CONTENTS</td>
<td>LOCATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00 INTRODUCTION</td>
<td>Preface</td>
<td>0000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>How to Use Manual</td>
<td>0000.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Definitions</td>
<td>0000.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Format</td>
<td>0000.03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amendment Record</td>
<td>0000.04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Table of Contents</td>
<td>0000.05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 GENERAL</td>
<td>Accommodation - Building Facilities</td>
<td>0101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accommodation - Cells in Police Stations</td>
<td>0102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oaths and Affirmations</td>
<td>0103</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Political Activity Rights</td>
<td>0104</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 OPERATIONS</td>
<td>General</td>
<td>0201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prisoners - Care and Control</td>
<td>0202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prisoners - Right to Counsel/Privacy</td>
<td>0203</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Missing Persons</td>
<td>0204</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Officer Note Taking</td>
<td>0205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Disaster Response Capability 0206

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>CONTENTS</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pursuits, Police</td>
<td>0207</td>
</tr>
<tr>
<td></td>
<td>Hostage Taking, Armed &amp; Barricaded Persons</td>
<td>0208</td>
</tr>
<tr>
<td></td>
<td>Search of Premises</td>
<td>0209</td>
</tr>
<tr>
<td></td>
<td>Witness Security</td>
<td>0210</td>
</tr>
<tr>
<td></td>
<td>Use of Force - General</td>
<td>0211</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Officer Safety</td>
<td>0212</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Tactical Communication</td>
<td>0213</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Police Challenge</td>
<td>0214</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Empty Hand Techniques</td>
<td>0215</td>
</tr>
<tr>
<td></td>
<td>Labour Disputes</td>
<td>0216</td>
</tr>
<tr>
<td></td>
<td>Police Response to Wife Assault</td>
<td>0217</td>
</tr>
<tr>
<td></td>
<td>Hate Propaganda</td>
<td>0218</td>
</tr>
<tr>
<td></td>
<td>Hate/Bias Crime</td>
<td>0219</td>
</tr>
<tr>
<td></td>
<td>Investigating Stolen/Smuggled Firearms</td>
<td>0220</td>
</tr>
<tr>
<td></td>
<td>Violent Crime - Bail</td>
<td>0221</td>
</tr>
<tr>
<td></td>
<td>Criminal Harassment</td>
<td>0222</td>
</tr>
<tr>
<td>CHAPTER</td>
<td>CONTENTS</td>
<td>LOCATION</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>03 HUMAN RESOURCES</td>
<td>General</td>
<td>0301</td>
</tr>
<tr>
<td></td>
<td>Organization - Structure and Chart</td>
<td>0302</td>
</tr>
<tr>
<td></td>
<td>Personnel Selection</td>
<td>0303</td>
</tr>
<tr>
<td></td>
<td>Equal Opportunity</td>
<td>0304</td>
</tr>
<tr>
<td></td>
<td>Harassment in the Workplace</td>
<td>0305</td>
</tr>
<tr>
<td></td>
<td>Training and Development</td>
<td>0306</td>
</tr>
<tr>
<td></td>
<td>Training - Auxiliary Members</td>
<td>0307</td>
</tr>
<tr>
<td></td>
<td>Performance Appraisal</td>
<td>0308</td>
</tr>
<tr>
<td></td>
<td>Career Development</td>
<td>0309</td>
</tr>
<tr>
<td></td>
<td>Training - Use of Force</td>
<td>0310</td>
</tr>
<tr>
<td></td>
<td>Code of Conduct</td>
<td>0311</td>
</tr>
<tr>
<td>04 EXTERNAL RELATIONS</td>
<td>General</td>
<td>0401</td>
</tr>
<tr>
<td></td>
<td>Media Relations</td>
<td>0402</td>
</tr>
<tr>
<td></td>
<td>Victim Assistance</td>
<td>0403</td>
</tr>
<tr>
<td></td>
<td>Cooperation with other Police Services</td>
<td>0404</td>
</tr>
<tr>
<td>CHAPTER</td>
<td>CONTENTS</td>
<td>LOCATION</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>05 CRIME MANAGEMENT</strong></td>
<td>General</td>
<td>0501</td>
</tr>
<tr>
<td></td>
<td>Collection and Use of Crime Information</td>
<td>0502</td>
</tr>
<tr>
<td></td>
<td>Property</td>
<td>0503</td>
</tr>
<tr>
<td><strong>06 FINANCIAL MANAGEMENT</strong></td>
<td>General</td>
<td>0601</td>
</tr>
<tr>
<td></td>
<td>Financial Accountability - Cash Control</td>
<td>0602</td>
</tr>
<tr>
<td><strong>07 HEALTH &amp; SAFETY</strong></td>
<td>General</td>
<td>0701</td>
</tr>
<tr>
<td></td>
<td>Health and Safety</td>
<td>0702</td>
</tr>
<tr>
<td><strong>08 INFORMATION MANAGEMENT and COMMUNICATIONS</strong></td>
<td>General</td>
<td>0801</td>
</tr>
<tr>
<td></td>
<td>Communications - Radio and Telephone</td>
<td>0802</td>
</tr>
<tr>
<td></td>
<td>Information Services - C.P.I.C.</td>
<td>0803</td>
</tr>
<tr>
<td></td>
<td>Freedom of Information</td>
<td>0804</td>
</tr>
<tr>
<td></td>
<td>Records Management</td>
<td>0805</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Reporting</td>
<td>0806</td>
</tr>
<tr>
<td>CHAPTER</td>
<td>CONTENTS</td>
<td>LOCATION</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>09 COURT ACTIVITIES</td>
<td>General</td>
<td>0901</td>
</tr>
<tr>
<td></td>
<td>Court Security</td>
<td>0902</td>
</tr>
<tr>
<td>10 EQUIPMENT</td>
<td>General</td>
<td>1001</td>
</tr>
<tr>
<td></td>
<td>Condition of Uniforms and Equipment</td>
<td>1002</td>
</tr>
<tr>
<td></td>
<td>Body Armour</td>
<td>1003</td>
</tr>
<tr>
<td></td>
<td>Secure Holster</td>
<td>1004</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Impact Weapons</td>
<td>1005</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Aerosol Weapons</td>
<td>1006</td>
</tr>
<tr>
<td></td>
<td>Use of Force - Service Handgun</td>
<td>1007</td>
</tr>
<tr>
<td></td>
<td>Traffic Radar</td>
<td>1008</td>
</tr>
<tr>
<td></td>
<td>Handgun Safe Storage</td>
<td>1009</td>
</tr>
<tr>
<td>11 INDEX</td>
<td>Alphabetical Subject Index</td>
<td>1100</td>
</tr>
</tbody>
</table>
Rationale

In addition to meeting the requirements of the Municipal Act, the Occupational Health and Safety Act, and the Police Services Act, the provision of clean, comfortable, safe and secure facilities for the police service is paramount to the image of the police and the confidence the public has in the police service. The morale of police service members and the requirement to provide a private area for interviews with prisoners and staff are also primary considerations.

Prescribed Standards

Not Developed

Guidelines

0101.0

The accommodation supplied by the Governing Authority to house the police service is strategically located, clearly identified and provides:

a. Sufficient space for the efficient organization of police offices and equipment;

b. Separate or private area for interview purposes;

c. Adequately heated, ventilated, illuminated and, where practical, air conditioned quarters;

d. Adequate lockers and washroom facilities;

e. Lunchroom facilities for those members of the police service required to eat lunch at the station;
f. Safe means of entrance to members of the public, including the physically challenged, the police and, in particular, police officers escorting prisoners;

g. Adequate security for critical areas of operation, including C.P.I.C. equipment and records, communications equipment, records, firearms, evidence, and all property in the possession of the police;

h. Adequate parking for public, physically challenged and operational police vehicles and, where practical, private vehicles of on-duty police personnel.
Rationale

The Canadian Charter of Rights and Freedoms guarantees everyone the right to personal security even when in police custody. Cells in police stations, therefore, must be safe and secure to ensure the spirit of the law is fulfilled and provides accommodation which is acceptable by today's standards.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 3 of the Police Services Act.

Guidelines

0102.01 Cell accommodations are adequately monitored, safe, secure, heated, ventilated and illuminated, equipped with a bunk, sanitary toilet facilities, and are in accordance with fire regulations.

0102.02 The minimum cell size is 7' x 4'6" x 7' high.

0102.03 Separate detention facilities are provided for male, female and young offenders.

0102.04 Cell area is clean and tidy.

0102.05 Fire extinguishers are secure and readily available in the cell area, but out of reach of the person in custody.

0102.06 Where smoke detectors are installed, they are in accordance with local Fire Standards.

0102.07 Toilet facilities are provided in each cell.
0102.08 No unsafe conditions exist, including means of attaching ligatures.

0102.09 Cells are designed to facilitate adequate monitoring which could include video monitoring.

0102.10 First aid equipment, including airways for mouth to mouth resuscitation, are readily available.

0102.11 Cells are private - separate from public view.

0102.12 Facilities accommodate confidential interviews with legal counsel.

0102.13 Proper area for prisoner processing is provided.

0102.14 Cell keys are in a secure location and master or duplicate keys are available.

0102.15 Area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present.

0102.16 A means of communicating with the main desk area and/or the Communication Centre has been provided.
Rationale

The Police Services Act requires a police officer [Section 45], an auxiliary member [Subsection 52(6)], a special constable [Subsection 53(9)] and a First Nations Constable [Subsection 54(8)] to take an oath or affirmation of office and secrecy before entering their respective duties. Section 32 of the Act also requires a member of a municipal police services board to take an oath or affirmation of office.

Subsection 135 (1), Paragraphs 1 and 7 of the Police Services Act, provides for the development of a regulation which sets out the form for the oath or affirmation of office and secrecy.

Prescribed Standard

O. Reg 144/91 made under the Police Services Act

OATHS AND AFFIRMATIONS

1. The oath or affirmation of office to be taken by a member of the board shall be in one of the following forms:

    I solemnly swear (affirm) that I will be loyal to Her Majesty the Queen and to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, discharge my duties as a member of the (insert name of municipality) Police Services Board faithfully, impartially and according to the Police Services Act, any other Act, and any regulation, rule or by-law.

    So help me God. (Omit this line in an affirmation.)

    or
I solemnly swear (affirm) that I will be loyal to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, discharge my duties as a member of the (insert name of municipality) Police Services Board faithfully, impartially and according to the Police Services Act, any other Act, and any regulation, rule or by-law

So help me God. (Omit this line in an affirmation.)

(O. Reg. 499/95)

2. The oath or affirmation of office to be taken by a police officer, special constable or First Nations Constable shall be one of the following forms:

I Solemnly swear (affirm) that I will be loyal to Her Majesty the Queen and to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, preserve the peace, prevent offences and discharge my other duties as (insert name of office) faithfully, impartially and according to law.

So help me God. (Omit this line in an affirmation.)

or

I solemnly swear (affirm) that I will be loyal to Canada, and that I will uphold the Constitution of Canada and that I will, to the best of my ability, preserve the peace, prevent offences and discharge my other duties as (insert name of office) faithfully, impartially and according to law.

So help me God. (Omit this line in an affirmation.)

(O. Reg. 499/95)
3. The oath or affirmation of office to be taken by an auxiliary member of a police force shall be in one of the following forms:

I solemnly swear (affirm) that I will be loyal to her Majesty the Queen and to Canada, and that I will uphold the Constitution of Canada and that, when authorized to perform police duties by the chief of police, I will discharge my duties as an auxiliary member of the (insert name of police force) faithfully, impartially and according to law.

So help me God. (Omit this line in an affirmation.)

or

I solemnly swear (affirm) that I will be loyal to Canada, and that I will uphold the Constitution of Canada and that, when authorized to perform police duties by the chief of police, I will discharge my duties as an auxiliary member of the (insert name of police force) faithfully, impartially and according to law.

So help me God. (Omit this line in an affirmation.)

(O. Reg. 499/95)

4. The oath or affirmation of secrecy to be taken by a police officer, auxiliary member of a police service, special constable or First Nations Constable shall be in the following form:

I solemnly swear (affirm) that I will not disclose any information obtained by me in the course of my duties as (insert name of office), except as I may be authorized or required by law.
So help me God. (Omit this line in an affirmation.)

Guidelines

Not Developed
**Rationale**

In order to ensure the rights of all Ontarians to receive the same high degree of impartial and politically neutral policing services, while at the same time guaranteeing the individual rights of municipal police officers as members of their communities, the political activity rights of municipal police officers must be clearly defined.

Municipal police officers are permitted to engage in most political activities while off duty and not in uniform, and to express views as long as they do not associate their position as a police officer with the issue or represent their views as those of the police service.

Subsection 135 (1), Paragraphs 1 and 12 of the Police Services Act provides for the development of a regulation respecting the political activities in which municipal police officers are permitted to engage.

**Prescribed Standards**

O. Reg. 554/91 made under the Police Services Act

**POLITICAL ACTIVITIES OF MUNICIPAL POLICE OFFICERS**

1. A municipal police officer may,

   (a) vote in an election;

   (b) be a member of or hold office in a political party or other organization engaged in political activity;

   (c) make contributions of money or goods to,
(i) a political party or other organization engaged in political activity, or

(ii) a candidate in an election.

2. (1) A municipal police officer who is not on duty and who is not in uniform may engage in the following political activities:

1. Expressing views on any issue not directly related to the police officer’s responsibilities as a police officer, as long as the police officer does not,

i. associate his or her position as a police officer with the issue, or

ii. represent the views as those of a police service.

2. Attending and participating in a public meeting, including,

i. a meeting with elected representatives or government officials, or

ii. a meeting with candidates in an election.

3. Attending and participating in a meeting or convention of a political party or other organization engaged in political activity.

4. Canvassing on behalf of a political party or other organization engaged in political activity, or on behalf of a candidate in an election, as long as the
police officer does not solicit or receive funds on behalf of the party, organization or candidate.

5. Acting as a scrutineer for a candidate in an election.

6. On the polling day of an election, transporting electors to a polling place on behalf of a candidate.

7. Engaging in any other political activity, other than,

i. soliciting or receiving funds, or

ii. political activity that places or is likely to place the police officer in a position of conflict of interest.

(2) The expression of views in the course of an activity referred to in Paragraphs 2 to 7 of Subsection (1) is subject to paragraph 1 of that subsection.

3. If authorized to do so by the police services board or Chief of Police, a municipal police officer may, on behalf of the police service, express views on any issue, as long as the police officer does not, during an election campaign, express views supporting or opposing,

(i) a candidate in the election or a political party that has nominated a candidate in the election, or

(ii) a position taken by a candidate in the election or by a political party that has nominated a candidate in the election; and
subject to Clause (a), attend and participate in a public meeting.

4. (1) Subject to Subsection (2), a municipal police officer may,

(a) be appointed to or be a candidate for election to a local board as defined in the Municipal Affairs Act, other than a police services board;

(b) serve on a local board as defined in the Municipal Affairs Act, other than a police services board; and

(c) engage in political activity related to the appointment, candidacy or service referred to in Clause (a) or (b).

(2) Subsection (1) does not apply if the appointment, candidacy or service,

(a) interferes with the police officer's duties as a police officer; or

(b) places or is likely to place the police officer in a position of conflict of interest.

5. (1) Subject to Subsection (2), a municipal police officer other than a Chief of Police or Deputy Chief of Police may be a candidate in,

(a) a federal or provincial election; or

(b) an election for the office of head of a municipal council or member of a municipal council.
(2) A municipal police officer who proposes to become a candidate under Subsection (1) shall apply to the board with which he or she is employed for a leave of absence without pay for a period of not more than sixty days ending on the polling day of the election.

(3) Every application for a leave of absence under Subsection (2) shall be approved by the board.

(4) A municipal police officer on a leave of absence under Subsection (2) may engage in political activity related to the election.

(5) A municipal police officer who is elected to an office in an election referred to in Subsection (1) shall resign as a police officer before serving in the office to which he or she was elected.

(6) If a person who resigned as a police officer under Subsection (5) ceases to hold the office to which he or she was elected within six years after the resignation and, within three months after ceasing to hold the office, applies to the police service for appointment to his or her former position or to another position of lesser rank for which he or she is qualified under Section 43 of the Act, the police service shall appoint the person to the position on its next becoming vacant.

(7) A leave of absence under Subsection (2) and the period between a resignation under Subsection (5) and an appointment under Subsection (6) shall be deemed not to interrupt the continuous service of a police officer, but the length of the leave of absence and the length of the period between the resignation and the appointment shall not be included in any
computation of the length of the police officer’s continuous service.

**Guidelines**

Not Developed
Chapter Two of the Policing Standards Manual will cover Operational Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle critical police operational matters (e.g., Hostage Taking, Police Pursuits and Disaster Response Capabilities).
Rationale

While the secure custody of a prisoner is a primary duty of police personnel, it is imperative that everything possible be done to ensure the rights of the individual are maintained. This includes the right to counsel, as well as the right to humane treatment and in the case of apparently sick or injured persons, immediate medical or hospital care.

Prescribed Standards

Not Developed

Guidelines

0202.01
The police service exercises care and control over prisoners in accordance with a written policy from the Chief of Police/Commissioner of the O.P.P. The written policy requires that:

a. Immediate medical attention is obtained for unconscious prisoners or prisoners who appear ill or injured, and in obvious need of medical assistance.

b. An arrest record for each prisoner is properly maintained which documents the detention of a prisoner from arrest to release or transfer. It includes, in addition to normal identifying information, a record of any injuries, medication required, property seized, telephone calls, potential for suicide, or any other information which would assist custodial personnel to adequately care for the prisoner. This information is provided to any facility to which the prisoner is transferred.
c. Personal property, such as belts, ties, shoe laces or any article with which a prisoner could cause harm are removed.

d. A system of recording the removal and return of prisoner's property is in place, which includes the provision for the prisoner to sign acknowledging the return of property.

e. Monitoring and physical checking of prisoners by police officers or trained custodial staff is carried out.

f. Prisoners are fed at regular meal times.

0202.02 Special care is exercised with prisoners who are known or suspected of being mentally ill or suicidal to prevent injury to themselves or others.

0202.03 Prisoners are permitted reasonable use of the telephone.

0202.04 Under normal circumstances, prisoners should be searched by a police officer or custodial staff of the same sex.
Rationale

One of the basic rights of a person who has been arrested is to retain a lawyer. Prisoners must be allowed to discuss their case in private, either in person or on the telephone with a lawyer.

Facts or information obtained may be rejected by the courts where the provisions of the Canadian Charter of Rights and Freedoms have not been followed.

Prescribed Standards

Not Developed

Guidelines

0203.01 A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that the police service has a procedure in place concerning a prisoner’s right to counsel and privacy. The written policy requires that:

a. Members of the police service ensure that the rights of a prisoner to retain counsel are promptly met and the opportunity to meet with counsel for private consultation, in person or by telephone, is provided.

b. The rights to counsel of a prisoner are posted in the prisoner reception and lockup areas. The rights to counsel will use the following wording in the form of a posted notice:
NOTICE TO PERSONS IN CUSTODY

Right to Counsel

You have the right to retain and instruct counsel without delay.

You have the right to telephone any lawyer you wish. You also have the right to free advice from a legal aid lawyer.

If you are charged with an offence, you may apply to the Ontario Legal Aid Plan for assistance.

1-800-265-0451 is a toll free number that will put you in contact with a Legal Aid Duty Counsel Lawyer for free legal advice right now.

Do you understand?, Do you wish to call a lawyer now?

Where local circumstances dictate, the rights of a prisoner are posted in commonly used languages.

c. There is a telephone available for reasonable use by prisoners.

d. There is an area where lawyers can have private conversations with their clients.
e. All officers have been issued a current "Right to Counsel Card", or the memo book issued to them contains the proper wording.
**Rationale**

Many persons reported missing are young people who in some cases may be the victim of an abduction or elderly people who may suffer from exposure. It is important therefore that all personnel be familiar with the procedure to be followed and respond quickly and fully to all reports. If criticism subsequently arises, it can be answered only if every step is fully documented.

**Prescribed Standards**

Not Developed

**Guidelines**

0204.01  
A written policy from the Chief of Police/Commissioner of the O.P.P. assures that investigations are conducted fully and properly. The written policy requires that:

a. The initial report and all subsequent investigations are completely documented.

b. The resources of C.P.I.C. are fully utilized.

c. Reports of missing persons who have not been located remain on file and are regularly reviewed.

0204.02  
If the police service is in need of special investigative expertise, equipment or additional staff, the assistance of the Ontario Provincial Police or other Municipal Police Services which can provide this assistance is available. An arrangement between the police services is in place to ensure such cooperation.
0204.03  All local resources, both public and private, are fully utilized when the need arises.

0204.04  Special care is taken to keep the person reporting the occurrence fully informed of the investigation, and a written record is maintained of such contacts.
Rationale

The police officer's notebook is a chronological record of activities during that officer's tour of duty. In many cases it becomes a critical document at trials and hearings where it is subject to close scrutiny. The standard has been set so that the integrity of the notebook can be maintained.

Prescribed Standards

Not Developed

Guidelines

0205.01

A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that all police officers assigned to patrol or investigative functions keep a notebook. The written policy provides that:

a. All police officers assigned to patrol or investigative functions keep sufficient notes of their activities and observations to assist them in giving satisfactory evidence in the prosecution of persons charged with offenses and to satisfactorily account for their daily activities.

b. A written authorization by the Chief of Police/Commissioner of the O.P.P. exists for special circumstances where a police officer is exempt from the normal requirement of keeping a notebook.

c. Note taking practices are in accordance with procedures taught to police officers attending the Ontario Police College.
d. Notes are reviewed and initialed regularly by the supervisor.

e. Notes are kept in a bound notebook, with numbered pages.

f. An officer's notebook is the property of the police service and is surrendered to a supervisor upon request, resignation or retirement.

g. Notebooks are stored in a safe location in accordance with the police service’s policy and are available when needed. The retention schedule of the police service applies to police officers' notebooks.
Rationale

The Emergency Plans Act provides authority for municipalities to develop emergency plans, and to enact a by-law formalizing these plans. With the exception of designated municipalities (those within a 10 kilometre radius of a nuclear facility) which must prepare a plan, developing a plan is not compulsory.

A 1989 survey conducted by Emergency Planning Ontario indicated that approximately 520 of Ontario’s 839 municipalities had prepared an emergency plan.

Municipalities which have not prepared a plan should be encouraged to do so.

The planning process, and subsequent tests or exercises, should involve all facets of the municipality - police, fire and ambulance, public works, public utilities, transportation, social services, hospitals, and institutions (such as schools and school boards, homes for the aged and nursing homes). If volunteer organizations are to be included in the response, they too should be part of the plan development process.

It is important that both individual officers and the police service as a whole are in a position to respond efficiently and effectively to emergency situations, preventing or lessening the loss of life, injury and community disruption. The ability to interact and communicate with other emergency responders such as fire and ambulance departments can increase the effectiveness of the entire operation, as can the ability to work with municipal officials to conduct a co-ordinated emergency response.
While a written plan is not mandatory, it should be encouraged, and senior members of the police service should make every effort to ensure that the municipality prepares a plan and tests it on a regular basis.

Within the police service, prior designation and identification of command and/or co-ordinating officers, and involving them in the planning and testing process will do much to ensure not only that the police role at the scene will be filled adequately, but that a co-ordinated response is achieved.

**Prescribed Standards**

Not Developed

**Guidelines**

0206.01 There is a written plan. Municipalities should have a disaster response plan in place. If the Municipality does not have a plan, the police service should encourage the Municipality to develop a plan. Should this not be possible, the police service should develop its own police plan for disaster response.

0206.02 The police service is involved in reviewing and testing of the plan on an annual basis.

0206.03 Where the size and/or resources of the police service would prevent an adequate response, arrangements for requesting assistance from other police services are in place.

0206.04 Command/co-ordinating positions are identified.

0206.05 There is an up-to-date call-out list of personnel.
There is an up-to-date contact list for:

a. Head of Council  
b. Chief Administrative Officer/Clerk  
c. Police  
d. Fire  
e. Ambulance  
f. Public Works  
g. Hospital(s)  
h. Social Services  
i. Emergency Shelters (schools, community centres, etc.)  
j. Public utilities (gas, electrical, telephone)  
k. Other contacts deemed appropriate

All senior operational officers have a copy of the current plan.

All officers have received training on the procedures in place for emergency response.

Communications systems of all agencies are tested regularly, including the emergency operations centre and mobile command posts.

A copy of the current plan is available to Communication Centre personnel. If the Communication Centre dispatches for a neighbouring police service, a copy of the neighbouring police service’s current plan is also available.
Rationale

Police pursuits have long been identified as a difficult issue with the need to strike a balance between the public safety of initiating or continuing a pursuit, against the public safety in not initiating or continuing a pursuit.

The intent of this standard is to strike a balance between these competing interests. This standard limits police pursuits, to a measure of "last resort" and at the same time, standardizes police pursuits across the province.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 20 of the Police Services Act.

Directive

0207.01 DEFINITION

a. A police pursuit occurs when a police officer attempts to stop a vehicle and the driver refuses to obey the officer, following which the officer pursues for the purpose of stopping the vehicle, or identifying the vehicle.

0207.02 STATEMENT OF PRINCIPLES

a. Public safety is the paramount consideration in any decision to initiate, continue, or discontinue a police pursuit.
b. Public safety represents a balance which may change rapidly and must be continually assessed.

c. A police pursuit is the choice of last resort and will be considered only when other alternatives are unavailable or unsatisfactory.

d. Police pursuits may be initiated where the police officer has reason to believe a criminal offence has been or is about to be committed.

e. In cases involving suspected non-criminal offenses police pursuits may be initiated only for the purposes of identifying the vehicle. In these cases, police pursuits shall be discontinued upon vehicle identification.

0207.03 FACTORS TO CONSIDER

a. In assessing whether to initiate, to continue or to discontinue a police pursuit, the police officer, supervisor or any other authorized person monitoring the pursuit must continually assess the following factors and how they influence the effect of a police pursuit on the balance of public safety:

1. the nature of the offence;

2. the availability of other methods of apprehension;

3. the age of the driver;

4. the manner in which the driver is operating his or her vehicle;
5. the presence of pedestrians or other traffic;

6. the presence in the pursued vehicle of passengers who are not suspects;

7. the presence in the police vehicle of non-police passengers;

8. the length of time or distance involved in the pursuit;

9. the nature and apparent condition of the vehicles involved in the pursuit;

10. the limits on the police officer's ability to operate his or her vehicle; and

11. the nature and condition of the area travelled.

**0207.04 SPECIAL RESTRICTIONS**

a. Police officers will not discharge a firearm for the sole purpose of attempting to stop a vehicle.

b. The deliberate ramming of a police vehicle into a pursued vehicle is prohibited.

c. Unmarked vehicles shall not be used in police pursuits except where a marked car is not immediately available and apprehension is required.

d. No police officer shall engage in a police pursuit unless trained in a course approved by the Ontario Police College. This restriction is effective January 1, 1991.
0207.05 POLICE PURSUIT MANAGEMENT AND CONTROL

a. The responsibility for the safe conduct of a police pursuit rests with the individual police officer, the dispatcher, and the supervisor or any other authorized person monitoring the pursuit.

Dispatcher Responsibilities

a. Upon commencing a pursuit, a police officer shall notify the dispatcher who shall:

1. advise other units of the pursuit;
2. notify the appropriate supervisor, where one is available;
3. control radio communications during the pursuit;
4. inform other police services in the vicinity that a pursuit is in progress in order to ensure maximum coordination and cooperation; and
5. notify the appropriate supervisor when the pursuit is discontinued.

Supervisor Responsibilities

a. When a supervisor or other authorized person has been notified by the dispatcher, that person shall:
1. assume control of the pursuit;

2. monitor the progress of the pursuit to ensure compliance with this guideline;

3. order additional units to assist, if necessary;

4. order unnecessary units to resume normal patrol;

5. order alternative tactics, if possible;

6. order discontinuation of the pursuit if time, distance, road traffic conditions, or other circumstances warrant; and

7. conduct a follow-up review of procedures.

b. Where more than one jurisdiction is involved, the responsible supervisor is the supervisor in the jurisdiction where the pursuit is ongoing.

0207.06 REPORTING OF PURSUITS

a. Each police service is accountable for the conduct of pursuits according to this directive. To enhance this accountability, reports on all pursuits, on a form to be prescribed, will be submitted to Ministry of the Solicitor General and Correctional Services.

1. All police services will report monthly to the Ministry of the Solicitor General and Correctional Services on all circumstances related to pursuits initiated, discontinued and completed.
2. Where a pursuit results in serious injury or death, an investigation may be conducted by the Special Investigations Unit of the Ministry of the Attorney General and Correctional Services, as provided by Section 113(5) of the Police Services Act.

3. Where a pursuit has covered more than one jurisdiction, the police service in the jurisdiction where the pursuit began shall ensure coordination of a joint report to the Ministry of the Solicitor General and Correctional Services.

Guidelines

Not Developed
**Rationale**

An incident involving armed persons who barricade themselves or take a hostage poses a serious threat. The response by members of the police service, or a number of police services, can also generate a number of onlookers increasing the hazard to police as well as the public.

A guideline, preparing the police service to respond in a highly professional manner, will reduce the danger to all concerned. Providing negotiators, emergency response units, and an emergency response plan will enhance the potential for a successful conclusion.

**Prescribed Standards**

Not Developed

**Guidelines**

**0208.01**

A written policy from the Chief of Police/Commissioner of the O.P.P. sets out procedures for dealing with hostage or armed and barricaded person incidents. The written policy requires that:

a. There is a plan in place, or such incidents are provided for in other emergency response plans. Plans are readily available to dispatchers and supervisors. If the Communication Centre dispatches for a neighbouring police service, a copy of the neighbouring police service’s current plan is available to dispatchers.

b. The procedures are regularly reviewed and updated.
c. The procedures require that a trained hostage negotiator and trained incident commander be available from within the police service or from another police service.

d. A call-out list of specially trained members of the police service, including a response unit, negotiators, interpreters, tactical units and other special units as appropriate, or a contact person at a police service who can supply them, is available on a 24-hour basis.

0208.02  A police service which does not possess a special emergency response unit will make arrangements with the Ontario Provincial Police or another municipal police service to provide such a response unit, should an incident develop requiring such expertise and equipment.

0208.03  A written protocol is in place establishing the procedures to be followed to obtain assistance, as well as the command structure, lines of authority and responsibilities of the participating police services.

0208.04  There exists a record of the training received by various members of response teams of all police services which may be involved.

0208.05  Where a protocol for joint response is in place, records exist confirming joint training.
Rationale

The Canadian Charter of Rights and Freedoms protects all persons in Canada against unreasonable search and seizure. The existence of legal and administrative parameters not only assist the police in avoiding unnecessary criticism or civil action, but they will provide assurance to the public that the police are committed to fulfilling their enforcement responsibilities while fully respecting the rights of the community they are sworn to serve.

Prescribed Standards

Not Developed

Guidelines

0209.01

A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that searches of premises and persons found therein are conducted by members of the police service in a lawful manner and in accordance with established procedures. The written policy requires that:

a. Searches of premises are planned, organized, supervised and conducted, in accordance with current law.

b. Sufficient personnel are employed to control the search and provide adequate security.

c. Proper records are kept, seized property is satisfactorily identified and returned to the owner as soon as feasible.
d. The progress of the search is thoroughly documented.

e. Where returns are required, they are made to the appropriate court.

f. Searches of persons found in the premises, are conducted with due consideration to the possible embarrassment of the subjects of the search and, wherever possible, not in the public view.

g. Under normal circumstances, persons are searched by a police officer or custodial staff of the same sex.
Rationale

Occasionally witnesses required to testify in serious criminal cases place their lives, or the lives of their families, in considerable danger. It is important that police officers be aware of their responsibilities regarding the safety of witnesses and the protection of their identities (if they are not already known) in order to maintain the public's respect for and co-operation with the criminal justice system.

The programs in place for witness security are very complex. Consequently, police services with sufficient resources must establish in-house expertise and a network of readily available advisors to assist all police services in Ontario. This network will ensure that the integrity of the system is maintained and create the greatest potential for safeguarding witnesses at risk.

Prescribed Standards

Not Developed

Guidelines

0210.01 A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that the police service has a procedure on how to avail themselves of the provisions of the Witness Protection Program, including the steps to be taken and who will be responsible for initiating the action. The written policy requires that:

a. All members of the police service who may become involved in the investigation of serious crime are aware
of the provisions of the federal and provincial Witness Protection Programs.

b. Police services with over 100 officers have designated at least one Witness Protection Liaison officer. Where the size of the police service does not permit designation of such a person, arrangements have been made for a contact person in a neighbouring police service.

c. Police officers designated as Witness Protection Liaison officers have received training from the Ministry of the Solicitor General and Correctional Services' Criminal Intelligence Service Ontario.
Rationale

Police officers are required in the course of their duties to use force to protect the public, and themselves. They are granted special powers by the Criminal Code to use the least force necessary to carry out their duties. Although the vast majority of incidents can be resolved by very low levels of force, at times it is necessary for police to use potentially injurious, or lethal force. Although the law grants police these responsibilities, police are also accountable under the Criminal Code, and the Police Services Act, to use the minimum force necessary to resolve a potentially dangerous situation.

It is necessary that police officers be equipped and trained to use a range of force options which permit the safe resolution of many types of incidents. The options selected for use in Ontario are intended to provide a police officer with a reasonable range of methods for dealing with a wide variety of incidents, while maximizing public safety.

Although federal and provincial legislation is intended to form the foundation of Ontario's use of force policies for police, they are only the basis, and not a substitute, for detailed local policy. Every police service should have use of force policies based on this standard, but which further address community concerns.

The options approved for use in Ontario are response options. They are meant to be used by police officers, to gain control of a subject who is resistant, assaultive, or displaying life-threatening behaviour. They are for use only in response to aggression, and have been selected to allow officers a highly flexible range of responses. This diversity of response options is intended to enhance both public and officer safety.
Prescribed Standards

O. Reg 926 made under the Police Services Act

EQUIPMENT AND USE OF FORCE REGULATION

1. This Regulation applies to police services established under the Act.

2. In this Regulation,
   (a) "board" means a municipal police services board;
   (b) "firearm" means a firearm as defined in Section 84 of the Criminal Code (Canada);
   (c) "handgun" means a pistol that may be carried under Section 3.

FIREARM

3. (1) Subject to Subsections (5) and (6), where the Commissioner or a Chief of Police carries a handgun or authorizes a member of a police service under his or her control or administration to carry a handgun, the handgun
issued and carried shall meet the technical specifications set out in the Table to this section.

(2) No member of a police service issued a handgun shall alter or modify the handgun issued to him or her.

(3) Subject to Subsections (5) and (6), the ammunition issued for a handgun,

(a) shall be factory loaded;

(b) shall be of a jacketed hollow point configuration for the bullets described in paragraphs 1 and 2 of clause (d) and shall be of a hollow point configuration for the bullets described in paragraph 3 of clause (d);

(O. Reg. 361/95)

(c) shall be in magazines unmodified as supplied by the handgun manufacturer; and

(d) shall, until February 3, 1999, meet one of the following specifications and after that date shall meet the specifications set out in paragraph 1 or 2:

1. calibre: 9 X 19 mm
   weight: 115 to 147 grains
   muzzle velocity: not less than 950 feet per second when fired from a four inch barrel
2. calibre: \(0.40\) S & W  
weight: 155 to 180 grains  
muzzle velocity: not less than 950 feet per second  
penetration: no less than 12 inches and no more than 18 inches in 10 percent gelatin when fired from a four inch barrel at a distance of three metres.
penetration: no less than 12 inches and no more than 18 inches in 10 percent gelatin when fired from a four
inch barrel at a distance of three metres.
(O. Reg. 361/95)

(4) Every member of a police service who is issued a handgun shall be issued a minimum of three full magazines, one of which shall be loaded in the handgun while the member is on duty.

(5) The Commissioner of Chief of Police, or any other police officer designated for the purpose by the commissioner or Chief of Police, may authorize a member of a police service under his or her control or administration to carry, for a special purpose, a firearm, except a revolver, of a type other than that permitted by Subsection (1).

(6) The Commissioner or chief of police, as the case may be, may authorize on such terms and for such periods as he or she considers appropriate, but not later than February 3, 1999, the continued carrying of a revolver that was permitted under this Regulation before February 3, 1994 and “handgun” in sections 9, 10 and 14.5 shall be deemed to include a revolver permitted under this subsection.

(6.1) The Commissioner or chief of police, as the case may be, may authorize on such terms and for such periods as he or she considers appropriate, but not later than December 31, 1995, the continued issue of ammunition that was permitted under this Regulation on the day before this subsection came into force.

(O. Reg. 361/95)
### TABLE

Technical Specifications for Handguns

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Weapon type</strong></td>
</tr>
<tr>
<td></td>
<td>i. Semi-automatic pistol,</td>
</tr>
<tr>
<td></td>
<td>A. that requires a single consistent trigger pressure of less than 8 pounds and not more than 13 pounds to discharge the weapon on each shot, and</td>
</tr>
<tr>
<td></td>
<td>B. all the safety features of which are housed within or are a part of the trigger system.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Calibre</strong></td>
</tr>
<tr>
<td></td>
<td>i. 9 X 19 mm, or</td>
</tr>
<tr>
<td></td>
<td>ii. .40 S &amp; W</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Barrel length</strong></td>
</tr>
<tr>
<td></td>
<td>i. Minimum 90 mm (3.5&quot;)</td>
</tr>
<tr>
<td></td>
<td>ii. Maximum 130 mm (5&quot;)</td>
</tr>
</tbody>
</table>
4. Finish
   i. Corrosion-resistant
   ii. Non-reflective

5. Sights
   i. Fixed metal
   ii. Self-luminating

6. Operation
   i. The slide remains locked fully open after the last round in the magazine is fired.
   
   ii. The pistol has an external device that allows the slide to be manually locked open.
   
   iii. The pistol has a drop safety protection capable of preventing an accidental discharge when dropped from a height of four feet.

(7) A board shall not,

   (a) give away revolvers that were permitted under this Regulation immediately before February 3, 1994; or
(b) enter into an agreement to sell, lease, trade or otherwise dispose of revolvers that were permitted under this Regulation immediately before February 3, 1994.

(8) Clause (7) (b) does not apply in respect of an agreement to dispose of revolvers in order that they be destroyed.

(9) Despite Subsection (7), the board may give away or sell a revolver described in that subsection if,

(a) the board is of the opinion that the revolver is of educational or historical value; and

(b) the board first obtains the approval of the Solicitor General to the gift or sale.

4. Before a firearm is issued to a member of a police service, the Commissioner or Chief of Police, as the case may be, shall satisfy himself or herself that the member has successfully completed the training required by Section 14.2 and is competent in the use of the firearm.

5. Revoked

6. Revoked

7. Revoked
8. Revoked

9. A member of a police service shall not draw a handgun or discharge a firearm unless he or she believes, on reasonable grounds, that to do so is necessary to protect against loss of life or serious bodily harm.

9.1 Sections 3 to 9 do not apply to a member of a police service when engaged in a training exercise, target practice or ordinary weapon maintenance in accordance with the rules of the police service.

10. Despite Section 9, a member of a police service may discharge a handgun or other firearm,

(a) to call for assistance in a critical situation, if there is no reasonable alternative; or

(b) to destroy an animal that is potentially dangerous or is so badly injured that humanity dictates that its suffering be ended.

11. (1) Unless otherwise directed by the board, the Chief of Police or a superior officer, a member of a police service who is accompanying and supervising an auxiliary member of the police service may issue to the auxiliary member a firearm, except a revolver, if he or she believes that they are entering into a situation in which it is necessary that the auxiliary member be armed to protect against loss of life or serious bodily harm.
(2) Sections 4 to 10, Sections 12 and 13 and Sections 14.2 to 14.5 apply to an auxiliary member to whom a firearm is issued under Subsection (1).

12. Where a member of a police service, other than the Commissioner or Chief of Police, unintentionally or intentionally, except on a target range or in the course of ordinary weapon maintenance, discharges his firearm, the Commissioner or Chief of Police, as the case may be, shall immediately cause an investigation to be made into the circumstances.

13. (1) Where a member of a police service, other than the Commissioner or Chief of Police, by the discharge of a firearm in the performance of his duty, kills or injures another person, the Commissioner or Chief of Police, as the case may be, shall immediately cause an investigation to be made into the circumstances.

(2) A report on the investigation shall be submitted,

(a) to the Solicitor General, in the case of an investigation by the Commissioner; or

(b) to the board, in the case of an investigation by the Chief of Police.

(3) The Solicitor General or the board shall, as soon as practicable, review the report and make such further inquiries as the Solicitor General or the board considers appropriate.
(4) The board shall file with the Solicitor General a copy of any report submitted to it under Subsection (2), together with a report on any additional inquiries made by the board.

(5) If the Commissioner discharges a firearm in the performance of his or her duty, the Commissioner shall promptly report the matter to the Solicitor General and the Solicitor General shall cause an investigation to be made into the circumstances.

(6) If a Chief of Police discharges a firearm in the performance of his or her duty, the Chief of Police shall promptly report the matter to the board and the board shall cause an investigation to be made into the circumstances and shall file a report on the investigation with the Solicitor General.

OTHER WEAPONS

14. (1) A member of a police service shall not use a weapon other than a firearm on another person unless,

(a) that type of weapon has been approved for use by the Solicitor General;
(b) the weapon conforms to technical standards established by the Solicitor General; and

(c) the weapon is used in accordance with standards established by the Solicitor General.

(2) Subsection (1) does not apply to the use of a weapon on another member of the police service in the course of a training exercise in accordance with the rules of the police service.

(3) **This section comes into force on the 1st day of March, 1993.**

14.1 (1) Subject to Subsection (2), a member of a police service shall not use any gas, chemical or aerosol weapon.

(2) Subject to Section 12,

(a) the use of the substance commonly known as tear gas is permitted if it is not applied intentionally in concentrated form directly to the person; and

(b) the use of an aerosol weapon is permitted if the active ingredient is not a gas or chemical.

**TRAINING IN THE USE OF FORCE**

14.2 (1) A member of a police service shall not use force on another person unless the member has
successfully completed a training course on the use of force.

(2) A member of a police service shall not carry a firearm unless, during the twelve previous months, the member has successfully completed a training course on the use of firearms.

14.3 (1) Every police service shall ensure that, at least once every twelve months,

(a) every member of the police service who may be required to use force on other persons receives a training course on the use of force;

(b) every member of the police service who is authorized to carry a firearm receives a training course on the use of firearms.

(2) The police service shall maintain written records of the training courses taken by members of the police service on the use of force and the use of firearms.

(3) **This section comes into force on the 1st day of June, 1994.**

14.4 The training courses referred to in Sections 14.2 and 14.3 shall include training on the following matters:

1. Legal requirements.
2. The exercise of judgment.


4. Theories relating to the use of force.

5. Practical proficiency.

REPORTS ON THE USE OF FORCE

14.5 (1) A member of a police service shall submit a report to the Chief of Police or Commissioner whenever the member,

(a) draws a handgun in the presence of a member of the public, excluding a member of the police service while on duty, or discharges a firearm;

(b) uses a weapon other than a firearm on another person; or

(c) uses physical force on another person that results in an injury requiring medical attention.

(2) The report shall be in Form 1.

(3) Subsection (1) does not apply when,

(a) a handgun is drawn or a firearm is discharged in the course of a training exercise, target practice or ordinary firearm maintenance in accordance with the rules of the police service;
(b) a weapon other than firearm is used on another member of a police service in the course of a training exercise in accordance with the rules of the police service; or

(c) physical force is used on another member of a police service in the course of a training exercise in accordance with the rules of the police service.

(3.1) The Chief of Police or Commissioner shall ensure that Part B of the report is destroyed not later than thirty days after the report is submitted.

(3.2) Despite Subsection (3.1), Part B of the reports submitted under Subsection (1) may be retained for an additional period specified by the board or the Commissioner, as the case may be, if the board or the Commissioner is of the opinion that the additional period is necessary for the purpose of determining whether members of the police service should receive additional training.

(3.3) The additional period specified under Subsection (3.2) shall not extend past the second anniversary of the date the report is submitted.

(3.4) A report submitted under Subsection (1) shall not be admitted in evidence at any hearing under Part V or VI of the Act, other than a hearing to determine whether a police officer has contravened this section.
(4) The Solicitor General may require a Chief of Police or the Commissioner to deliver or make available to the Solicitor General a copy of a report submitted under Subsection (1).

(5) Every police service shall review on a regular basis its policies on the use of force and on the training courses provided under Section 14.3, having regard to the reports submitted under Subsection (1).

(6) **This section comes into force on the 1st day of January, 1993.**

**MOTOR VEHICLES**

15. No member of a police service shall use a subcompact motor vehicle for the purpose of general police patrol. O. Reg. 336/81, s. 1.

**Guidelines**

0211.01 a. Approved Force Options:

The following options are approved for use by police officers in Ontario:

- Officer presence
- Tactical communications
Empty hand techniques
   Soft (Controlling Techniques)
   Hard (Empty Hand Strikes)

Impact weapons
   Soft (weapon augmented restraint)
   Hard (defensive impact strikes)

Aerosol weapons

Firearms

b. Although the options above are force options approved for routine use, when none of these options is available or appropriate, police officers may use any reasonable weapon of opportunity to defend themselves or members of the public.

0211.02 These options are only to be used in accordance with technical, training, and use policies as specified in policing standards.

0211.03 At a minimum, all police officers shall be equipped with a handgun, baton, and trained in tactical communications and empty hand techniques. The Chief of Police or Commissioner may determine that for legitimate operational reasons certain duties preclude the use or issue of a certain option(s).

0211.04 A written policy from the governing authority sets out the policy in regards to use of force. The policy must be
developed in consultation with the community. At a minimum, each local use of force policy shall address:

a. Appropriate force options for the police service

b. Refresher/requalification training requirements for those force options

c. Ongoing review and amendment process for local use of force policies, training, and reporting

d. Training record-keeping policies and practices

e. Special Investigations Unit (SIU) liaison policies and practices

f. Critical incident trauma aftercare arrangements for police officers
Rationale

During confrontations, police officers may have their own weapons taken from them and turned against them. A substantial number of officers in North America are killed or injured each year with their own firearms. For their own safety, and for the safety of the public, police officers must receive training in weapon retention techniques.

It is also essential that officers receive training in tactical considerations and procedures which will help minimize the risk to themselves and the public. For that reason, this standard details elements of officer safety to be included in recruit training, and integrated into refresher training. Although these topics do not constitute a specific use of force response option, they are closely related to, and inseparable from, use of force training.

Prescribed Standards

Not Developed

Guidelines

0212.01 Key Training Principles:

Officer safety issues must be an integral part of all use of force training.

0212.02 Recruit Officer Safety Training:

All recruits will receive a minimum 8 hours of officer safety training. The times outlined for sub-topics are suggested only. Ideally this training should be integrated into other appropriate use of force training options, and not delivered
as an independent instructional block. Role playing exercises and case study discussions should be used to deliver and reinforce officer safety training. The training shall cover the following topics:

a. Tactical considerations  
   - containment principles  
   - vehicle approaches  
   - routine and high risk  
   - suspect approaches  
   - routine and high risk  
   - role and purpose of tactical units  
   - cover and concealment  
   - building search principles  
   - situational planning  

b. Personnel searches and handcuffing  

b. Handgun retention  

0212.03 Officer Safety Refresher Training:

The fundamental officer safety principles addressed above, and case studies illustrating the importance of those principles, must be integrated into all appropriate aspects of use of force refresher and re-qualification training.
Rationale

The majority of police encounters with the public can be addressed by appropriate communication skills. Tactical communications are verbal and non-verbal skills and techniques designed to specifically defuse aggressive, or potentially aggressive, behaviour. These skills and techniques provide an officer with a variety of tools to assist in the assessment and handling of non-violent but volatile situations. These communications techniques also ensure that members of the public clearly understand why, and in what manner, their cooperation is required.

Effective tactical communications can resolve many incidents before they escalate to the point where physical forms of response are necessary. Effective communications skills can also reduce the number of complaints against police services by ensuring a standard, courteous, and professional approach to the public in certain situations.

Tactical communications skills are an essential part of recruit use of force training and should, where appropriate, be a component of other types of police training. Tactical communications skills, as a recognized force option, require periodic refresher training.

Prescribed Standards

Not Developed

Guidelines
Use Context:

Tactical communications alone are an appropriate response option to passive resistant behaviour compliance or aggressive behaviour. Tactical communications, alone, are not an appropriate force option when an individual is actively resistant or assaultive. Tactical communications, should, however, be used in conjunction with all other force response options.

Key Principles:

A fundamental principle of all tactical communications training will be that the training is sensitive to the race relations concerns arising from cross-cultural communications. Race relations issues will be an integral part of tactical communications training.

Recruit Tactical Communication Training:

All Recruits shall receive at least 8 hours training in tactical communications. Tactical communication shall be practised and reinforced in all appropriate recruit training. The training shall include instruction on the following topics:

a. Basic Communications Skills
   - voice control
   - receiver/sender issues
   - active listening
b. Race Relations and Cross-Cultural Communication skills
c. Mental illness/communications awareness
d. Mediation Skills
e. Diagnosing Verbal Encounters

f. Creating Voluntary Compliance
g. Defusing Aggressive Behaviour
h. Use Policy
i. Role Playing Exercises

0213.04  Refresher Tactical Communications Training:

Review of the key components of tactical communication skills shall be integrated into refresher use of force training.

0213.05  All tactical communications training will be delivered in the context of the Ontario Use of Force Model.
Rationale

When a police officer draws his or her handgun or a firearm is presented in response to a threat to life, or threat of serious bodily harm, there is a need for an immediate cessation of the potentially life-threatening activity.

As a final step, before a firearm is used to prevent the loss of life, it is important that the officer clearly signal that the life-threatening activity must cease. Many police services have adopted a formal police challenge. This challenge allows the individual(s), who is threatening life, one final opportunity to cease their activity prior to the use of a firearm. It also signals to all present, including other police, that a potentially life-threatening situation exists and a firearm has been drawn.

Although the challenge may not be appropriate for all situations, the challenge should be an integral part of police training, and its use encouraged.

Prescribed Standards

Not Developed

Guidelines

Police Challenge

0214.01 Ontario adopts the following challenge as the standard police challenge to be delivered, loudly and clearly, when a handgun is drawn or a firearm is presented in response to a threat to life, or threat of serious bodily harm.
"Police - Don't Move"

Training

0214.02 This challenge shall be an integral part of all police use of force, and particularly, firearms training.

0214.03 The benefits and importance of the challenge shall be integral to training. It shall also be made clear that some circumstances, due to the need for an instantaneous response, may not allow for the use of the challenge.
Rationale

Police officers are authorized to use a range of force options to preserve the peace, prevent crimes, maintain order and apprehend suspects. Empty hand techniques are the first option of physical response used to restrain a resistant person. Empty hand techniques are divided into two categories: The first category is commonly referred to as soft hand techniques or controlling techniques. Soft hand techniques are primarily used to gain control of a person. The second category is commonly referred to as hard hand techniques or empty hand strikes. Hard techniques are used to defend against and control an assaultive individual.

By developing a high degree of proficiency with empty hand techniques, police officers will more frequently be able to respond to resistant and assaultive individuals, with a minimal amount of force.

Prescribed Standards

O. Reg. 926 made under the Police Services Act

EQUIPMENT AND USE OF FORCE REGULATION

14.2 (1) A member of a police service shall not use force on another person unless the member has successfully completed a training course on the use of force.

(2) A member of a police service shall not carry a firearm unless, during the twelve previous
months, the member has successfully completed a training course on the use of firearms.

14.3 (1) Every police service shall ensure that, at least once every twelve months,

(a) every member of the police service who may be required to use force on other persons receives a training course on the use of force;

(b) every member of the police service who is authorized to carry a firearm receives a training course on the use of firearms.

(2) The police service shall maintain written records of the training courses taken by members of the police service on the use of force and the use of firearms.

(3) **This section comes into force on the 1st day of June, 1994.**

14.4 The training courses referred to in Sections 14.2 and 14.3 shall include training on the following matters:

1. Legal requirements.

2. The exercise of judgment.


4. Theories relating to the use of force.

5. Practical proficiency.
Guidelines

0215.01 Use Context:

Empty hand techniques are the first option of physical control used to restrain an actively resistant person or defend against and control an assaultive individual. Other options, such as aerosols or impact weapons, may be more appropriate if empty hand techniques present a risk of injury to the officer or the public. Empty hand techniques should, where appropriate, be used in conjunction with tactical communications.

0215.02 Recruit Empty Hand Techniques Training:

a. Recruit Training on empty hand techniques is divided into the following two categories:

   Soft Hand - Controlling Techniques  
   Hard Hand - Empty Hand Strikes 

b. Soft Hand - Controlling Techniques

   Recruits shall undergo a minimum of 3 hours training on control techniques. Control techniques training will include, but not limited to the following:

   - Restraining Techniques  
   - Joint Locks  
   - Compliance Techniques  
   - Defensive Blocking 

c. Hard Hand - Empty Hand Strikes
Recruits shall undergo a minimum of 9 hours training on empty hand strikes. Empty hand strike training will include, but not be limited to the following:

- hand strikes
- punches
- elbow strikes
- open hand strikes
- leg strikes
- kicks
- knee strikes
- alternative strikes
- grounding techniques

Refresher Empty Hand Techniques Training:

a. Every member of the police service who may be required to use force on other persons will undergo a minimum of 2 hours refresher training on empty hand techniques at least once every 12 month period.

Refresher training shall cover empty hand techniques, reinforcing the initial training received by the police officer.

a. All empty hand technique training will be delivered in the context of the Ontario use of Force Model.
Rationale

A labour dispute between an employer and its employees is a civil contractual dispute between the parties involved. Nevertheless, on occasion individuals involved in or associated with a labour dispute may engage in activities that necessitate the involvement of the police service in order to maintain peace and order, prevent the commission of offences, and enforce the law including offences against persons and property.

To provide guidance to members of the police service in these circumstances, as well as to inform the parties and individuals involved in or associated with a dispute, the police service should develop procedures that clarify the roles and responsibilities of the police service in such a dispute.

These roles and responsibilities will reflect the principles and statutory duties of police officers contained in the Police Services Act, including that police services be provided in accordance with the following principles:

1. The need to ensure the safety and security of all persons and property in Ontario.

2. The importance of safeguarding the fundamental rights guaranteed by the Charter of Rights and Freedoms and the Human Rights Code.

3. The need for cooperation between the providers of police services and the communities they serve.
This standard replaces the policing standard on labour disputes issued April 26, 1993.
**Prescribed Standards**

Not developed

**Guidelines**

0216.01  
The Chief of Police/Commissioner of the O.P.P. should ensure that written procedures on police action at labour disputes are developed and implemented.

The procedures should:

a) indicate that the role of the police service at a labour dispute is to preserve the peace, prevent the commission of offences, and enforce the law including offences against persons and property;

b) indicate that the police service should maintain its neutrality and impartiality when dealing with representatives from management or labour during the course of a labour dispute, or when a trade union undertakes organizing activities, but such neutrality and impartiality should not limit the responsibility of officers to preserve the peace, prevent the commission of offences, and enforce the law if unlawful activities occur;

c) designate an officer(s) who will be responsible for coordinating the implementation of these procedures;

d) provide that upon the request of a trade union, an employer, or any other member of the public, the police service will provide information to the requestor on:
• the procedures of the police service during a labour dispute;

• the role the police service will play during the course of a labour dispute or organizing activity by a trade union;

• the distinctions between lawful picketing and those activities which may constitute a breach of statute; and

• sources of information on civil remedies during labour disputes, such as the Ontario Ministry of Labour, the Ontario Labour Relations Board, or the person/organization’s lawyer but shall not provide advice on possible civil remedies;

e) require in most circumstances that the designated coordinator, upon learning that a labour dispute is likely to occur or has begun, appoint a liaison officer for the duration of the labour dispute who should:

• contact the employer and union involved and provide information on the police service’s procedures during labour disputes, including the role of the police at labour disputes, and the distinctions between lawful picketing and activities which may constitute an offence under the Criminal Code or other legislation;

• maintain open communications with management and labour, meeting with representatives to discuss issues such as peace, order, traffic and crowd control problems, the prevention of offences against persons and property, and to identify solutions;
• maintain a daily log of significant activities and reported incidents, as well as ensuring that such incidents are fully documented;

• meet with representatives of management and labour at a neutral location

• where possible, not appear in uniform when undertaking liaison duties.

f) provide that police personnel, other than the liaison officer(s), should not be present at a strike location unless there is a perceived threat to peace and order, or traffic and crowd control problems exist, or there is a history of violence or disorder during labour disputes between the employer and the trade union;

g) indicate that the deployment of police officers at the location of a strike, when required, is to be kept proportional to the actual or anticipated problem that necessitates police involvement;

h) provide that the primary responsibility of police officers deployed at the location of a strike is to preserve the peace, prevent the commission of offences and enforce the law, including offences against persons and property, in accordance with the powers and discretion available to them under the law;

i) set out the procedures for authorizing direct action by members who perform public order or crowd control functions when it is deemed appropriate to do so; and
j) prohibit an officer from undertaking paid-duty policing on behalf of an employer or union that is related to a labour dispute.

0216.02 The police service should enter into an agreement with another police service outlining the steps for obtaining assistance from that service when local resources are insufficient to police a labour dispute.

0216.03 The Chief of Police/Commissioner of the O.P.P. shall ensure that all members of the police service are aware of these procedures.

0216.04 Lawful and Unlawful Picketing

The following information on lawful and unlawful picketing should also be included within the procedures:

Many disputes involve picketing. In these cases, it is important for the police to understand the distinction between lawful and unlawful conduct by picketers.

Only informational picketing is lawful. That is, picketing is permitted only for the purpose of communicating information. Picketers may communicate information through a variety of means including placards, shouted slogans, pamphlets, and the mere fact of solidarity exhibited by the number of persons present on picket. However, they may not interfere with or obstruct the lawful right to enter or leave the struck premises.

Ontario courts have confirmed that picketing is unlawful if it interferes with the rights of entrance or exit from private property. Picketers may not lawfully engage in the following activity:
- stopping vehicles entering the struck premises;
- blocking roadways that lead to the premises;
- limiting access to the premises;
- limiting exit from the premises; or
- making threats or engaging in intimidation.

In summary, picketing that blocks or obstructs access to the struck premises is unlawful and has never been condoned by the courts.

The distinction between lawful (i.e., informational) picketing and unlawful picketing is reflected in the Criminal Code, which says that a person is not guilty of watching and besetting if he attends near a place ‘for the purpose only of obtaining or communicating information…’

From time to time a party to a labour dispute may seek a court injunction to restrain picketing. However, the availability of this remedy does not diminish the police responsibility to preserve the peace, prevent the commission of offences, and enforce the law. In fact, under the Courts of Justice Act an injunction in connection with a labour dispute will not be granted unless the court is satisfied ‘that reasonable efforts to obtain police assistance, protection and action to prevent or remove any alleged danger of damage to property, injury to persons, obstruction of or interference with lawful entry or exit from the premises in question or breach of the peace have been unsuccessful.’

Clearly, policing of labour disputes and of picketing is a complex task that requires sensitivity and tact on the
part of the officers involved. However, the courts have made it clear that where a breach of the law occurs, a labour dispute must be treated like any other situation (see Montgomery J.’s decision in Canada Post Corp. v. C.U.P.W. (1991), 84 D.L.R. (4th) 150 at p.153 “Breaches of the law must be remedied just as assiduously in a labour dispute as in any other situation.”).
Rationale

To effectively combat the serious and prevalent problem of wife assault within our communities, coordinated and comprehensive efforts on the part of police and community partners must be undertaken. Police, as the criminal justice system’s front-line workers and the agency which may have initial contact with a victim, have the responsibility of responding competently to the immediate and longer-term needs of wife assault victims while indicating to offenders that society does not tolerate violence.

One of the dynamics of wife assault is that the severity and frequency of the violence is likely to escalate over time and, in many cases, will lead to the death of the victim. In 1991, 64 percent of all female homicide victims were killed by their male partners and in 1992, 97 percent of all domestic homicide victims were female (Homicide Survey, Canadian Centre for Justice Statistics, October 1992 and July 1993).

Women who declare their intentions to sever the relationship with their partner may be more at risk of physical violence as this is an extremely crucial and dangerous time. Research on the murder of women by their male partners has indicated that the male partner's anger or rage over the actual or impending estrangement from his partner typified 45 percent of the cases where a motive could be established ("Woman Killing: Intimate Femicide in Ontario 1974-1990", April 1992). Thus, the need for a coordinated community response, in order to support and protect a woman once she makes the decision to leave an abusive situation or terminate the relationship with her partner, is clear.

Typically, victims of wife assault who seek assistance from the criminal justice system have experienced an extensive
history of abuse before they call the police. As well, a significant number of stalking incidents involve female victims who are stalked by their current or former male partners.

Without appropriate intervention, the cycle of violence is inevitably perpetuated. One of the most salient characteristics of this type of violence is that it is transferred from one generation to the next. It has been estimated that one out of two men who assault their wives were abused as children or witnessed domestic violence, and that one third of abused women either witnessed their mothers being assaulted or were abused as children.

Police must be cognizant that the nature and seriousness of crimes committed between family or household members are not mitigated because of the relationships or living arrangements of those involved, and that a critical difference exists between the police response to family disturbances where no physical violence has occurred and wife assault. Although the application of crisis intervention skills is required in both cases, the primary purpose of mediation to help resolve family problems is to prevent violence and therefore make arrest unnecessary. However, wife assault is foremost a crime which must be resolutely investigated and prosecuted.

Through the implementation of a policy and community protocol which encourage an effective and co-operative response to wife assault, the incidence and severity of wife assault may be reduced, victims may be better protected and supported through a combination of law enforcement and community services, and more appropriate judicial responses may be realized. Although wife assault is a significant component of the broader domestic violence
problem and warrants focused attention and action, it may be addressed in a more constructive way in concert with strategies to address other domestic violence issues including child and elder abuse.

Police service policies and procedures respecting response to wife assault may also promote officer safety by ensuring that officers are fully prepared to respond to and competently deal with wife assault calls for service.

**Prescribed Standards**

Not Developed

**Guidelines**

**0217.01**

The Governing Authority shall ensure that the police service has a policy in place which aims to reduce violence against women by encouraging an effective and consistent response to wife assault calls and by establishing a community protocol which takes a collaborative approach utilizing all available community resources. This policy should reflect the following:

a. All members of the police service should be aware of components of wife assault which include: "physical assault, sexual assault, psychological abuse, stalking, threats of physical assault, directed by a man toward his female partner with whom there is or has been a relationship, whether or not the relationship has received legal sanction as a marriage and includes assaults in or outside the home (it does not matter
that at the time of the assault the man did not live with the woman)."

b. Police shall lay charges in all incidents of wife assault where there are reasonable grounds* to do so. Offences for which charges may be laid relating to wife assault include, but are not limited to:

- assault,
- sexual assault,
- assault with weapon or causing bodily harm,
- aggravated assault,
- uttering threats,
- causing bodily harm with intent,
- criminal harassment (stalking),
- intimidation,
- kidnapping (forcible confinement),
- mischief, and
- violation of a Family Court Order, bail condition, or recognizance to keep the peace.

c. Mechanisms are in place to ensure broad community involvement in:

- the establishment of police service priorities in the area of wife assault and other forms of violence against women,
- the creation of working groups to develop methods of improving the safety of women in the community,
- the development of crime prevention initiatives,
- the assessment of police training and the identification of training requirements, and
0217.00 POLICE RESPONSE TO WIFE ASSAULT 19 Jan 94

*Note: Prior to December 1988, referred to as "reasonable and probable grounds" in the Criminal Code.

- the regular review of police service delivery regarding wife assault including an assessment from the perspective of victims and relevant service agencies.

d. An individual or individuals are appointed whose responsibilities include: monitoring responses to incidents of wife assault and ensuring consistency with police service policy, networking and liaising with community representatives, and providing education and training to police service members. The police service should consider the appointment of a Wife Assault Coordinator who would be responsible for the above functions.

e. A policy is in place for addressing incidents in which a police officer is charged with an offence related to wife assault.

0217.02 The Chief of Police/Commissioner of the O.P.P. will ensure that procedures are in place to promote an effective and consistent response to incidents of wife assault. Procedures should include the following:

0217.03 COMMUNICATIONS

a. Police will respond to all calls relating to wife assault including those that are received from third parties who may or may not identify themselves. Police will also respond if the call is disconnected or the caller
indicates that the police are no longer required. Wife assault calls should receive the same priority as any other life threatening call. Police services may wish to consider the employment of call display equipment.

b. Communications supervisors should ensure that, in addition to information that is ordinarily received by the dispatcher, police officers responding to a wife assault call are provided by the dispatcher or through an automated occurrence reporting system with information, if readily available, detailing:

i. information about the suspect (e.g., relation to victim, whereabouts, description);

ii. whether the suspect is under the influence of drugs or alcohol;

iii. whether there are known to be firearms in the residence;

iv. whether children are present in the household and their status;

v. whether anyone in the household has been issued or refused a firearms acquisition certificate;

vi. whether there has been one or more previous wife assault calls to the address, the nature of previous incidents and whether weapons have been involved; and
vii. whether a current Peace Bond/Restraining Order exists against the suspect and the source of this information.

c. Future system development efforts should attempt to include steps to render the above information available to officers en route to domestic calls.

0217.04 RESPONDING OFFICER PROCEDURES

a. When a call is received and the suspect has threatened violence and if there is reason to believe the suspect intends to go to the victim’s location, or when violence has occurred, police will respond to the scene whether the suspect is present or not.

b. When a call regarding wife assault is received, two officers should be assigned to respond whenever possible.

c. Upon arrival at the scene, if an assault has occurred, officers should assist the victim in obtaining medical attention. Given that assault victims frequently sustain internal or external injuries which are not visible, officers must ask the victim whether she has sustained injuries and note her response. Officers should also note their own personal observation of injuries.

d. In wife assault cases, officers are responsible for gathering and documenting evidence in the standard manner for any criminal investigation. Whenever possible, evidence at a wife assault incident should be photographed, ensuring that victim injuries and the
crime scene are adequately documented. If the victim received soft tissue trauma, officers should recontact the victim within 48 hours to photograph the injuries as they will likely be more visible at that time. In a situation where the victim's injuries are hidden by clothing, a female officer or victim advocate should be accessed to photograph these injuries in a private setting.

e. Officers should interview all parties separately (victim, suspect and witnesses) while ensuring officer and victim safety. When interpreter services are required, they should be provided by a source outside the immediate family unless it is impractical to wait for an interpreter having regard to the circumstances.

f. Officers should routinely ask the victim direct questions about the history of abuse (whether previously reported to the police or not), whether her life was threatened, whether there are any firearms in the household, or whether the suspect has access to firearms.

g. After a victim has been asked to describe the incident, officers should request that the victim review and initial the officer's record of her statement, or sign any statement that she has provided to the police.

h. When there are reasonable grounds, police will lay charges in all incidents of wife assault. In determining reasonable grounds, officers should consider all relevant factors which include, but are not limited to: verbal statements from the victim, physical injuries or other physical evidence of an offence. The absence of a statement may not preclude the laying of a charge.
i. In formulating a decision whether to lay charges, officers should not be influenced by any of the following factors:

i. marital status of the parties;

ii. disposition of previous police calls involving the same victim and suspect;

iii. the victim's unwillingness to attend court proceedings or the officer's belief that the victim will not attend;

iv. likelihood of obtaining a conviction in court;

v. verbal assurances by either party that the violence will cease;

vi. denial by either party that the violence occurred when evidence exists to the contrary;

vii. the officer's concern about reprisals against the victim by the suspect; or

viii. race, ethnicity, socioeconomic status or occupation of the victim and suspect.

j. In accordance with Sections 495 and 497 of the Criminal Code, when a charge is warranted, officers should arrest the accused if they believe on reasonable grounds that it is in the public interest to do so having regard to all the circumstances.
k. If the suspect is not present when police arrive, officers will determine all pertinent information to the incident including the safety threat to the victim, public and police. If reasonable grounds exist to lay a charge, a warrant for the accused should be obtained as soon as practicable and entered on C.P.I.C, and every effort should be made to locate and apprehend the suspect.

l. The victim should be fully informed of the nature and proceedings against the accused that will follow his charge and/or arrest. In communities with Victim Services and/or Victim/Witness Assistance Programs, this information may be provided through these agencies.

m. Officers shall file a detailed police occurrence report when a charge is laid or an arrest is effected and should inform the parties involved that a report will be completed and kept on file. The occurrence report must be submitted in order to obtain data for the Monthly Spousal Assault Summary (OPC Form #29).

n. Prior to leaving the scene, officers shall provide the parties with the officers' names and badge numbers as well as the incident number, if possible.

o. Officers should explain to both parties that it is their duty to lay a charge when there are reasonable grounds to believe that an offence has been committed. It should be made clear to both parties that neither they, nor the police, can have a charge withdrawn and that only the Crown Attorney can withdraw a charge.
p. Section 524 (2)(a) of the Criminal Code provides power of arrest without a warrant for a peace officer who believes on reasonable grounds that an accused has contravened or is about to contravene any summons, appearance notice, promise to appear, undertaking or recognizance.

q. Officers should consider whether offences other than Criminal Code offences have been committed which would require charges to be laid whether or not the complainant's initial complaint referred to other offences. These include:

i. Contravention of a valid order pursuant to Section 24 of the Family Law Act, (possession of the matrimonial home). If the officer(s) determine on reasonable grounds that such an order exists and that the suspect is in contravention of that order, then he may be arrested and charged, whether or not the complainant consented to the presence of the suspect. If the complainant is unable to produce a copy of the court order, then the officer(s) should verify where possible, the existence of the order with the court office, C.P.I.C., lawyers representing one or both parties, previous investigating officer(s), other agencies, support groups or shelters which may have a copy of the court order.

ii. Contravention of a valid order pursuant to Section 46 of the Family Law Act (molesting, annoying or harassing); or pursuant to Section 35 of the Children's Law Reform Act (order restraining harassment). If the officer(s)
determine on reasonable grounds that such an order exists and that the suspect is in contravention of that order, then he may be arrested and charged, whether or not the complainant consented to the presence of the suspect. If the complainant is unable to produce a copy of the court order, then the officer(s) should, where possible, check with the court office, C.P.I.C., lawyers representing one or both parties, previous investigating officer(s), other agencies, support groups or shelters which may have a copy of the court order.

r. If the victim expresses concern about her safety and security and no charge has been laid pursuant to the Criminal Code or the Family Law Act, then officers should: inform her of legal options which may be available (e.g., obtaining a Recognizance to Keep the Peace, a Restraining Order, Exclusive Possession Order) and advise her to seek legal advice as to which option to pursue. Officers may also advise her of provisions of the Trespass to Property Act, if applicable.

s. In the event that an accused requests counter-charges be laid against the victim, officers should assess whether reasonable grounds exist to do so. If reasonable grounds do not exist, officers should advise the accused that he may seek a Justice of the Peace to lay an Information. If reasonable grounds do not exist to lay a charge against the accused, officers may also advise the victim to lay an Information before a Justice of the Peace.
t. As per Sections 103(1) and (2) of the Criminal Code, police officers may seize firearms, other offensive weapons, firearm acquisition certificates, etc., in the interests of the safety of the individual or any other person.

u. In cases where the victim has disabilities, officers should assist the woman, where possible, in the following manner:

i. In cases where there is a communication barrier as a result of physical or developmental disability, officers will make all reasonable efforts to contact appropriate community resources to render assistance, including suitable transportation, care and shelter.

ii. If the accused is the victim's sole caregiver, and his arrest and removal from the residence will, as a direct result, put the victim at physical risk, officers will contact, on advice of the victim or her advocate, appropriate resources such as family and/or community services for her care.

v. If immigration status is an issue or language is a barrier, officers should employ the following procedures:

i. If necessary, officers will make every reasonable effort to obtain the services of an interpreter where one is available.

ii. Officers should explain to the victim, through the interpreter if required, that, provided she is legally in the country, her status in Canada will
not change as a result of her participation in the judicial process, either as a victim of an offence or as a result of charges laid against the accused.

iii. Officers should advise the victim to get independent legal advice as to her immigration status in Canada.

iv. In cases where an immigrant woman who has been assaulted feels that a partner has the power to seize her identification papers and deport her, officers should accompany the woman when collecting from her residence, her identification papers, including landed immigrant records, her birth certificate, passport, health card and Social Insurance Number card. Should the identification papers be lost or destroyed, officers should inform her that these documents can be replaced upon application to the appropriate agencies.

w. When children are present, officers will ensure that they are not placed at risk. Obligations under legislation must be met, including the Child and Family Services Act, which requires police officers to act in accordance with the statute when they believe that a child is or may be in need of protection.

0217.05 VICTIM ASSISTANCE

a. Officers should remain at the scene until they are satisfied that there is no further immediate threat to the victim.
b. If requested, officers should attend the residence to ensure peaceful entry when the victim returns to take possession of personal belongings and when concerns for safety exist because of the presence of the accused in the residence. When peaceful entry of the residence cannot be achieved, or the removal of certain property is contested by either party, officers will advise the parties of the necessity to seek a civil remedy.

c. In the interests of officer and victim safety, and in ensuring that police officers remain as impartial observers (i.e., to prevent a breach of the peace), officers should not assist the victim in the physical removal of personal belongings when accompanying her to the residence but should suggest that the victim elicit the assistance of a friend, advocate, etc.

d. In addition to informing the victim of possible legal remedies and other options which may be available to her, officers should, at all times, have access to information regarding relevant community/social service agencies (e.g., shelters, Victim Services, Legal Aid, etc.), including those with interpreter services, accompanied by addresses and telephone numbers in order to provide immediate referrals as needed. Officers may obtain this information via dispatch or from a general listing of agencies which officers should have available when responding to wife assault incidents.

e. Officers should arrange for transportation to a shelter or safe place if necessary. The location shall remain confidential unless disclosure is authorized by a Crown Attorney.
f. Police services should ensure that crucial information about a wife assault case is provided to the victim or that she is advised of how to access the Victim/Witness Assistance Program. For example:

i. The victim should be provided with information concerning the status of her case.

ii. If bail is granted, the victim must be informed of any conditions of release and provided a copy thereof, if possible.

iii. Where possible, police should make reasonable efforts to provide the victim with appropriate information including referrals for assistance in adopting a safety plan, following the release of the offender on bail or after incarceration.

g. The victim should be invited to fill out a Victim Impact Statement.

0217.06 POST-ARREST PROCEDURES

a. When the accused has been arrested as a result of an investigation into a complaint of wife assault, the officer in charge should detain him in custody if, pursuant to Section 498 of the Criminal Code, the officer believes on reasonable grounds that it is necessary in the public interest, having regard to all the circumstances.

b. In determining whether it is in the public interest to detain or release the accused, the officer in charge should consider the following factors:
i. the seriousness of the crime including the injuries to the victim;

ii. the use of or threat to use weapons in the commission of the offence;

iii. past history of violence;

iv. degree of intoxication or apparent substance abuse by the accused;

v. attitude of the accused including threats of further violence; and

vi. other factors that the officers from their observations at the scene believe are important in the exercise of their discretion.

c. Where criminal charges have been laid as a result of an investigation into a complaint of wife assault, officers should consider opposing bail if circumstances warrant. In accordance with Section 515(10) of the Criminal Code, the detention of an accused is justified when detention is necessary for the protection or safety of the public having regard to all the circumstances.

d. When the accused is brought before a Justice, in accordance with Section 515, the officer should consider recommending conditions for release where warranted. The victim should be invited to assist the officer(s) in determining the extent and type of conditions of release that will be requested at the bail (show cause) hearing.
e. Charged persons and conditions of release may be entered on the C.P.I.C. system according to the system's policy.

f. Platoon or shift supervisors, or the individual(s) appointed as per (d) of the first section of this standard, should regularly review occurrence reports and follow-up with officers who have not laid a charge to determine the reason. When necessary, police officers should be reminded of the wife assault policy and procedures and their duty to lay appropriate charges.

0217.07 TRAINING

a. The police service should conduct or make available to their members (including communications personnel) training programs on wife assault prevention. Consideration may be given to using front line community specialists in delivering this training. The programs should include:

i. Issues relating to wife assault which include, but are not limited to, the nature of power and control in abusive relationships, the extent of the effects of physical assault and psychological abuse on women, and common myths associated with wife assault including reasons why women stay in abusive relationships.

iii. Issues relating to sensitivity towards Aboriginal, racial minority and non-English speaking women, and women with disabilities.

iv. Orders, procedures and community protocols within the police service on responding to wife assault occurrences.

b. Officers should be appropriately trained on the firearm provisions of the Criminal Code, including: Sections 100(4) (prohibition order), and 103(1)(2) (seizure).

c. Officers should be aware that the provisions of Subsection 515(4.1) of the Criminal Code allow a justice to include as a condition of a release order that the accused be prohibited from possessing any firearm, ammunition or explosive substance for a specified time or that the accused surrender any Firearms Acquisition Certificate (F.A.C.) that he possesses. Section 810(3.1) also allows a Justice to include as a condition of the recognizance that the defendant be prohibited from possessing any firearm, ammunition or explosive substance for any period of time specified in the recognizance and that the defendant surrender any F.A.C. he possesses.

d. Individuals responsible for processing Firearms Acquisition Certificates should refuse to issue them to individuals who have had a history of behaviour that included violence or threatened or attempted violence against any person within the five-year period prior to the date of the application as per Section 106(4) of the Criminal Code, and should act in accordance with C.P.I.C. policy with respect to entering F.A.C. refusals on the C.P.I.C. system.
Rationale

Legislation prohibiting hate propaganda (Sections 318 and 319 of the Criminal Code) is one element in our society's efforts to prevent and eliminate the spread of racism against religious, racial and ethnic minorities. Similar initiatives have been adopted in other countries such as the United Kingdom, Germany, Sweden, New Zealand and India.

Hate propaganda has a harmful impact on the community. It causes emotional trauma to the identified groups that are victimized by hate propaganda, and it results in serious friction between different groups in our society. An appropriate law enforcement response to hate propaganda conveys a strong message of our respect for, and commitment to, a diverse society - a respect that is based upon valuing the equality and dignity of every person, regardless of race, colour, religion or ethnicity.

Police services need to work closely with their communities, and local Crown Attorneys, to ensure that they respond effectively when receiving complaints about activities that may constitute a hate propaganda offence under Sections 318 or 319 of the Criminal Code.

The implementation of policies and procedures for the investigation of hate propaganda offences will help reassure the community that individuals or groups in our society who promote hatred will be fully investigated. A strong police and community response to hate propaganda shows the perpetrators of hate propaganda, and supporters of hate groups, that their actions will not be tolerated, and will assist police services in building positive relations with their
communities that will strengthen the police-community partnership.

**Prescribed Standards**

Not developed

**Guidelines**

**0218.01** The Governing Authority shall:

1. Adopt a policy statement on the investigation of hate propaganda offences which includes:

   (a) a statement of concern over the occurrence of hate propaganda offences in the community and the impact on victims, groups and the well-being of the community;

   (b) recognition that the investigation of complaints of hate propaganda is a priority for the police service;

   (c) a commitment that the police service will assume a leadership role in coordinating police and community responses to hate propaganda; and

   (d) a commitment that the police service will keep their community appropriately informed on the occurrence of hate propaganda offences and status of police investigations into such occurrences.
2. (a) Consult with members of the community, and in particular, organizations representing racial minorities, Aboriginal Peoples, religious and ethnic minorities during the development of the policy.

(b) If the population of the police service’s municipality or regional municipality is 100,000 or greater, consult with the community on the need for, feasibility, and cost of establishing a unit to investigate hate propaganda offences, and if necessary, feasible, and affordable shall direct that such unit be established.

3. Direct the Chief of Police to establish written procedures for the investigation of hate propaganda offences.

4. Direct the Chief of Police to ensure that all members of the police service receive appropriate information on the Governing Authority's policy statement and the written procedures for the investigation of hate propaganda offences.

5. Direct the Chief of Police to ensure that organizations within the community, school boards, youth organizations, victims' organizations, social service agencies, and the media are made aware of the police service's procedures for investigating hate propaganda offences, and provided with the name of an officer or officers that individuals or organizations can contact to file complaints concerning hate propaganda.
1. The Chief of Police/Commissioner of the O.P.P. shall ensure that written procedures for the investigation of offences under Sections 318 and 319 of the Criminal Code (hate propaganda offences) are developed and distributed to every member of the police service.

2. The procedures shall provide that:

   a) officers will respond to all complaints of hate propaganda;

   b) assistance is to be provided to the victim or victims of hate propaganda offences in accordance with the police service's procedures for victims assistance;

   c) the complainant is to be assured that the police service will thoroughly investigate the hate propaganda complaint;

   d) all evidence relating to the hate propaganda complaint is to be searched for, protected, gathered and secured in accordance with the police service's procedures for the searching, protecting, gathering and securing of evidence (including pamphlets, literature, photographing graffiti and other symbols);

   e) all complaints of hate propaganda are to be thoroughly investigated in accordance with the police service’s procedures for criminal investigations, and that hate propaganda complaints are to be given a high priority for investigation;
f) the unit/officer designated to investigate hate propaganda complaints is to be informed of all complaints of hate propaganda and forwarded a copy of all relevant documentation and evidence;

g) where the unit/officer designated to investigate hate propaganda complaints is not the intelligence unit/officer, the intelligence unit/officer is to be informed of all hate propaganda complaints;

h) the Chief of Police is to be notified as soon as possible after a hate propaganda complaint is received, except where the Chief of Police has indicated that it is a Deputy Chief or Senior Officer that should be notified of the complaint;

i) the notation "hate propaganda" is to be made on all reports/forms used to document the complaint.

3. The procedures shall indicate which unit/officer has been designated to undertake investigations of hate propaganda complaints.

4. The procedures shall indicate who is responsible for informing the designated unit/investigator of the hate propaganda complaints.

5. If the police service has an intelligence unit/officer, the procedures shall indicate who is responsible for informing the intelligence unit/officer of the hate propaganda complaints.
6. The procedures shall outline the responsibilities of the unit/officer designated to investigate hate propaganda complaints, such as:

i) undertaking an investigation of the complaint;

ii) consulting, where appropriate, with investigators from the O.P.P.'s Project P/H on hate propaganda;

iii) conducting research and analysis to determine if similar subject matter has previously been reported to the police and possible linkages with known hate groups operating in that community;

iv) working with the intelligence unit/officer and ensuring that relevant information is shared with other police services and federal/provincial government agencies through an organization such as Criminal Intelligence Service of Ontario (C.I.S.O.);

v) consulting the local Crown Attorney with respect to Sections 318 and 319(2) to determine whether the matter falls within the parameters of these sections, and where appropriate, seek the Attorney General’s consent to prosecute;

vi) keeping appropriate supervisory and senior officers informed of significant aspects of the investigation; and
vii) maintaining appropriate community liaisons, including participating in educational events on hate propaganda.

7. The procedures shall outline the responsibilities of the Chief of Police (or Deputy Chief/Senior Officer) upon being notified of a hate propaganda complaint, such as:

i) ensuring that appropriate resources are assigned to the investigation so that a thorough investigation of the complaint takes place;

ii) assuring members of the community that the complaint is being fully investigated;

iii) ensuring that where the police service does not have an intelligence unit/officer, that relevant information on the hate propaganda complaint is shared with other police services and federal/provincial government agencies through an organization such as Criminal Investigation Service of Ontario; and

iv) where appropriate, ensuring that the police service works with other organizations (such as school boards, community groups) to respond to the distribution of hate propaganda in the community.
Rationale

An effective response to hate/bias motivated crimes should be a priority for every community because these crimes can strike at the heart of our communities, poisoning relations between individuals and groups.

The impact of such crimes is far-reaching, extending beyond the physical and emotional trauma to the victim, to encompass other members of the group and broader community. Such crimes can heighten the isolation and vulnerability of the victim's group and cause stress for all members of the community. If unchecked, these crimes can result in an escalation in social tensions between different groups that can destroy communities, thereby furthering the aims and objectives of those in our society who promote hatred and intolerance.

Police services need to take a lead role in coordinating the response to hate/bias motivated crimes in their communities, including cooperating with other police services and governmental agencies. Together, a strong police and community response to hate/bias motivated crimes will show the perpetrators of these crimes, and supporters of hate groups, that their actions will not be tolerated.

Further, by responding to these crimes in an effective and coordinated manner, police services will build bridges with different groups in their communities, thereby improving police-community relations, and reinforcing the partnership between the police and the community that is essential for the public safety and security of all Ontarians.
Prescribed Standards

Not developed

Guidelines

0219.01 The Governing Authority shall:

1. Adopt a policy statement on the investigation of hate/bias motivated crimes which includes:

   (a) a statement of concern over the occurrence or potential occurrence of hate/bias motivated crimes in the community and the impact on victims, groups and the well-being of the community;

   (b) recognition that the investigation of hate/bias motivated crimes is a priority for the police service;

   (c) a commitment that the police service will assume a leadership role in coordinating police and community responses to hate/bias motivated crimes; and

   (d) a commitment that the police service will keep victims of hate/bias motivated crimes, their groups and communities appropriately informed on the occurrence of these crimes and status of police investigations into such occurrences.

2. (a) Consult with members of the community, and in
particular, organizations representing racial minorities, Aboriginal Peoples, religious and ethnic minorities, gays and lesbians, and persons with disabilities during the development of the policy.

(b) If the population of the police service’s municipality or regional municipality is 100,000 or greater, consult with the community on the need for, feasibility, and cost of establishing a dedicated unit to investigate hate/bias motivated crimes, and if necessary, feasible, and affordable shall direct that such unit be established.

3. Direct the Chief of Police to establish written procedures for the investigation and assessment of hate/bias motivated crimes.

4. Direct the Chief of Police to ensure that all members of the police service receive appropriate information on the Governing Authority's policy statement and the written procedures for the investigation of hate/bias motivated crimes.

5. Direct the Chief of Police to ensure that organizations within the community, school boards, youth organizations, victims' organizations, social services, and the media are made aware of the police service's procedures for investigating hate/bias motivated crimes, and provided with the name of an officer or officers that individuals or organizations can contact to report hate/bias crimes.

0219.02

1. The Chief of Police/Commissioner of the O.P.P. shall
ensure that written procedures for the investigation of hate/bias motivated crimes are developed and distributed to every member of the police service.

2. The procedures shall provide, regardless of the type of offence, that:

   a) officers will respond to all incidents or reported incidents of hate/bias motivated crimes;

   b) assistance is to be provided to the victim or victims of hate/bias motivated crimes in accordance with the police service's procedures for victims assistance;

   c) all evidence from a hate/bias crime scene is to be protected, gathered and secured in accordance with the police service's procedures for the protecting, gathering and securing of evidence (including pamphlets, literature, and photographing graffiti and other symbols at the scene);

   d) all incidents or reported incidents of a hate/bias crime are to be thoroughly investigated in accordance with the police service's procedures for criminal investigations, and investigative officers are to be informed of the high priority to be attached to the investigation of hate/bias motivated crimes;

   e) if the police service has an intelligence unit/officer, that the unit/officer is to be informed of all hate/bias motivated crimes;
f) the Chief is to be notified as soon as possible after the occurrence of a hate/bias motivated crime, except where the Chief has indicated that it is a Deputy Chief or Senior Officer that should be notified of the occurrence; and

g) the notation "hate/bias crime" is to be made on all reports/forms used to document the occurrence of a hate/bias motivated crime.

3. The procedures shall indicate who is responsible for requesting that investigative personnel, or the hate/bias crimes unit, undertake the investigation of a hate/bias motivated crime.

4. The procedures shall outline the responsibilities of the investigative officers or hate/bias crimes unit assigned to investigate the occurrence of a hate/bias motivated crime, including the priority to be attached to such investigations, and the need to keep the appropriate supervisory, intelligence and senior officers informed of significant aspects of the investigation.

5. The procedures shall require officers involved in the investigation of hate/bias motivated crimes to maintain appropriate records and to ensure that information on the hate/bias aspect of the crime is highlighted in the Crown Brief.

6. If the police service has an intelligence unit/officer, the procedures shall indicate who is responsible for informing the intelligence unit/officer that a hate/bias motivated crime has occurred.
7. If the police service has an intelligence unit/officer, the procedures shall outline the responsibilities of the intelligence unit/officer, such as:

   a) ensuring that a records bank or database is kept of all information relevant to criminal offences that are motivated by hate/bias;

   b) providing investigative support and specialized skills, as required, to officers/units conducting investigations into hate/bias motivated crimes;

   c) sharing appropriate information on the occurrence of hate/bias motivated crimes with other police services and government agencies (federal/provincial) through an organization such as Criminal Intelligence Service of Ontario; and

   d) providing specialized knowledge and support, as required, to Crown counsel prosecuting hate/bias motivated crimes.

8. The procedures shall outline the responsibilities of the Chief of Police (or Deputy Chief/Senior Officer) upon being notified of a hate/bias motivated crime, such as:

   a) ensuring that appropriate resources are assigned to the investigation so that a thorough investigation of the crime takes place;

   b) meeting with the victim or group affected to answer questions and reassure the community by informing them of the police service's activities to
investigate the crime and prevent any repetition;

c) ensuring that where the police service does not have an intelligence unit/officer, that appropriate information on a hate/bias motivated crime is shared with other police services and government agencies (federal/provincial) through an organization such as Criminal Intelligence Service of Ontario; and

d) where appropriate, ensuring that the police service works with other organizations (such as school boards, community groups) to prevent the repetition of the offence or to counter the activities of organized hate groups in the community (i.e. recruitment efforts at high schools/colleges).

9. The procedures shall include the following information to assist police officers in determining whether a criminal occurrence can be classified as a hate/bias motivated crime:

- Definition of hate/bias motivated crime: A criminal offence committed against a person or property which is motivated by hate/bias or prejudice based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or any other similar factor.
- Often no single factor will be sufficient to determine that a criminal occurrence is motivated by hate/bias. Officers will have to assess various pieces of information.

- Determining the motivation of a suspect can be difficult. Before an incident should be classified as a hate/bias motivated crime, police officers should consider the following:

  i) if a suspect has been arrested, any statements made by the suspect that would indicate that the crime was motivated because of hate/bias toward the victim's group;

  ii) the absence of any apparent motive for the offence;

  iii) the use or display of any symbols, graffiti, oral comments, acts or gestures that are commonly associated with hate/bias towards the victim's group or are known to be used by organized hate groups (i.e. swastika);

  iv) whether the offence coincided with a holiday, event or date of significance (religious, historical) to the victim's or suspect's group;

  v) the perception of the victim or victim's community of the motivation behind the offence;

  vi) the perception of any witnesses to the offence;

  vii) any historical animosity that exists between the
viii) whether the suspect has been previously been involved in similar incidents, or is a member of an organized hate group or an organization which is known for its hate/bias/animosity towards members of the victim's group;

ix) whether several occurrences have occurred in the community with victims from the same group and by a similar manner and means for each offence;

x) whether the offence occurred at the same time, or shortly after, a hate group was active in the community (i.e. distribution of hate literature).
Rationale

The increased availability of firearms, and their use in criminal offences, is of significant concern to the police, community and all levels of government.

It is recognized that the availability and use of stolen or illicit firearms represents an on-going challenge to the police that is best dealt with through coordinated sharing of information and proactive investigations designed to focus on those responsible for distributing stolen or illicit firearms in our communities. Organizations such as C.I.S.O. can play an important role in assisting police services to respond to the increased availability of stolen or illicit firearms by facilitating the coordination and sharing of information. Information which can then be used by police services to target their investigative resources.

Prescribed Standards

Not developed

Guidelines

0220.01 The Governing Authority should require the Chief of Police/O.P.P. Commissioner to report back by June 30th, 1995 on the status of the implementation of this standard.

0220.02 The Chief of Police/O.P.P. Commissioner should ensure that procedures are in place which require that every seized firearm is checked to determine whether the firearm:

i) has been reported stolen or lost;
ii) is legally registered in Canada; or
iii) is illegal/smuggled.
As part of the process for checking every seized firearm, the Chief of Police/O.P.P. Commissioner should ensure that procedures are in place which provide for the police service's participation in C.I.S.O.'s firearms tracing and analysis program, including the administrative requirements specified by C.I.S.O. for the program, and the identification of which unit or officer(s) will act as liaison between the police service and C.I.S.O.

Where it is determined that a seized firearm has been stolen, procedures should be in place for undertaking an investigation to determine how the individual from whom the firearm was seized came into possession of the stolen firearm, as well as whether the original owner of the firearm complied with requirements for the safe storage of firearms.

Police services that do not have the resources to undertake such an investigation should make arrangements with another police service to carry out the investigation. Results of these investigations should be shared with C.I.S.O.

Information that the seized weapon may have been distributed through a "supplier" or "distribution network" for stolen weapons, should also be shared with C.I.S.O., and appropriate law enforcement agencies.

Police services should also share information with C.I.S.O., and any other appropriate law enforcement agencies, on occurrences involving the theft/robbery of firearms from stores that sell firearms, gun clubs or thefts from private residences.

Where it is determined that the seized firearm is of the type that should be registered in Canada but is not, or the firearm is prohibited, procedures should be in place, including consulting with C.I.S.O. on the next steps to be taken, for
undertaking an investigation to determine how the individual from whom the firearm was seized came into possession of the unregistered or prohibited firearm.

Police services that do not have the resources to undertake such an investigation should make arrangements with another police service to carry out the investigation. Where appropriate, the police service may also defer responsibility for the investigation to another law enforcement organization.

Information that individuals within the community may be involved in the smuggling and/or distribution of unregistered restricted or prohibited firearms should also be shared with C.I.S.O. and other appropriate law enforcement agencies.
Rationale

The legislative intent of Part XVI of the Criminal Code (the Code) is to avoid the unnecessary arrest and detention of accused, who in law are presumed innocent until found guilty, and to reflect society’s interest in protecting the community and ensuring that persons charged with offences attend court.

The purpose of this standard is to recommend procedures relating to bail and violent crime including the factors to be considered by officers when opposing bail on the secondary grounds permitted under section 515, the preparation of the bail hearing brief, and breach of conditions of release.

The standard also addresses the recommendations concerning bail made by the jury in the Jonathan Yeo Inquest.

Prescribed Standards

Not developed

Guidelines

0221.01 The Governing Authority should require the Chief of Police/O.P.P. Commissioner to report back by July 1, 1996 on the status of the implementation of this standard.

0221.02 The Chief of Police/O.P.P. Commissioner should ensure that written procedures on violent crime and bail are developed and implemented. At minimum, these procedures should address the following subject matters:

   a) factors to be considered in opposing bail on the secondary grounds;
   b) recommending conditions for release by a justice;
   c) preparation of the bail hearing brief;
d) post-bail hearing requirements; and
e) breach of bail conditions.

The Chief of Police/O.P.P. Commissioner should ensure that steps are taken to inform all officers of the procedures for violent crime and bail.

0221.03 Application of this standard

This standard applies to cases involving violent crime. For the purposes of the standard, violent crime means any occurrence involving the use or threatened use of violence.

0221.04 Factors to be considered in opposing bail on the secondary grounds

For any case involving violence or threatened use of violence, the procedures should specify that officers, prior to making any decision to release an accused in accordance with the provisions of Part XVI of the Code, should assess the circumstances of the case to determine whether:

i) the protection or safety of the public and victim can be satisfied if the accused is released by a police officer pursuant to powers provided by Part XVI of the Code; or

ii) there is a need to impose conditions on the accused's release pursuant to section 515 of the Code in order to protect the safety of the public and victim; or

iii) the accused's continued detention is necessary for the protection or safety of the public and victim.
Factors to be considered by an officer when determining whether to release an accused pursuant to Part XVI, or to seek conditions pursuant to section 515, or to oppose bail on the secondary grounds should include, but are not limited to, whether:

a) the case involves a threat of death or serious bodily harm;

b) the victim suffers more than minor injuries in an assault;

c) the accused used or threatened to use a weapon or firearm;

d) the police have information that there is a history of prior violence or abuse by the accused towards the victim, and the officer believes that the victim may be at continued risk from the accused;

e) there is reason to believe that the accused will continue to offend, for example in criminal harassment cases the accused engaged in repetitive harassing behaviour, or the accused is on bail, parole, temporary absence or probation, or has a history of violent behaviour, or is a repeat offender who has been previously convicted of violent offences, or is engaged in an escalating pattern of violent behaviour; or

f) there is reason to believe that the accused has alcohol or drug problems, or may be mentally unstable, and would likely re-offend or be dangerous if released.

In any case where one or more the above factors is determined to exist and the officer decides not to oppose bail, the reasons for that decision should be documented.
The procedures should also include the information-gathering steps to be undertaken to assist officers in determining whether to release an accused, seek the release of the accused pursuant to section 515, or to oppose bail. The steps should include, but are not limited to:

a) obtaining the accused's criminal record and taking reasonable steps to obtain the underlying facts supporting prior criminal convictions, including the name of the victim, where they may be of assistance;

b) verifying whether the accused faces outstanding charges and any conditions of release;

c) making reasonable efforts to obtain general background information on the accused, including any known history of violent behaviour, as well as any information on any known psychiatric, emotional or mental problems of the accused that are relevant to the circumstances of the offence, or which may provide grounds for supporting the continued detention of the accused;

d) making reasonable efforts to obtain information on whether the accused has an alcohol or drug abuse history, and assessing whether drugs or alcohol were involved or related to the offence;

e) verifying whether any firearm, other offensive weapon, ammunition or explosive substance was seized from the accused, and whether any specific firearm or other offensive weapon alleged to have been used in the offence has been recovered; and

f) obtaining information on whether the accused is legally entitled to possess or acquire, or has access to,
firearms, other offensive weapons, ammunition or explosive substances.

0221.05 **Recommending conditions for release**

In any case involving violence or threatened use of violence where the officer has detained an accused for the purposes of releasing with conditions pursuant to section 515, the procedures should provide that the officer should recommend the conditions of release.

Where it is feasible, the victim may be contacted regarding the appropriate conditions of release.

0221.06 **Preparation of the bail hearing brief**

The written procedures should outline the steps to be followed for preparing a bail hearing brief, and should provide that reasonable efforts are to be taken to:

a) display in the brief that the officer is recommending that bail be opposed, or that the officer is recommending that the accused be released with conditions;

b) include in the brief information regarding the alleged offence which clearly sets out those circumstances of the offence which emphasize its seriousness, and those factors which indicate that the accused is a threat to the protection or safety of the public, as well as any evidence known to the officer that demonstrates the strong probability of conviction that can be disclosed at the bail hearing in a manner that does not jeopardize an on-going investigation;
c) include in the brief the accused's complete criminal record and underlying facts supporting prior criminal convictions where they may be of assistance in opposing bail;

d) display in the brief whether the accused faces outstanding charges, and information on any outstanding release orders and conditions of release;

e) display in the brief whether the accused is currently on parole, temporary absence or probation, or has been previously convicted of committing offences while on bail, parole or probation and if so, include relevant information concerning these occurrences and any information on the accused's prior response to community supervision that has been obtained from a probation and parole service;

f) include in the brief any general background information on the accused, including any known history of violent behaviour, as well as any information on any known psychiatric, emotional or mental problems of the accused that are relevant to the circumstances of the offence, or which may provide grounds for supporting the continued detention of the accused;

g) display in the brief information on whether the accused has an alcohol or drug abuse history, and the involvement of drugs or alcohol in the offence;

h) ensure that a detailed statement of the victim and other supporting witnesses is available at the earliest opportunity and inserted in the brief, including the
victim's concerns, if any, as to the accused's dangerousness and threat to the victim's safety;

i) include any statements or utterances of the accused within the brief;

j) display in the brief any information that the accused may be a suicide risk;

k) display in the brief the steps taken to recover any firearms, other offensive weapons, ammunition or explosive substances from the accused, and whether or not the specific weapon allegedly involved in the offence has been recovered;

l) display in the brief whether the accused is legally entitled to possess or acquire, or has access to firearms, other offensive weapons, ammunition or explosive substances;

m) record in the brief any aspects of the bail hearing brief preparation that are as yet incomplete which may assist in opposing bail, and ensure that the Crown is aware of any need for an adjournment to enable the completion of an investigation bearing upon the accused's threat to the protection or safety of the public;

n) include or attach to the brief in cases where bail is opposed recommendations concerning conditions of release that the Crown should request in the event that the justice orders that bail be granted, including in all cases involving family violence, sexual assault and criminal harassment the recommendation that a firearms prohibition order be sought under section 515.
The officer's supervisor or another designated person should, where feasible, indicate approval for each brief prepared by an officer. The supervisor must review the contents to ensure that the brief has been properly prepared.

The officer preparing the brief should ensure that the Crown conducting the bail hearing is made aware as soon as possible that the officer is recommending that bail be opposed, and if requested by the Crown the officer should attend at the bail hearing.

The procedures should also provide that the victim be informed of the right to attend the bail hearing. The officer preparing the brief should also consider whether it is necessary for the victim to attend the bail hearing to testify regarding any safety fears the victim may have, and if so, should discuss this with the victim.

**0221.07 Post-bail hearing requirements**

The procedures should set out, in all cases involving the use or threatened use of violence, who will be responsible for promptly finding out the outcome of the bail hearing.

The procedures should also provide that if the accused is released on bail, designated personnel are to make reasonable efforts to ensure that steps are taken as soon as possible to enter the conditions for release on C.P.I.C.

The procedures should also set out, in all cases involving the use or threatened use of violence, who will be responsible for notifying the victims concerning the outcome of a bail hearing, including any conditions of release.

The procedures should also outline the steps to be followed for the receipt and storage of information on an accused who is released on bail and is required to reside in or report to your
police service, and the steps to be taken in the event that an accused fails to report.

0221.08 Breach of conditions of release in the jurisdiction where the release originated

The procedures should set out the powers available to an officer under section 524 of the Code, and the steps to be taken, when an accused who has been charged in a case involving violence or the threatened use of violence is alleged to have breached any condition of his or her release. This should include the provision that an officer is to promptly investigate the alleged breach.

The procedures should also provide that where an officer has reasonable grounds for believing that an accused has breached any condition of his or her release, or is about to breach any condition of release, the officer should:

a) arrest the accused under subsection 524(2) of the Code; or
b) if the accused cannot be located, obtain a warrant for the accused’s arrest under 524(1).

Where an officer does not arrest an accused, or obtain a warrant for the accused’s arrest, notwithstanding the officer had reasonable grounds for believing that an accused has breached any condition of his or her release, the officer shall document the reasons why action was not taken.

The procedures should also inform officers that where an accused is originally charged in a case involving domestic violence, sexual assault, criminal harassment, or other offences involving serious crime, the officer should obtain further details on the original case prior to making any decision not to seek the accused’s detention, or charge the accused with a breach of condition of release.
Unless circumstances exist which would justify the accused’s release, the procedures should also provide that the officer, following the arrest of the accused, will recommend to the Crown Attorney’s office that it seek to cancel the individual’s release pursuant to subsection 524(8).

The procedures should also include the provision that an officer should take reasonable steps to ensure that the victim is notified when an accused is brought before a justice for a hearing under section 524.

0221.09 Breach of conditions of release in a jurisdiction other than where the release originated

The procedures should also address the steps to be taken by an officer when an accused, who has been released with conditions from another jurisdiction for a violent crime, is alleged to have breached any condition of release in the officer’s jurisdiction.

The procedures should provide that:

a) the alleged breach will be promptly investigated;

b) the officer should arrest the accused under subsection 524(2) if there are reasonable grounds to believe that the accused has breached or is about to breach any condition of his or her release;

c) if the accused cannot be located, obtain a warrant for the accused’s arrest under 524(1).

Where an officer does not arrest an accused, or obtain a warrant for the accused’s arrest, notwithstanding the officer had reasonable grounds for believing that an accused has breached any condition of his or her release, the officer shall document the reasons why action was not taken.
The procedures should also set out the steps to be taken to ensure that the police service in whose jurisdiction the conditions of release originated is contacted as soon as possible regarding the alleged breach, including:

i) specifying who will be responsible for informing the other police service about the alleged breach;
ii) requesting that the other police service provide information on the underlying offence, whether bail was opposed, and any reasons for the conditions of release;
iii) requiring that all relevant information concerning the alleged breach be communicated to the other police service, including information on whether the accused has been, or will be, charged with another serious offence;
iv) indicating who will be responsible for consulting with the other police service, and, if necessary, the local Crown Attorney’s office on the options available, including dealing with the breach in the jurisdiction where it occurred or returning the accused to the jurisdiction where the conditions of release originated.

The procedures should also include the provision that where the police service in whose jurisdiction the conditions of release originated decides not to return the accused, the police service in whose jurisdiction the breach occurred should, unless circumstances exist which would justify the accused’s release, recommend to the Crown Attorney’s office that it seek to cancel the individual’s release pursuant to subsection 524(8).

Procedures when contacted by another police service

The procedures should also set out the steps to be taken by an officer, in whose jurisdiction a condition of release originated, when notified by another police service about an alleged breach of that condition by an accused, including.
a) ensuring that all relevant information is provided to the police service in whose jurisdiction the breach occurred; and b) informing the duty officer or designate regarding the breach of conditions.

The duty officer or designate will be responsible for determining whether the accused should be returned to the jurisdiction where the conditions of release originated, or remain in the jurisdiction where the breach occurred, and if necessary should consult with the local Crown Attorney’s office regarding the breach of conditions. In making this decision the duty officer or designate should also:

i) consult with the police service where the breach occurred; and

ii) document the reasons for the decision.

In reaching a decision, the police services and Crown Attorney’s offices should generally be guided by the principle that in many cases, and particularly those involving domestic violence, sexual assault, criminal harassment, and cases involving serious crime, it may be better to return the individual to the jurisdiction where the conditions of release originated because the gravity of the breach will be best understood in the context of the original offence.

Other factors to be considered in determining the appropriate jurisdiction will include: the logistics involved in seeking to cancel the accused’s release; the benefits of proceeding in the jurisdiction where the breach occurred compared with the jurisdiction where the conditions of release originated; whether Criminal Code charges are being laid against the accused as a result of the breach; and whether the accused is being charged with another serious substantive offence.
Rationale

Criminal harassment (or stalking) is a serious social problem. The uncertain motives and intentions of offenders and their obsessive and unpredictable behaviour may cause severe psychological trauma for their victims. In some cases, victims are at risk of bodily injury or death.

The principal objective of police in responding to criminal harassment should be to respond to a suspected incident as early and effectively as possible. Upon receiving a victim’s complaint concerning a suspect’s activities, the police are in a position to intervene in that suspect’s behaviour possibly before it escalates and/or becomes violent.

The majority of criminal harassment victims are former or current partners of the offender. However, some victims may have had no previous relationship with an offender and may include celebrities, public/political figures or ordinary citizens. Methods of harassment include telephone calls, letters, verbal or physical threats, surveillance, photographing, vandalism, and appearing at the victim’s workplace.

Criminal harassment offenders have differing motivations and posses unique characteristics that must be taken into account by all elements of the criminal justice system. They may be obsessive, unpredictable, and potentially violent and some may have one or several psychiatric disorders. Discernable patterns of criminal harassment exist and techniques of harassment may vary with each type of case.

The police service’s approach to addressing criminal harassment should recognize and take into account the existence of different types of offenders, motivations and behaviours. The strategy should be sufficiently flexible to allow for customized intervention approaches and place an
emphasis on protection of the victim and responding to a potential public safety risk.

Multidisciplinary approaches should be adopted which are targeted to early intervention in suspected criminal harassment incidents. A multidisciplinary approach would integrate strategies for protecting and providing services for victims, apprehending and prosecuting offenders and promoting public awareness and understanding of criminal harassment. Such an approach must be developed at the local level with input from victims and probation, parole, legal, and mental health personnel.

Finally, it is imperative that the police approach to criminal harassment acknowledges and addresses the strong linkages which exist between criminal harassment and domestic violence. When an abused partner finally attempts to break the cycle of violence by terminating the abusive relationship, the decision to leave and the ensuing separation may be followed by criminal harassment and the risk of physical and/or psychological harm.

**Prescribed Standards**

Not Developed

**Guidelines**

**0222.01** The Governing Authority shall direct the Chief of Police/Commissioner of the O.P.P. to ensure that:

a. Members of the police service are familiar with s.264 of the *Criminal Code*, “Criminal Harassment”, which reads:

(1) No person shall, without lawful authority and knowing that another person is harassed or
recklessly as to whether the other person is harassed, engaged in conduct referred to in subsection (2) that causes that other person reasonably, in all the circumstances, to fear for their safety or the safety of anyone known to them.

(2) The conduct mentioned in subsection (1) consists of:

a. repeatedly following from place to place the other person or anyone known to them;

b. repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;

c. besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or

d. engaging in threatening conduct directed at the other person or any member of their family.

b. A process is in place to contact the Ontario Provincial Police (Behavioural Sciences Section) for assistance (e.g., statement analysis, threat assessment, psychological profiling) in assessing the risk posed by a suspect, when necessary.

c. Written procedures are in place for the investigation of criminal harassment offences which, at a minimum, include:
i. Investigative Procedures;
ii. Victim Assistance; and
iii. Charge and Post Charge/Arrest Procedures

d. A process is in place to monitor the response to criminal harassment complaints to ensure compliance with police service policy and procedures. Responsibilities for monitoring as well as sharing information with other agencies may be assigned to the individual(s) appointed as per section 01 of the “Police Response to Wife Assault” Policing Standard, 0217.00.

0222.02 INVESTIGATIVE PROCEDURES

Written procedures should be in place regarding the response to criminal harassment complaints, including the collection and preservation of evidence in order to facilitate a thorough investigation and to assess the threat posed by a suspect.

The procedures should also suggest that officers conduct the investigation with a view to ensuring that they will be prepared to subsequently provide information to assist the prosecution and correctional authorities in making recommendations in respect of disposition and conditional release.

The procedures should also outline mechanisms to access offender information from probation/parole personnel, if applicable, at the outset of the investigation.

The procedures should indicate that the police service’s policy and procedures respecting wife assault/domestic violence will also be adhered to when a case involves wife assault/domestic violence (see “Police Response to Wife Assault”, Policing Standards Manual 0217.00).

The procedures should also indicate that the police service’s procedures respecting firearms will be adopted in criminal
harassment cases including use of the search, seizure and prohibition provisions of the *Criminal Code* when no charges are laid.

The procedures should also include the following upon receipt of a complaint of suspected criminal harassment:

a. In addition to those that are common to all offences, officers should assess and establish the specific facts in issue relating to the offence of criminal harassment. They include:

i. the suspect did not have lawful authority to engage in the proscribed conduct;

ii. the suspect engaged in any one of the following types of proscribed conduct:

(a) repeatedly following from place to place the other person or anyone known to them (“repeatedly” is defined as “twice or more”);

(b) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;

(c) besetting or watching the dwelling-house, place where the other person, or anyone known to them, resides, business or

or anyone works, carries on business or

or happens to be; or

(d) engaging in threatening conduct directed at the other person or any member of their family (does not require repetition);
iii. the suspect knew the victim was harassed; or

iv. the suspect was reckless as to whether the victim was harassed by this conduct (e.g., the suspect was persistent/coercive, the victim made direct indications to the suspect that were ignored); and

v. the victim reasonably, in all of the circumstances feared for her/his safety or the safety of anyone known to the victim (see 0222.02 f).

b. The case should be referred to appropriate personnel for investigation. An investigation should be initiated as soon as possible and a detailed occurrence report should be submitted and monitored through the process established as per section 01 (d) of this standard.

c. The investigating officer should attempt to establish the identity of the suspect, develop a suspect case file and investigate the suspect’s background which would include, but is not limited to:

i. profile of the suspect including sex, age, physical description, education, and marital and employment status;

ii. the suspect’s behavioural history including criminal record, outstanding charges, prior occurrences, restraining orders, conditions of bail, and conditions of probation/parole, etc.;
iii. evidence of substance abuse, mental illness and/or disturbing, harassing or threatening behaviour.

d. The officer should advise the victim as to methods for collecting, preserving and recording evidence of harassment, including the maintenance of telephone message tapes and a daily log/diary of communications, sightings, contact, etc., in relation to the suspect. In gathering evidence, officers must ensure compliance with the search and seizure provisions of the Criminal Code. If necessary, the officer should consult with intelligence personnel, the Ontario Provincial Police (Electronic Interception Section) or a Crown Attorney.

e. The investigating officer should obtain all information from the victim as to why she/he fears for her/his safety or the safety of anyone known to her/him, including a detailed history of the relationship, information from family, peers and co-workers, information pertaining to conduct/words which may appear benign but which may have a particular and/or hidden meaning between the parties.

f. In assessing the requirement of reasonableness with respect to the fear for safety, the investigating officer should consider the reasonableness of the fear from the victim’s perspective and account for factors which include the age, gender and physical size of the victim, the backgrounds of the victim and suspect, the relationship between the victim and suspect, and the context of the relationship particularly as it applies to abuse. The concept of the safety of the victim should be interpreted and applied to include physical safety as well as psychological well-being.
g. In the event that the suspect engages in harassing communication or behaviour, the officer should attempt to obtain the most faithful reproduction available of the content of any communication/behaviour. Communication or behaviour that is written or recorded should be preserved with minimal disruption of physical evidence while ensuring continuity and adhering to forensic requirements.

h. In documenting oral communication (in person or by telephone), the officer should attempt to reconstruct the conversation verbatim and to record factors which include, but are not limited to the following:

- whether there is a threatened harm;
- if a threat is made or exists, where it will be carried out;
- time and location at which the threat is received;
- when the threat will be carried out;
- who will carry out the threat;
- whether the suspect has the means and opportunity to carry out the threat;
- how the threatened harm can be avoided;
- why the suspect is making this threat;
- manner/method in which the threat is to be carried out;
- indications of increasing specificity of the threat;
- what the suspect wants;
- location of the suspect;
- any available identifiers (name, address, employer);
- apparent sex, age, and ethnic origin of suspect;
- physical descriptors;
- vehicle information;
- emotional tone (e.g., angry, sad, upset, demanding, cold);
- change in attitude during conversation;
• signs of alcohol/drug use/abuse;
• signs of psychiatric disorder (especially psychosis, depression, and/or personality disorders);
• whether the call sounds local or long-distance;
• background noises that might help identify a caller’s location (e.g., machinery, traffic, children, or television);
• any reference to weapons, ammunition, explosives, arson, etc., and
• number of contacts made with victim.

i. In the event that the suspect communicates with/threatens the victim by telephone, the officer should take immediate steps to obtain evidence, which will be available for a limited time, from the appropriate telecommunications carrier.

j. The officer should also be alert to singular acts which may be unlawful (e.g., harassing telephone calls, uttering threats, mischief, intimidation).

0222.03

In order to assist in the prosecution of the offence, the officer should ensure that, in addition to standard information provided in the Crown brief, the following information is elicited for inclusion:

• any utterances by the suspect;
• place or location where the conduct occurred;
• time of day or night;
• whether the victim was alone or in a small group;
• whether the victim is particularly vulnerable in some way;
• relationship between the victim and suspect and the suspect’s perception of the relationship with the victim;
• terms of any pre-existing bail order, prohibition order (including s. 161 ban), probation order, parole certificate, temporary absence condition, peace bond, or civil order (e.g., custody or restraint order);
• previous conduct or convictions including those registered prior to s. 264 coming into effect;
• previous conduct aimed at the victim’s peers, co-workers or other members of the victim’s family or household;
• whether there was a warning or request to cease by the complainant at any time (not a requirement, but an evidentiary aid);
• persistent behaviour despite requests to cease from any source; and
• any damage, mischief, theft, vandalism etc.

0222.04

Procedures should be adopted with respect to the assessment of threat. The assessment of threat may assist in establishing whether a reasonable fear for safety exists as well as facilitating detention and bail opposition. When necessary, assistance and/or advice should be obtained through the process established as per section 01(b) of this standard.

If the investigation reveals that the suspect may pose a threat to the victim or any other person, the procedures should specify additional investigative steps (e.g., surveillance) and measures to be taken to ensure the safety of the victim or another person.

The procedures should include the following:

a. Information should be obtained that includes:

• any known psychiatric, emotional or mental problems of the suspect;
• observations by the suspect’s family members and associates;
• copies of writings by the suspect;
• evidence of fixation (e.g., letters, photographs);
• accounts or records of the suspect’s face-to-face or telephone conversations with the victim or her/his associates; and
• up-to-date information on the suspect’s location, mental state, intentions, and access to transportation and weapons.

b. In further assessing the threat posed by a suspect, the officer should attempt to determine the presence and/or extent of factors that may be used in assessing the probability of violence. These factors include, but are not limited to:

• possession of/access to firearms;
• escalation of contact (e.g., physical contact/direct confrontation with the victim);
• escalation of frequency of contact and violence;
• history of previous violence (including domestic violence or any other form of abusive behaviour);
• threats made by the suspect;
• criminal history;
• young age at the time of first charge/arrest;
• alcohol/drug use/abuse (including history of use/abuse);
• psychiatric disorders (including; poor compliance with psychiatric medication);
• suicidal behaviour and tendencies;
• life stresses experienced by the offender which may or may not relate to the victim (e.g., major loss such as financial loss or death);
• similar fact evidence;
• history of cruelty to animals and people;
• history of fire setting, bombing, or poisoning;
• patterns of risk-taking, angry or impulsive behaviour;
• fascination or preoccupation with weapons, ammunition, explosives, survivalist activities/themes; and
• vandalism/destruction of property relating to the victim.

0222.05 VICTIM ASSISTANCE

Procedures should provide for assistance to be rendered to victims of criminal harassment as well as information to be supplied regarding the status of the victim’s case. The procedures should indicate in what manner information is to be provided to the victim and by whom. Notification may be made contingent upon the victim providing a current address or telephone number which must be kept confidential.

The procedures should also emphasize that the safety of the victim is to be a paramount consideration at all times commencing with the victim’s initial complaint.

The procedures should also include the following:

a. The victim should be advised with respect to appropriate protective/supportive measures (e.g., victim/witness assistance services, womens’ shelters, restraining order, direct contact with the investigating officer(s)), which may be taken to enhance the victim’s safety and reduce the accessibility of the victim to the suspect. A safety plan may be developed in conjunction with victim advocates, a shelter, etc. The victim should also be fully informed of contact made with the suspect by police that may escalate the situation or may have some impact on the victim.

b. If circumstances exist that suggest the victim is at risk, the victim should receive information regarding the risk to her/his safety or the safety of anyone known to the victim to facilitate informed decisions respecting the enhancement of personal...
safety. The officer, in disclosing information about the suspect to the victim, must consider relevant provisions of access and privacy legislation.

c. The victim should be notified, as soon as possible, of the release of the suspect/offender, relevant release conditions, as well as information on the method for reporting alleged violations and the sanctions for violations.

d. The victim should be invited to complete a Victim Impact Statement following consultation with the Crown Attorney as to the most appropriate time in which to complete and submit the statement. However, it should be emphasized to the victim that the making of a statement is voluntary and the statement may be subject to disclosure. The victim should also be offered the option of filing the statement in an alternate format (e.g., audiotape).

0222.06 CHARGE AND POST CHARGE/ARREST PROCEDURES

Written procedures should be adopted with respect to the charging, arresting and detaining of criminal harassment suspects that reflect the seriousness of the crime and the need to protect victims.

The procedures should also reflect the fact that the arrest of a criminal harassment suspect may offer immediate relief to the victim. However, a threat may continue to exist while the accused is in custody, and if released, the accused may present as much or more of a threat as before the arrest. As a result, officers should be aware that victims may develop a false sense of security following the arrest of a suspect.

Procedures should also be adopted regarding the notification of correctional authorities when it is determined that the accused is on probation, parole, temporary absence, etc., and/or when a condition of probation, parole or temporary absence has been violated.
Notification should include the forwarding of occurrence reports or synopses.

Procedures should also be adopted with respect to bail (see “Violent Crime Bail Standard”, Policing Standards Manual, 0221.00).

The procedures should also include the following:

a. If no charges are laid in relation to a complaint of criminal harassment, the occurrence report will detail facts and reasons for the decision.

b. For the purposes of a show cause hearing, the officer should convey relevant information about any specific dangers to the victim and efforts by the victim to stop the alleged harassment. The officer must also be cautious as to the relaying of information in court which may jeopardize the safety of the victim.
Rationale

With the exception of homicide, sexual assault is the one crime that generally has the most traumatic effects on the victim and those persons associated with the victim. The investigation of sexual assault is complicated by the nature of physical evidence, the collection of which may be particularly complex, as well as the other elements necessary to verify the offence which are unique. Further complicating the investigation, the subsequent laying of charges as well as the reporting of sexual assault are existing myths and stereotypes and the social context within which sexual assault takes place that may place additional burdens on a victim. Recognition and appreciation of these factors must influence the actions taken by police and their response to victims.

Since the initial investigation of a sexual assault can affect the outcome of the case, it is imperative that police adhere to prescribed methods of collection and preservation of evidence. Without careful collection and development of evidence, the offender is unlikely to be apprehended, the case may not proceed to prosecution or may not result in a successful prosecution.

One of the primary objectives of the police when they become involved in the investigation of allegations of sexual assault is to obtain sufficient information and evidence to support the laying of a charge under the Criminal Code of Canada which is to be achieved with the least amount of additional trauma to the victim. Through the adoption of effective procedures and the development of protocols with other agencies serving victims of sexual assault, the quality and integrity of the evidence collected and the credibility of the information provided should enhance the likelihood that charges of this nature will be supported through the judicial process. The purpose of protocols is to ensure that the response is coordinated and effective, to facilitate the
development of a network of inter-agency contacts, to provide a mechanism for sharing information and expertise and to provide for the needs of victims. Assistance to and sensitivity towards victims of sexual assault is of paramount importance. High quality police-victim contacts might help to assure and maintain the cooperation of the victim during the investigation and prosecution of the case. Such contacts might help to alleviate the adverse psychological consequences due to victimization and prevent re-victimization from occurring as a result of the victim's participation in the judicial process.

In addition, an effective police response to sexual assault may engender confidence in the police, encourage the reporting of sexual assaults, provide information that will influence the direction of the investigation, or provide the investigative clue that leads to the identification and/or the apprehension of the offender. In sexual assaults, including those involving acquaintances which comprise the majority of sexual offences, the skilled officer, through positive contact with the victim, can clarify the points of non-consent; develop areas to corroborate the victim's report; affect whether there will be a trial or plea of guilty; influence the evidential success of the case; and affect the sentence imposed.

**NOTE:** This standard only applies to adult sexual assault and does not address sexual assault perpetrated against children.

**Prescribed Standards**

Not Developed

**Guidelines**

**0223.01** The Governing Authority shall:
a. Ensure that a written process is in place to monitor all responses to complaints of sexual assault to ensure consistency with the police service's policy and procedures.

b. To accommodate the needs of victims, ensure that protocols are established 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. Protocols should outline agreed procedures and provide for:

- practical assistance and support to victims;
- the receipt of information from third party and anonymous sources;
- information sharing;
- referrals;
- information to victims regarding their cases;
- the collection, preservation and transfer of medical/forensic evidence (including provisions to allow for a Sexual Assault Evidence Kit to be stored for up to six months when a victim chooses to attend the hospital to have the examination completed but chooses not to report the assault to the police at that time);
- the dissemination of Sexual Assault Evidence Kits; and
- community education.

Protocols should also be established with the local Crown Attorney which address:

- responsibilities of the police and the Crown;
- preparation of victims for court, including the identification of victims' particular needs;
sharing of information between the police and Crown Attorney and the appropriate access of personal/privileged information;

· provision of information to victims regarding their cases; and

· other provisions of the Act Respecting Victims of Crime.

c. Ensure that a policy is in place regarding the notification of the community or members of the community who may be at particular risk in the event that sexual assault offences are taking place within the community.

d. Ensure that the by-law respecting freedom of information and privacy reflects that records and documentation pertaining to sexual offenders are to be retained for a period of at least twenty-five years for the purposes of proving similar fact offences, for example, or establishing recidivism in relation to a dangerous offender hearing.

e. Direct the Chief of Police/Commissioner of the OPP to ensure that officers who have responsibility for the investigation of sexual assault offences are, in the opinion of the Chief/Commissioner, appropriately qualified in relation to all of the core competencies contained in Appendix A and that other officers who assist in an investigation meet the core competencies specific to their individual functions and responsibilities.

f. Ensure that a process is in place to contact the Ontario Provincial Police (Behavioural Sciences Section) for assistance in profiling and other investigative strategies when necessary (e.g., in cases involving suspected sexual predators, serial offenders, etc.).
g. Direct the Chief of Police/Commissioner of the OPP to ensure that written procedures are in place to respond to sexual assault which, at a minimum, include:

i. Communications procedures;
ii. Initial response procedures (including the receipt of information from anonymous and third party sources);
iii. Procedures regarding medical/forensic evidence and the Sexual Assault Evidence Kit;
iv. Investigative procedures;
v. Bail/pre-trial release;
vi. Interviewing the victim; and
vii. Victim assistance.

h. Ensure that the policies and procedures contained in this standard are implemented by January 1, 1998.

0223.02 The Chief of Police/Commissioner of the OPP will ensure that procedures are in place to promote an effective and consistent response to reports of sexual assault. Procedures shall include the following:

0223.03 COMMUNICATIONS

The procedures shall outline practices to be adopted by communications personnel upon receipt of a complaint of a sexual assault that has recently occurred. These shall include:

i. Dispatching police and any necessary emergency services;
ii. Obtaining brief particulars of the assault, including suspect information; and
iii. Advising the complainant of precautions which should be taken in order to preserve physical evidence.

The procedures shall also outline practices to be adopted by communications personnel upon receipt of a complaint of sexual assault that has occurred in the past (i.e., "historical" complaint).

0223.04 INITIAL RESPONSE PROCEDURES

The procedures shall outline steps to be followed during the initial response to a complaint of sexual assault and will address assisting the victim, providing referrals to or accessing appropriate community support services, accommodating victims with particular needs, establishing a safe and comfortable environment for the victim, conducting the preliminary investigation, protecting the crime scene, preserving evidence, and ensuring that appropriate personnel (e.g., identification services) are contacted.

The procedures shall indicate that all complaints of sexual assault are to be referred to a qualified investigator (as per section 0223.01(e)) either prior to the initial response or as soon as is practicable after the initial response. The procedures shall also indicate that the responding officer or investigator, will not make any determination as to whether a sexual assault complaint may be unfounded unless approved by a supervisor.

The procedures will indicate that the police service's policies and procedures respecting wife assault/domestic violence will be adhered to when a sexual assault case involves a spouse, common-law partner, etc. (see "Police Response to Wife Assault", Policing Standards Manual, 0217.00).
The procedures will also indicate that if the victim is under sixteen years of age, compliance with relevant statutes and the police service’s policies and procedures respecting child abuse will be assured.

The procedures shall include the following:

a. Officers will respond as quickly as possible to the report of a sexual assault that has recently occurred. At the time the police become involved in the investigation, all attempts will be made to interview the victim, secure any evidence and gather information as quickly as possible.

b. The responding officer should ascertain basic information about the incident from the victim in a professional and sensitive manner while ensuring suitable privacy.

c. In the event that the assault is reported within seventy-two hours (as per requirements of the Centre of Forensic Sciences), the officer should explain to the victim the need to attend the hospital (Sexual Assault Treatment Centre, if available) to retrieve medical/forensic evidence and/or to receive medical treatment to identify and treat any disease or injury or to provide reassurance that no physical harm was inflicted.

d. The officer should accommodate any request by the victim for a support person of the victim’s choice (e.g., family member, advocate from a Sexual Assault/Rape Crisis Centre lesbian/gay or ethno-specific agency, etc.) to accompany the victim at the hospital, and should provide assistance, if necessary.
e. If the complaint is received seventy-two hours after the assault, the officer should recommend that at some point during or following the investigation, the victim seek medical treatment. The officer should provide the victim with referrals to appropriate community service agencies.

0223.05 Medical/Forensic Evidence and the Sexual Assault Evidence Kit

The procedures shall provide instructions regarding medical/forensic evidence and ensuring the continuity of the chain of evidence, the purpose and use of the Sexual Assault Evidence Kit, and the collection, processing, storage and transfer of forensic evidence.

The procedures shall indicate that, upon receipt of a complaint of sexual assault, the officer may, in consultation with appropriate medical personnel and the victim, determine the nature of medical/forensic evidence to be obtained.

In addition, the procedures should require that officers be familiar with the medical/forensic examination procedures in order to explain the potentially high value of the Sexual Assault Evidence Kit, provide emotional support, discuss the appropriate use of the examination, and provide assistance to victims in giving informed consent to the use of the kit.

0223.06 INVESTIGATIVE PROCEDURES

The procedures shall identify steps to be followed in the investigation of a sexual assault and include the functions and responsibilities of relevant personnel such as the sexual assault investigator and supervisory and identification personnel. The lead investigator must ensure that any
officer involved in the investigation meets the core competencies contained in Appendix A that are consistent with the officer’s functions and responsibilities (see section 0223.01 (e)).

All procedures shall reflect the sensitive nature of the information to be gathered during the investigation and the necessity that officers be responsive to the needs of the victim.

The procedures shall provide for effective communication and the sharing of information with other police agencies regarding sexual assault cases and the retention of information on offenders including the *modus operandi* of offences. The procedures will also provide for the submission of a Violent Crime Linkage Analysis System (ViCLAS) report in accordance with the ViCLAS submission criteria.

Officers should be aware that, in some cases, the activities of sexual predators may be consistent with criminal harassment/stalking. Harassing conduct such as watching and following may constitute planning or preparation for sexual assault on the part of sex offenders and serial offenders, in particular. Reported incidents should be responded to and documented in accordance with approved procedures. Relevant procedures contained in "Criminal Harassment", Policing Standards Manual, 0222.00, should be adopted, and assistance should be obtained as per section 0223.01 (f) of this standard.

Procedures will also be adopted with respect to firearms in accordance with "Offences Involving Firearms", Policing Standards Manual, 0224.00.

In cases in which the motivation for the assault is suspected to be hate or bias, relevant procedures contained in "Hate/Bias Motivated Crimes", Policing Standards Manual, 0219.00 should be adopted.
The procedures shall include the following:

a. All attempts should be made to ensure that the officer who is in charge of the investigation maintains consistent contact with the victim throughout the process.

b. In cases of sexual assault involving a spouse, common-law partner, etc., charges will be laid in accordance with "Police Response to Wife Assault", Policing Standards Manual, 0217.00. In other cases, if the investigator deems that charges are not warranted, he/she shall consult with a Crown Attorney prior to not laying a charge.

c. If no charges are laid in relation to a complaint of sexual assault, the occurrence report will detail facts of the case and reasons for the decision. The investigator will also advise the victim of the reasons for the decision.

d. As part of the post-charge screening process, the investigator will provide all information about a sexual assault case to the Crown Attorney who will determine whether to proceed with a prosecution.

e. The investigator should advise the victim of the provisions of the Criminal Code that allow for the protection of the victim’s identity.

f. Despite legislative changes that eliminate the necessity of proving corroboration, recent complaint or physical evidence of injury, investigators must be vigilant in ensuring that all evidence that corroborates the allegation is obtained.
g. The victim should be invited to complete a Victim Impact Statement upon conviction of the offender to be provided to the Crown Attorney for the purpose of sentencing. However, it should be emphasized to the victim that the making of a statement is voluntary and may be used for parole purposes at which time the accused will have access to the statement. The victim should also be offered the option of filing the statement in an alternate format (e.g., audiotape).

0223.07 Bail/Pre-trial Release

a. When the accused has been arrested as a result of an investigation into a complaint of sexual assault, procedures will be adhered to in accordance with "Violent Crime Bail Standard", Policing Standards Manual, 0221.00.

b. In the event the accused is released, the investigator should recommend conditions for release which are to be included in the information provided to the Crown Attorney. Such conditions may include:

- prohibition of contact or communication with the victim, witnesses or family;
- restrictions on movement, such as non-attendance at victim's place of work, home or school;
- release of the accused to a surety who can supervise the accused;
- prohibition on possession of weapons or firearms; and
- prohibition on consumption of drugs and/or alcohol.

c. The victim shall be informed of the release of the accused, the conditions, if any, which apply to the
release as well as the procedures to follow in the event of a breach of any condition.

d. The victim should be invited to attend the bail hearing and to assist the investigator in determining the extent and type of conditions of release that will be requested at the bail hearing.

0223.08 INTERVIEWING THE VICTIM

The procedures shall emphasize that victims will be interviewed in a professional, tactful and sensitive manner. Where a communication barrier exists as a result of language differences or a physical disability, investigators should access the services of a cultural/linguistic interpreter, intervenor, or other appropriate community resource.

Efforts should be made to alleviate the potential trauma arising from the victim having to repeat the allegations, and procedures should be in place to minimize the unnecessary repetition of the report to different police personnel.

The procedures shall include the following:

a. If resources permit and circumstances dictate (e.g., where a perceived need exists), the victim may be offered a choice with respect to the gender of a qualified investigator (as per section 0223.01(e)) to conduct the investigation or interview.

b. Interviews with the victim should take place in a private setting. The victim should be advised that a support person may be invited to be present if the
victim so desires. The victim and the support person should be advised that the latter may be asked to leave, must not interfere in the investigation, and may be required to testify in court.

c. Where resources permit and the victim consents, electronic equipment may be utilized to record the interview in accordance with established procedures outlined in local protocols.

d. Following the interview/investigation, the investigator should ensure that the victim is transported to a safe location.

**0223.09 VICTIM ASSISTANCE**

Procedures shall provide for assistance to be rendered to victims of sexual assault as well as information to be supplied regarding the status of the victim's case.

Procedures should also be adopted in accordance with "Victim Assistance", Policing Standards Manual, 0403.00.

The procedures (or protocols) will indicate in what manner information is to be provided to the victim and by whom.
APPENDIX A

CORE COMPETENCIES FOR SEXUAL ASSAULT INVESTIGATORS

1. **Effective interviewing skills for sexual assault suspects**
   a. knows the law regarding the admissibility of statements
   b. knows specific issues and the law regarding young offenders
   c. when appropriate, follows proper video taping procedures
   d. uses interview techniques to obtain confessions
   e. takes steps in planning and preparation for a sexual assault suspect interview
   f. understands profiles of sexual assault suspects in order to effectively interview the suspect

2. **Basic knowledge and application of profiling requirements**
   a. has basic knowledge of profiling requirements and limitations
   b. is aware of resource services for investigators provided by the OPP Behavioral Sciences Section to assist in sexual assault investigations and how to access them
   c. is cognizant of information required to complete a ViCLAS submission
   d. is aware of information required for an indirect personality assessment
   e. is aware of and can respond to the profile characteristics of a suspect who poses a threat to the victim and/or the public

3. **Knowledge and application of community resources**
   a. can identify applicable services to sexual assault cases
   b. knows how to access community resources
   c. knows limitations around confidentiality policies and access to confidential records
   d. understands the role of community support persons in sexual assault investigations
   e. has working knowledge of existing hospital or other interagency protocols, where applicable
4. **Effective victim-centered interview skills**

a. **Interviewing Techniques**

i. can plan and prepare for the interview

ii. can explain what questions will be asked and why (e.g., graphic, explicit, questions defence lawyers will ask)

iii. uses current procedures for interviewing and statement taking (e.g., verbatim statement, videotape with consent)

iv. determines what happened (who, what, when, where, how) using a cognitive interviewing process when necessary

v. demonstrates interviewing process to elicit information that is relevant to the investigation and prosecution

vi. can assess progress during the interview (e.g., demonstrates that interview is suitably paced)

vii. balances the goals of the interview with the needs of the victim

viii. can analyze the impact of questions and interviewer behaviour on the victim

ix. can analyze the impact of questions on the court outcome

x. conducts a behavioural-oriented interview to satisfy ViCLAS requirements and ensures all information is obtained through the least number of interviews

b. **Victim Awareness**

i. demonstrates that the victim’s personal needs are a priority (e.g., medical attention, comfortable interview environment, support person, etc.)

ii. shows sensitivity, respect, empathy

iii. explains the victim’s rights (e.g., Victims’ Bill of Rights, right to independent legal advice)

iv. offers the victim information about community support services

v. can identify and respond to special needs of victims from diverse communities

vi. is able to acknowledge and to respond to the victim’s emotions

vii. explains next steps, investigative and legal processes and options (e.g., publication bans)
has knowledge of and can respond effectively to the rape trauma syndrome

informs the victim of their privacy rights, including the right to independent legal advice relating to disclosure and third party records (e.g., medical, therapeutic or psychiatric records)

5. **Knowledge and application of investigative support resources/experts**

a. knows what services Centre of Forensic Sciences offers relating to Sexual Assault Evidence Kits and DNA

b. knows what services identification units can offer in relation to sexual assault suspects/victims and crime scenes

c. is able to access appropriate experts such as doctors, psychologists, psychiatrists, counsellors, etc.

d. has working knowledge of any relevant protocols

6. **Knowledge and application of relevant criminal code sections relating to offences and procedures for sexual assault investigations**

Demonstrates knowledge of offences and procedures relating to:

a. sexual assault, sexual offences

b. abduction, kidnapping, unlawful confinement

c. threatening, criminal harassment, choking, using a disguise

d. drafting informations

e. previous sexual history, corroboration, complaint evidence and spousal provisions

f. weapon prohibitions, search & seizure

g. bail opposition and conditions

h. preventative measures (e.g., s. 810.1 C.C.C., dangerous offenders)

i. publication bans

7. **Knowledge and application of the law for obtaining evidence for sexual assault cases**

Demonstrates knowledge in relation to the following:
a. legal consent (i.e., in accordance with Wills [Ont. C.A.] and Borden [S.C.C.])

b. traditional s.487 C.C.C., general s.487.01 C.C.C. and DNA s.487.05 C.C.C. search warrants

c. Sexual Assault Evidence Kit submission requirements

d. ss. 101 & 103 C.C.C. provisions (firearms)

8. **Knowledge of procedures relating to the Sexual Assault Evidence Kit**

Demonstrates knowledge in relation to the following:

a. prioritizing the need for use of the Sexual Assault Evidence Kit

b. impact on the victim and victim sensitivity

c. consent (informed choice) of the victim (i.e., reinforces S.C.C. O'Connor judgment)

d. procedures for using the kit and submissions to the Centre of Forensic Sciences

e. hospital protocol(s)

f. continuity issues

9. **Knowledge and application of procedures in preparation of sexual assault prosecutions**

Demonstrates knowledge in the following:

a. Seaboyer Applications

b. O'Connor Applications

c. Corbett Applications

d. K.G.B. Applications & s.9(2) Canada Evidence Act

e. s.715.1 C.C.C. videotape procedures

f. current case law impacts

g. facilitating communication between the victim and Crown counsel

h. Crown policies on sexual offences, previous sexual history, bail hearings, disclosure and victims

i. recent complaint / fabrication evidence

j. dangerous offender applications

k. preventative measures (e.g., ss. 810.1, 161, 741.2 C.C.C.)
10. **Knowledge and application of case management principles**

Demonstrates knowledge in the following areas:

a. scene control register, exhibits
b. investigators, witnesses, suspects, victim(s)
c. media
d. investigative approaches to different types of sexual assaults (i.e., acquaintance, stranger, historical)
e. ongoing working relationship with Crown including trial procedures, (e.g., bail opposition, witness preparation, dangerous offender application), Crown briefs and disclosure requirements
f. weapons procedures
g. relevant forms, records and documents, search warrants
Rationale

The increased availability of firearms, and their use in criminal offences, is of significant concern to the police, community and all levels of government.

While issues relating to firearms and their use are complex, studies undertaken by the Department of Justice on firearms and family violence, as well as the recommendations from the Yeo Inquest, have identified positive and proactive measures the police can take to help create safer communities through the use of the powers available under the Criminal Code to search for and seize firearms, and obtain prohibition orders, where it is in the interests of safety that an individual be denied access to firearms.

The adoption of the procedures outlined in this standard will provide a framework for police services to respond to the availability and use of firearms, and through their successful application should contribute to improving police and public safety.

Prescribed Standards

Not developed

Guidelines

0224.01 The Governing Authority should require the Chief of Police/O.P.P. Commissioner to report back by April 1, 1997 on the status of the implementation of this standard.

Police Powers

0224.02 The Chief of Police/O.P.P. Commissioner should ensure that written procedures are developed and implemented that outline all the search and seizure powers available to officers, (including the powers under Part III, and Part XV), as well as
options for obtaining prohibition orders, that relate to firearms, other offensive weapons, ammunition, or explosive substances.

In addition, the procedures should set out the steps to be followed by officers when exercising any of the search and seizure powers available to officers, or when seeking prohibition orders, including steps such as information gathering, preparing the necessary evidence or documentation, and consulting with a Crown Attorney or designate as necessary.

**Investigative Requirements - Offences/Occurrences Involving Firearms**

0224.03 The Chief of Police/O.P.P. Commissioner should ensure that written procedures relating to the investigation of offences that involve the use or threatened use of firearms are developed and implemented. The written procedures shall provide that during an investigation involving the use or threatened use of a firearm an officer should, as part of his or her investigation:

a) consider all powers of search and seizure available to an officer and make every effort to search for and seize the firearm;

b) conduct inquiries of the accused, family members, or other associates, as may reasonably be practicable, to ascertain whether firearms are available to the accused;

c) determine if the accused, family members, or other associates, as may reasonably be practicable, possess the necessary firearms certificates, permits, licences or authorizations for the possession or purchase of a firearm or restricted weapon;
d) document the powers exercised to search for and seize any firearm, firearms certificates, permits, licences, or authorizations or provide the reasons why such powers were not exercised;

e) document the results of any search;

f) determine whether reasonable grounds exist to lay a charge pursuant to Part III of the Criminal Code, and if in doubt, consult with a supervisor or the Crown Attorney’s Office;

g) comply with the procedures for preparing bail hearing briefs, including those aspects that relate to firearms (see the Violent Crime Bail Standard #0221);

h) consider seeking a prohibition order against the accused unless such an order has been imposed under any other section of the Criminal Code (eg. section 515(4.1) and;

i) where appropriate follow the procedures in Standard 0220.00 Investigating Stolen/Illlicit Firearms.

0224.04

The Chief of Police/O.P.P. Commissioner should ensure that written procedures are developed and implemented that require, in every case involving the use or threatened use of a firearm, that the police service discuss with the Crown responsible for the case the introduction of a community impact statement at the sentencing hearing. This statement should contain information on the availability and use of firearms in criminal offences and their impact on community safety.

**Investigative Requirements - Offences/Occurrences Not Involving Firearms**
The Chief of Police/O.P.P. Commissioner should ensure that written procedures are developed which require officers in any occurrence involving family violence, wife assault (see Standard 0217 on Police Response to Wife Assault), criminal harassment, sexual assault, hate/bias motivated crime or other forms of threatening behaviour, to:

a) make all reasonable efforts to determine whether any of the individuals involved in the occurrence own, possess or have access to a firearm, other offensive weapon, ammunition, explosive substance, firearms certificate, permit, licence or authorization regardless of whether sufficient grounds exist to lay a charge against the individual;

b) consider the powers available to officers to search for and seize pursuant to Part III of the Criminal Code when it is determined that an individual involved in one of the aforementioned occurrences does own, possess or have access to a firearm, other offensive weapon, ammunition, explosive substance, firearms certificate, permit, licence, or authorization and there are reasonable grounds for believing that there is a threat to safety;

c) consider applying for a prohibition order or seeking a revocation under Part III of the Criminal Code, unless such an order has been imposed under any other section of the Criminal Code (eg. section 515(4.1); and

d) document the officer's actions and reason for such action.

The procedures should also provide that officers, when determining whether there are reasonable grounds for believing that there is a threat to safety, shall consider
all relevant factors including one or more of the following:

1. Does the occurrence involve an assault or threatened use of violence?

2. Has a spouse, family member, friend or neighbour raised safety concerns over the presence of a firearm? If so, why?

3. Does the occurrence involve violent behaviour resulting in significant property destruction that would indicate a person has acted in an irrational or enraged manner?

4. Does the person have a history of violence, threatening or abusive behaviour?

5. Does the person have a criminal record for violence, including assault?

6. Has there been a gradual escalation in the intensity or severity of violent or abusive incidents involving the person?

7. Is the incident related to a significant life event, such as the breakdown of a relationship, and is there a history of violent or abusive behaviour in the relationship?

8. Is the person intoxicated, under the influence of other substances, or does he or she have a history of substance abuse?
9. Is the person behaving in a manner which suggests he or she is disturbed, distraught, or suicidal; or may be suffering from a personality disorder; or is known to have a history of mental illness?

10. Is the person breaching an existing prohibition order, condition of bail, or peace bond?

Consultation with Crown Attorney

0224.06

The Chief of Police/O.P.P. Commissioner or designate should consult with the local Crown Attorney’s Office on the content of the police service’s procedures prior to them being finalized.
Chapter Three of the Policing Standards Manual will cover Human Resources Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle human resource matters (e.g., Personnel Selection, Employment Equity, and Career Development).
Rationale

The development of a statement of purpose and involvement of all members of the police service in setting goals and objectives will focus the efforts of the police service in meeting the needs of the community.

The structure of the organization, and the chart which describes it, will ensure that members are aware of their duties and responsibilities as well as the lines of authority within the police service.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1, 8 and 13 of the Police Services Act.

Guidelines

0302.01 The Governing Authority ensures that the police service is staffed, structured and organized in a manner which supports its efficient operation and is consistent with community policing.

0302.02 The organization has the following, prepared by the Chief of Police/Commissioner of the O.P.P. and approved by the Governing Authority:

a. A statement of purpose;

b. An organization structure which is effective and meets the needs of the community and the police service;
c. An annually updated chart which describes the structure.
Rationale

The objective of the Personnel Selection Process is to select, without bias, those persons with the potential to become qualified members of the police community, in both uniform and civilian positions. Candidates should display the quality of good character and the motivation which will help to ensure a positive and progressive attitude towards the police profession.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1, 9, 10 and 11 of the Police Services Act.

Guidelines

0303.01 Establish a Personnel Selection Process and provide a manual or document describing all elements of the selection process. This manual or document is available for the information of members of the police service and the public.

0303.02 The application form and the selection process is consistent with the Employment Equity Regulation and the Ontario Human Rights Code.

0303.03 At the time of application, candidates are given a document describing all elements of the selection process.

0303.04 Unsuccessful candidates are advised within a reasonable time of the fact that they were not selected.
0303.05 An oral interview is conducted by a qualified interviewer using a structured systematic interview process.

0303.06 Police officer applicants must comply with the requirements of Section 43 of the Police Services Act.
Rationale

Equal Opportunity is consistent with the principles of the Police Services Act, including: “the need for sensitivity to the pluralistic, multicultural and multiracial character of Ontario’s society”; and “the need to ensure police services are representative of the communities they serve”. Taking steps to achieve equal opportunity is an integral part of ensuring effective human resource management practices, that will support the transition to community based policing.

Police Services have taken many steps towards the development of workplace policies and practices that will assist in achieving fair and equitable workplace practices.

To assist police services in their continued efforts to achieve equal opportunity, the Ministry of the Solicitor General and Correctional Services will be developing Equal Opportunity supports for police services. This guideline recognizes the many steps police services have already taken, and the future focus will be to build on these initiatives. Additional support to be provided will include:

1. The Ontario Government’s policy statement on equal opportunity;
2. A general statement of principles, available for adoption by police services, which commits police services to equal opportunity;
3. A set of definitions of terms used in the guideline;
4. Providing police services with a tool they can use to evaluate their progress for achieving equal opportunity and eliminating barriers.

Additional supports will be provided when identified and developed through a co-operation of the ministry and police services.

**Prescribed Standards**

None.

**Guidelines**

**0304.01** The Police Services Board with the Chief of Police, or the Commissioner, Ontario Provincial Police, should ensure merit will be the basis of hiring, promotion, and other employment practices of the police service, thereby allowing individuals to be judged on their abilities.

**0304.02** The Police Services Board with the Chief of Police, or the Commissioner, Ontario Provincial Police, should take the necessary steps to eliminate barriers to equal opportunity, including systemic barriers, and prevent new ones from being established.

To achieve 0304.01 and 0304.02, the following initiatives should be put into place:

1. Police Services, prior to a hire or promotion, should ensure that the essential job qualifications of the positions are identified.

   *Identifying essential job qualification involves two steps: 1) identifying the essential duties of the position; 2) based on the essential duties of the position, identifying the qualifications that the*
candidate needs to have (to know about or be able to perform) on the first day of work.

All job qualifications must be essential and bona fide; that is:

- sincerely believed to be necessary for the job; and
- considered reasonably necessary to assure the safe, efficient and economical performance of the job.

1. **Police services should ensure that recruitment practices actively seek a wide variety of talented and capable potential applicants.**

*Police Services should implement a policy that outlines, for everyone in the organization and community, a fair and equitable approach to recruitment.*

The policy should:

- indicate the level of skills, knowledge and training required by those responsible for recruitment;
- define when to recruit from within and when to seek applicants externally;
- identify a strategy for advertising available positions to all segments of the community, for example: local community media, maintaining a network of contacts throughout the community;
• allow for adequate response time for job postings;
• ensure persons with a disability have access to the recruitment process (i.e. access to the job advertisement, adequate time for response, accessible process to submit application).

1. **Police Services should ensure that selection criteria are based on essential job qualifications, and that selection practices are valid, fair, equitable, legal, and consistently applied.**

_Police services should develop or review existing policies and practices to ensure that the selection process is equitable, and that all personnel involved in the selection process are aware of and implement the practices._

Selection policies and procedures should:

• indicate the responsibilities, level of skills, knowledge and training required by those involved in the selection process;
• be developed to “screen-in” qualified candidates, and not to screen out large numbers of applicants, which includes selection based on essential qualifications required on the first day of the job;
• not be prohibited by the *Human Rights Code*;
• identify processes for determining if applicants require any accommodation, in order to allow them to participate equally in the process to demonstrate their ability to perform the essential job qualifications;
• ensure when assessing qualifications, that education and experience acquired outside of Canada is given appropriate consideration;

• ensure applicable rating schemes are developed and used consistently for each candidate;

• ensure that all participants, including the candidates, are aware of the selection process.

1. **Police Services should ensure that promotion practices are valid, fair, legal and well managed.**

*Police Services should develop or review existing policies or practices to ensure the promotion process is equitable. Although there are many parallels and overlap between recruitment, selection and promotion, promotional processes have some distinct characteristics. Promotion is used to advance employees by recognizing their performance. Access to career training or development available in the police services will greatly impact performance and, therefore, access to promotions.*

Promotion policies and procedures should therefore:

• indicate the responsibilities, level of skills, knowledge and training required by those involved in the promotion process;

• be developed to “screen-in” qualified candidates, and not to screen out large numbers of applicants, which includes
selection based on essential qualifications required on the first day of the job;

- ensure selection criteria are communicated to all applicable employees in advance of the promotional process, to enable the employees to develop or acquire required qualifications;

- identify processes for determining if applicants require any accommodation, in order to allow them to participate equally in the process to demonstrate their ability to perform the essential job qualifications;

- ensure when assessing qualifications, that education and experience acquired outside of Canada is given appropriate consideration;

- ensure applicable rating schemes are developed and used consistently for each candidate;

- ensure that all participants, including the candidates, are aware of the promotional process.

0304.03 The Police Services Board with the Chief of Police, or the Commissioner, Ontario Provincial Police, should take the necessary steps to eliminate discrimination and harassment by effectively preventing it, and responding to it in a manner consistent with zero tolerance.

To achieve this, the following initiatives should be put into place:

1. Police Services need to have a policy that effectively communicates that discrimination and harassment will not be tolerated in the workplace.

Objectives of the elimination of discrimination and harassment policy should include:
• to provide a work environment -- including extensions of the workplace such as conferences, cruisers, business travel, office parties -- where employees are free from harassment and discrimination;
• to provide an educational mechanism to create a greater understanding and awareness of the nature of discrimination and harassment;
• to outline the responsibilities of all employees, including the need for employees to monitor their own behavior and actively confront discrimination they observe, and ensure all supervisory staff understand their legal obligations and responsibilities to create a work environment free of discrimination and harassment;
• to provide fair and direct procedures for resolutions of incidents of discrimination and harassment in the workplace, including ensuring that the privacy of both (alleged) offender and complainant is protected;
• to ensure all inquiries/complaints are dealt with respectfully and objectively;
• to provide a mechanism for employees to get guidance/advice on issues concerning discrimination and harassment.

2. Police Services need to ensure that stereotyping does not occur in the workplace.

Stereotypes can be communicated through actions, behaviors, use of language in verbal and written material and pictorial displays. A
mechanism needs to be put into place to ensure that all internal and external communications produced/delivered do not - either overtly or subtly - reinforce stereotypes. It should ensure that all employees, including supervisors, understand their responsibility to ensure that stereotyping does not occur in the workplace.

3. **Police Services need to have an ongoing mechanism to ensure that all levels of the police service, from board members to new recruits, receive practical training on race relations, diversity and human rights.**

The mechanism should:

- provide employees with work related training that is useful, effective and successful;
- reflect demonstrated commitment from Senior Management;
- provide skilled instructors to deliver training;
- include a monitoring and evaluation process.

0304.04 **The Police Services Board with the Chief of Police, or the Commissioner, Ontario Provincial Police, should ensure employment accommodation will be provided in accordance with the *Human Rights Code*.**

To achieve this the following mechanisms should be put into place:

1. **Police Services should provide employment accommodation in accordance with the *Human Rights Code*.**

*The Code requires employers to provide accommodation, unless to provide that accommodation would cause undue hardship to*
employers, considering the cost, outside sources of funding, if any, and health and safety requirements, if any.

2. **Police Services should have a formal policy on accommodation for persons with a disability.**

The policy should clearly communicate that, short of undue hardship:

- employees with a disability receive the accommodation they require in a way that is equitable, respects their dignity, maximizes their ability to contribute and enables them to participate in all aspect of employment with the police service, and;
- applicants with a disability receive the accommodation they require in a way that is equitable, respects their dignity and maximizes their ability to compete for jobs within the police service.

The goals of the policy should be to:

- provide accommodation in accordance with the *Human Rights Code* and Section 47 of the *Police Services Act*;
- ensure the specific needs of an individual employee or applicant are assessed and reasonably met;
- ensure systemic barriers, not specific to an individual, are assessed, for example
recruitment offices that are accessible to persons with a disability, both physically and through electronic communications;

- ensure accommodation is provided for all employment activities, for example: staffing; the duties and requirements of positions; and training and career development opportunities;
- create greater understanding and awareness of issues related to employment and accommodation of persons with a disability;
- ensure supervisors understand their responsibilities to make the climate of the workplace receptive to persons with a disability.

3. **Police Services need to have a mechanism to recognize and address non-work related responsibilities of its employees, for example Family and Child Care responsibilities.**

This mechanism should provide a work environment that is conducive to retaining employees who are balancing work and family responsibilities. The mechanism should identify family and child care needs of employees as an important human resource management issue.
Rationale

Harassment is defined by the Ontario Human Rights Code as "a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome." An example could be a course of comment or conduct consisting of words or actions that insult or cause humiliation to a person in relation to one of the prohibited grounds.

Employers, people acting for employers, and co-workers are prohibited from harassing an employee on the ground of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offenses, marital status, family status or handicap.

Unwelcome sexual remarks or physical contact are considered sexual harassment and are also prohibited. The Code specifically prohibits a sexual advance or solicitation by a person who is in a position to grant or deny a benefit to another. For example, an unwelcome advance from a supervisor to an employee. If the person in the position to grant or deny a benefit, threatens or institutes a reprisal against a person who rejects a sexual advance, the act of reprisal would contravene the Code.

A professional police organization should be an exemplary workplace and it is incumbent upon every member of the police service to refrain from and discourage any unwelcome remarks, jokes, or actions of any kind which could cause embarrassment or discomfort to other employees.

Prescribed Standards

Not Developed
Guidelines

0305.01 A written by-law from the Governing Authority prohibits harassment in the workplace and provides a procedure for resolution of complaints of harassment. The written by-law requires that:

a. The by-law is distributed to all members of the police service.

b. A procedure for resolving complaints of harassment is in place.

c. No sexist, racist or other offensive or derogatory material is displayed on the premises.
Rationale

The demands and complexities of modern society require that only those persons who have been properly trained, and understand the law and society's needs, be entrusted as a police officer. The reason for training has always been accepted and supported by police managers. This standard sets time limits for the provision of basic training for police officers.

This standard also requires that training for all employees be based on identified needs, for example training on general topics will be given to all who are affected by a change in policy or procedure. Specialized training, such as investigative or supervisory training, will be given to those employees who are going to make immediate use of the subject matter being taught.

As professionals, there is also an onus on all employees of a police service to continue learning beyond the basic training provided.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 18 of the Police Services Act.

Guidelines

0306.01 
Police officers successfully complete the Level I and Level II portion of the constable training program within one year of the commencement of employment as constables or cadets-in-training.
0306.02 Police officers successfully complete the Level III and Level IV portion of the constable training program prior to attaining the rank of 1st class constable.

0306.03 Police officers successfully complete the Level V and Level VI portion of the constable training program prior to the completion of eight years of service as a police officer.

0306.04 Upon successful completion of the constable training program, police officers maintain a level of skill and knowledge appropriate to their assigned role, and the police service provides adequate performance evaluation and training to accomplish this end.

0306.05 Qualified coach officers are used to train Level II graduates.

0306.06 Personnel records are maintained for all employees, indicating all training the employee has undergone.

0306.07 All members who have undergone advanced training are, or have been, assigned to functions where that training is being put to use, and the appropriate records are kept.

0306.08 Civilian and police supervisory personnel have:

a. attended supervisory training courses;

b. engaged in self instruction through use of appropriate written, audio or training video material.

0306.09 The police service:

a. has a training unit staffed with qualified personnel, or has a designated qualified training officer; and
b. has a resource centre with appropriate written, audio or training video materials available to all members, for reference and self instruction.

0306.10 Training needs are identified for all levels of police and civilian staff and are being met through in-house and external resources.
Rationale

In accordance with the provisions of Section 52 of the Police Services Act, an auxiliary member may be appointed to the police service. Uniformed auxiliary members, as representatives of the police service, must bring to their assigned tasks an adequate level of knowledge and skill.

Prescribed Standards

Not Developed

Guidelines

0307.01  A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that auxiliary members receive appropriate training. The written policy requires that:

a. Auxiliary members receive training appropriate to their function, which may include the following:

1. Citizen’s powers of arrest;

2. Duties and responsibilities required by the Canadian Charter of Rights and Freedoms;

3. Use of the police radio;

4. Use of batons and firearms, if they have access to them;

5. Adequate training to perform their assigned duties; and
Rationale

The evaluation of staff performance is fundamental to good management. It forms the basis for all staff development programs. The existence of a good performance appraisal system will ensure that fair, impartial and appropriate decisions are made respecting the training, promotion and utilization of staff.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 9 of the Police Services Act.

Guidelines

0308.01

A written policy from the Chief of Police/Commissioner of the O.P.P. sets out an employee performance appraisal system. The written policy requires that:

a. Employees are advised of the goals of the organization and the expectations with regard to their duties and responsibilities for the coming year, and a document describing the performance appraisal system is supplied to all employees.

b. Written appraisals of the employee by the supervisor are an ongoing process and are to be prepared at least annually (probationary employees at least every three months).
c. Persons required to evaluate others are given appropriate training in how to do so effectively.

d. The appraisal is signed by the evaluator.

e. The evaluators review the ratings in private with the employees who are then given an opportunity to respond and offer their own viewpoint.

f. Where practicable, the employee be given the opportunity to communicate with the evaluator's superior.

g. The appraisals are kept by the Chief of Police/Commissioner of the O.P.P. in the employee's personal file.
Rationale

Providing an opportunity for personnel to improve their education by attending courses, or broadening their experience, benefits both the police service and the employee. Employees gain a broader experience base which should improve their efficiency and effectiveness, and in some cases, their motivation. The police service gains an opportunity to assess capabilities with regard to future assignments or promotions. Where the coach officer assignment is used as development, the coach can be assessed as a potential supervisor while the trainee benefits from the experience of a highly qualified and motivated role model.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 9 of the Police Services Act.

Guidelines

0309.01

A written policy from the Chief of Police/Commissioner of the O.P.P. designates a person to administer a career development program which is accessible to all employees. The written policy requires that:

a. The person designated as Career Development Officer (or the Chief of Police) has developed a plan which includes available training courses and lateral transfers.
b. The police service encourages educational upgrading and may include provisions for reimbursement and/or arranging time off to attend classes.

c. Personnel are aware of the plan and have been given an opportunity to apply.

d. Employee personal files indicate skills, education, courses, lateral transfers, coach officer assignments.
Rationale

Training is fundamental to the appropriate use of force by police. It is essential that police receive training in all aspects of use of force.

A growing body of research suggests that realistic training in exercising judgment in the choice of force options is a key component of good use of force training. This arises from the fact that most questionable applications of force are not a result of improper application of a force option, but rather the improper selection of an option. Although judgment training must be as realistic as possible, it is essential in the interest of officer and public safety, that officers be confident, proficient, and safe with all of the options they may be required to use. This can be accomplished by thorough recruit training and regular refresher training and re-qualification.

It is essential that all use of force training be delivered in a wholistic manner. Each option must be taught in the context of its relationship to other force options, the situation, and impact factors. Therefore all training will reflect the Ontario Use of Force Model.

Prescribed Standard

O. Reg 926 made under the Police Services Act

EQUIPMENT AND USE OF FORCE REGULATION
14. Before a firearm is issued to a member of a police service, the Commissioner or Chief of Police, as the case may be, shall satisfy himself or herself that the member has successfully completed the training required by Section 14.2 and is competent in the use of the firearm.

14.2 (1) A member of a police service shall not use force on another person unless the member has successfully completed a training course on the use of force.

(2) A member of a police service shall not carry a firearm unless, during the twelve previous months, the member has successfully completed a training course on the use of firearms.

14.3 (1) Every police service shall ensure that, at least once every twelve months,

(a) every member of the police service who may be required to use force on other persons receives a training course on the use of force;

(b) every member of the police service who is authorized to carry a firearm receives a training course on the use of firearms.

(2) The police service shall maintain written records of the training courses taken by members of the police service on the use of force and the use of firearms.
14.4 The training courses referred to in Sections 14.2 and 14.3 shall include training on the following matters:

1. Legal requirements
2. The exercise of judgment
3. Safety
4. Theories relating to the use of force
5. Practical proficiency

**Guidelines**

Key Principles - Use of Force Training

**0310.01** All use of force training will stress that a range of options exists to respond to situations where force is required. Training of individual force options will always take place in the context of a wide range of possible options. All use of force training will be delivered in the context of the Ontario Use of Force Model (Appendix A).

**0310.02** Race relations issues, and where appropriate, specific race relations curriculum, must be an integral part of all use of force training.

**0310.03** The exercise of judgment in the choice of a force option must be a key component of use of force training. Training specific to use of force decision making is critical. Knowledge of use
of force context, legal, social, and ethical issues, as well as proficiency in the selection and application of force options, are equally essential to the exercise of appropriate judgement.

0310.04 Fundamental to all use of force training shall be the fact that the police use of force is to control or defend, and is only exercised as a response to resistive, aggressive, assaultive, or life-threatening behaviour.

0310.05 Fundamental to all use of force training is the principle that the selection of a force option is situational. The selection of a force response option may vary from officer to officer, even when faced with the same situation. The selection of an option is based on the following factors:

Officer's physical skills, abilities and knowledge.
Environment
Options availability
The nature of the situation
Subject's physical skills, abilities, and knowledge

0310.06 Fundamental to all use of force training is the principle that the public has a right to be served by officers with the highest possible skill in exercising their authority to use force.

0310.07 Use of force training must be subject to regular evaluation and updating.

0310.08 Recruit Use of Force Training:
Details concerning use of force recruit training can be found at standards; 0212.00, 0213.00, 0214.00, 0215.00, 0806.00, 1005.00, 1006.00, and 1007.00.

0310.09 Refresher/Requalification Use of Force Training:

Details concerning use of force refresher/requalification training can be found at standards; 0212.00, 0213.00, 0214.00, 0215.00, 0806.00, 1005.00, 1006.00, and 1007.00.

0310.10 Use of Force training will only be delivered by qualified Use of Force Trainers.

0310.11 Local Training Policy:

A written by-law from the Governing Authority shall set out local policies concerning the following:

a. Use of force training policies for that police service. These policies must be consistent with and, where necessary, should expand on this standard.

b. Mechanisms to ensure that police officers will not use force on a member of the public unless they meet recruit and local training requirements consistent with these standards. These would include administrative actions to be taken should an officer not successfully meet required training.

c. Mechanisms to ensure that officers who fail to re-qualify receive remedial training, or cease to use that force option.
0310.12 Training Records:

A written policy from the Chief of Police/Commissioner of the O.P.P. shall ensure that the police service maintains the following records:

a. Police officers who have undergone recruit training in use of force as specified in this standard.

b. The refresher/requalification training received by members of a police service. Where requalification is required (firearms, batons), those records shall include a document, signed by a qualified Use of Force Trainer who conducted the requalification, stating that the instructor has determined that the officer has demonstrated the proficiency and safety required to continue to use that force option.
Rationale

A Code of Conduct is an ethical and legal standard establishing the way in which police officers must conduct themselves in the performance of their duties. The public must feel confident that the police are fulfilling their duties and responsibilities in accordance with the powers vested in them to serve and protect the public with integrity and professionalism.

Under the Police Services Act, departures from the behaviour/conduct standards expected of police officers under the Code of Conduct, may result in disciplinary proceedings.

Prescribed Standards

O. Reg 551/92 made under the Police Services Act

SCHEDULE

CODE OF CONDUCT

1. Any Chief of Police, other police officer or constable commits an offence against discipline if he/she is guilty of,

(a) Discreditable Conduct, that is to say, if he/she, i) acts in a disorderly manner, or in manner prejudicial to discipline or likely to bring
discredit upon the reputation of the police service,

i.1) fails to treat or protect a person equally without discrimination with respect to police services because of that person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap,

i.2) uses profane, abusive or insulting language that relates to a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.

ii) is guilty of oppressive or tyrannical conduct towards an inferior in rank,

iii) uses profane, abusive or insulting language to any other member of a police service,

iv) wilfully or negligently makes any false complaint or statement against any member of a police service,

v) assaults any other member of a police service,
vi) withholds or suppresses a complaint or report against a member of a police service,

vii) is guilty of an indictable offence or an offence punishable upon summary conviction under the Criminal Code (Canada), or

viii) contravenes any provision of the Police Act or the regulations;

(b) Insubordination, that is to say, if he/she,
   i) is insubordinate by word, act or demeanour, or
   ii) without lawful excuse, disobeys, omits or neglects to carry out any lawful order;

(c) Neglect of Duty, that is to say, if he/she,
   i) without lawful excuse, neglects or omits promptly and diligently to perform a duty as a member of the police service,
   ii) idles or gossips while on duty,
   iii) fails to work in accordance with orders, or leaves an area, detachment, detail or other place of duty, without due permission or sufficient cause,
   iv) by carelessness or neglect permits a prisoner to escape,
v) fails, when knowing where an offender is to be found, to report him or to make due exertions for bringing him to justice,

vi) fails to report a matter that it is his duty to report,

vii) fails to report anything that he knows concerning a criminal or other charge, or fails to disclose any evidence that he, or any person within his knowledge, can give for or against any prisoner or defendant,

viii) omits to make any necessary entry in any official document or book,

ix) feigns or exaggerates sickness or injury to evade duty,

x) is absent without leave from or late for parade, court or any other duty, without reasonable excuse, or

xi) is improperly dressed, dirty or untidy in person, clothing or equipment while on duty;

(d) Deceit, that is to say, if he/she,

i) knowingly makes or signs a false statement in an official document or book,
ii) wilfully or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or

iii) without lawful excuse destroys or mutilates an official document or record or alters or erases an entry therein;

(e) Breach of Confidence, that is to say, if he/she,

i) divulges any matter which it is his duty to keep secret,

ii) gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons,

iii) without proper authority communicates to the public press or to any unauthorized person any matter connected with the police service,

iv) without proper authority shows to any person not a member of the police service or any unauthorized member of the service any book, or written or printed paper, document or report that is the property of the police service,

v) makes any anonymous communication to the Chief of Police or superior officer or authority,
vi) canvasses, except as authorized by the Act or the regulations, any person in respect of a matter concerning the police service,

vii) signs or circulates a petition or statement in respect to a matter concerning the police service, except through the proper official channel or correspondence or established grievance procedures, or

viii) calls or attends any unauthorized meeting to discuss any matter concerning the police service;

(f) Corrupt Practice, that is to say, if he/she,

i) takes a bribe,

ii) fails to account for or to make a prompt, true return of money or property received in an official capacity,

iii) directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the Chief of Police,

iv) places himself under a pecuniary or other obligation to a licensee concerning the granting or refusing of whose licence a member of the police service may have to report or give evidence,
v) improperly use his character and position as a member of the police service for private advantage,

vi) in his capacity as a member of the police service writes, signs or gives, without the consent of the Chief of Police, a reference or recommendation to a member or former member of the police service, or any other police service, or

vii) without the consent of the Chief of Police, supports in any way an application for a licence of any kind;

(g) Unlawful or Unnecessary Exercise of Authority, that is to say, if he/she,

i) without good and sufficient cause makes an unlawful or unnecessary arrest,

ii) uses any unnecessary violence to a prisoner or other person contacted in the execution of duty, or

iii) is uncivil to a member of the public;

(h) Damage to Clothing or Equipment, that is to say, if he/she,

i) wilfully or carelessly causes waste, loss or damage to any article of clothing or equipment, or to any book, document or other property of the police service, or
ii) fails to report waste, loss or damage however caused;

(i) Consuming Intoxicating Liquor in a Manner Prejudicial to Duty, that is to say, if he/she,

i) while on duty is unfit for duty through drinking intoxicating liquor, or

ii) reports for duty and is unfit for duty through drinking intoxicating liquor, or

iii) except with the consent of a superior officer or in the discharge of duty, drinks or receives from any other person intoxicating liquor on duty, or

iv) demands, persuades or attempts to persuade another person to give or purchase or obtain for a member of the police service any intoxicating liquor, while on duty;

(j) Lending Money to a Superior; or

(k) Borrowing Money from or Accepting a Present from any Inferior in Rank.

2. Any Chief of Police, other police officer or constable also commits an offence against discipline and shall be liable to punishment as provided in the regulations, if he connives at, abets or is knowingly an accessory to any offence against discipline under this code.
Guidelines

Not Developed
Chapter Four of the Policing Standards Manual will cover External Relation Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle external relations, including the Media and Victims of Crime.
Rationale

Police services should look to the media as partners in the important role of keeping the public informed. By establishing a positive and open working relationship with the media, police services can obtain assistance in meeting the need of keeping the community informed. At the same time, this positive and open working relationship will help establish a balance between keeping the public informed, and at the same time, maintaining confidentiality when it is appropriate to do so for investigative purposes.

Prescribed Standards

Not Developed

Guidelines

0402.01 A written policy from the Governing Authority sets out the policy with regard to releasing information to the media, thus ensuring they receive sufficient information to keep the public informed, while at the same time, maintaining the security of information when it is appropriate.

0402.02 A written policy from the Chief of Police/Commissioner of the O.P.P. which conforms to the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act, and which describes specific responsibilities and duties with regard to media relations. The written policy requires that:

a. The Chief of Police/Commissioner of the O.P.P. or a designated person maintains ongoing liaison with the media.
b. The name of a person or the position of a person, who is responsible for releasing information to the media, is available.

c. The information that can be released and the person who shall release the information are designated.

d. Directions to personnel and plans with regard to allowing media people access to fire, accident or major incident scenes and limited access to outer perimeters of crime scenes are provided.
Rationale

Consistent with the principles of the Police Service Act is the need for all police services in Ontario to ensure an acceptable level of response to victims of crime or circumstance.

Victims and victim advocacy groups have stressed the need for information, referral, and emotional and practical support. The resources available to police and community support groups may vary greatly across the province. However, respect for victims and understanding of their needs are essential to all police services. Police services must be aware of the community support groups which are available in their area, complete with addresses and telephone numbers, and be prepared to refer victims quickly to these support groups, thus minimizing victim trauma.

Prescribed Standards

Not Developed

Guidelines

0403.01

A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that all members of the police service provide a level of service to all victims that is in accordance with the Declaration of Principles in the Police Services Act. The written policy requires that:

a. Arrangements are in place between the police service and other service providers who may interact with the police when dealing with victims.
b. The police service maintains a list of phone numbers and locations of community support groups and services.

c. Awareness of victim issues is considered when developing and implementing training initiatives. Where feasible, community support groups are to be used in training.

d. Designation of an officer(s) as victim assistance resource person(s).
Rationale

Although there is a strong spirit of co-operation between police services, there is still a need for joint planning and preparation. For instance, the sharing of costs and responsibilities should be decided upon in advance. In addition, the police service which will assume the lead role and who will make the necessary decisions at the scene of the incident should also be decided upon in advance.

The Police Services Act provides general authority for police services to assist each other under a variety of circumstances. However, in some circumstances, as in Subsection 76(3) of the Act dealing with Public Complaints, there may be specific conditions which require the establishment of an agreement. Police services are encouraged to establish either verbal or written agreements with neighbouring police services when it is appropriate to do so.

Prescribed Standards

Not Developed

Guidelines

0404.01

Some standards may or may not require a written agreement between police services to deal with those situations where local resources may not be sufficient. In other standards, a written agreement will be mandatory. Most police services have agreements, informally developed with neighbouring police services. A written agreement, discussed and planned
ahead of time, clearly establishes the roles and responsibilities of all those who may be involved. It remains in effect regardless of those personalities, transfers, promotions or retirements which might change informal arrangements.
Chapter Five of the Policing Standards Manual will cover Crime Management Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle crime management (e.g., Collection of Crime Information, Search of Premises and Witness Security).
Rationale

Crime information which is carefully collected and analyzed can provide valuable information concerning crime trends and the effectiveness of policing efforts.

Prescribed Standards

Not Developed

Guidelines

0502.01 Occurrence/incident reports in use identify the victim, date, time, location, method of operation, tools or weapons used.

0502.02 Field contact cards are filed or electronic contact screens are employed.

0502.03 A system is in place to ensure the information is analyzed (indicate computer or manual). Information is disseminated to all employees as deemed appropriate.

0502.04 The Chief of Police/Commissioner of the O.P.P., or designated employees, hold recorded meetings, jointly or separately, with patrol and investigative branches to develop strategies to apprehend criminals and/or prevent crimes from occurring.

0502.05 Analyzed information is used in long-term planning and budget preparation.

0502.06 The information is conveyed to the Governing Authority annually, or as required.
Rationale

The manner in which property is handled by the police is important to the image of the police as a holder of the public trust. In those cases where such property is seized as evidence, it can have a bearing on the outcome of a court case.

A strict, well-monitored property procedure is, therefore, a requisite for every police service. These procedures are in accordance with Sections 132, 133 and 134 of the Police Services Act.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1, 21, 22 and 27 of the Police Services Act.

Guidelines

0503.01

A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that the police service has a procedure in place concerning all found and seized property in the possession of the police service. The written policy requires that:

a. There are specific directions with regard to storing/disposing of perishable goods.

b. There are complete records documenting the finding, seizing, retaining, returning, disposing of, or destroying of all property coming into possession of the police service.
c. All property is kept in a secure, controlled location, with access limited to authorized persons.

d. Provisions are in place to maintain continuity of possession for property which may become evidence.

e. The recorded property is located and identified in the storage area and where possible, eligible property is returned to the owner or disposed of otherwise.

f. Numbered receipts or property record forms are in use.

g. Finders of property are given a copy of the receipt or property record form.

h. Where a receipt has not been given for seized property, there is adequate documentation and notation in an officer's memo book.

i. All reasonable efforts are made to locate and return property to the rightful owner.

j. Property which can be photographed and returned under the provisions of the Criminal Code, has been so returned.

k. There are specific controls with regard to motor vehicles (because of storage and other costs which can accumulate).

l. Except under the provisions of the Police Services Act, members of a police service do not take, or convert, to their personal use or to the use of another person any
property which comes into their possession or the possession of the police service.

m. Firearms and offensive weapons (no longer required as evidence) are dealt with in accordance with orders of the court, lawfully returned to rightful owners, or disposed of in accordance with Section 134 of the Police Services Act.

n. Large amounts of cash are deposited in a financial institution unless there is some requirement that the actual bills or coins are required as evidence in court, or returned to the rightful owner under provision of the Criminal Code.
Chapter Six of the Policing Standards Manual will cover Financial Management Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle financial management matters (e.g., Financial Accountability and Cash Control).
Rationale

An efficient and effective accounting system is an important part of any organization. Acceptable accounting standards must be met with regard to all monies received. A system of control for monies received will ensure that the police service is above reproach when audited.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1, 22 and 27 of the Police Services Act.

Guidelines

0602.01 A written policy from the Governing Authority specifies a system of accounting which provides for control of all monies received by and disbursed by the police service. The system conforms to the requirements of municipal by-laws and/or provincial regulations.

0602.02 A specific person is responsible for the system for receiving and paying out money.

0602.03 All money received and disbursed is accounted for as follows:

a. Licence Fees

b. F.A.C and permits

c. Police Reports
d. Parking Tags

e. Warrants of Committal

f. Sale of Property at Auctions

g. Informants Fees (names confidential)

h. Special Accounts (drugs)

i. Petty Cash

j. Other Revenues (specify)

**0602.04**
A financial audit is conducted at least annually and the results are reported to the Governing Authority and to the Chief of Police, or Commissioner of the O.P.P., as appropriate.

**0602.05**
Secure storage is provided for the safekeeping of cash or valuable securities with access limited to identified keyholders. Funds which cannot be appropriately secured are placed in a financial institution.
Chapter Seven of the Policing Standards Manual will cover Health and Safety Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle health and safety matters.
Rationale

It is incumbent upon the local Police Services Board and the senior administration of the police service to ensure reasonable steps are taken to promote a healthy and safe work environment for all employees. The Occupational Health and Safety Act places this responsibility upon the employer. A police service must comply with the duties and responsibilities as set out in this legislation.

Prescribed Standards

Not Developed

Guidelines

0702.01 A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that the police service conforms to the requirements as set out in the Occupational Health and Safety Act.

0702.02 The written policy details the policies and procedures, adopted or developed by the police service to meet the requirements detailed in the Act.
Chapter Eight of the Policing Standards Manual will cover Information Management and Communication Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle information management and communications (e.g. Radio, Telephone, C.P.I.C., and Records Management).
**Rationale**

The ability of the public to readily contact the police and for police officers to readily communicate with each other is critical to the safe and efficient operation of a police service. Written and audio records of such communications have provided valuable evidence in court hearings, inquests and complaint investigations.

**Prescribed Standards**

Not Developed

**Guidelines**

**0802.01** Radio and telephone procedures are in place and communicated to all staff.

**0802.02** There is adequate public access for calling in complaints and/or requests for service.

**0802.03** Such access is through a well published and/or generally known number.

**0802.04** The system in use provides a method of recording radio and telephone communications.

**0802.05** There is a policy for the control, maintenance, retention and possible seizure of tapes for evidence or internal control.

**0802.06** A system of maintaining statistics, logs and records to support the communication function, as well as other functions within the police service, is in place.
0802.07 There is a system for governing and assessing the adequacy of processing of calls for service.

0802.08 A specific person is named as the communications supervisor of the area.

0802.09 There is a provision for supervision and control during emergency situations.

0802.10 The dispatch function is controlled by a set of policies, procedures and guidelines.

0802.11 There is an on-going training program under the direct supervision of the Chief of Police/Commissioner of the O.P.P., or a designate.

0802.12 There is a provision for adequate radio coverage, including the ability to reach a member of the police service at all times, if the police service is less than a 24 hour operation.

0802.13 The radio operation conforms with the Radiocommunication Act and copies of the Act are available to personnel and they are aware of these requirements.

0802.14 A copy of the municipal and police service emergency plan for the community, region and/or area are available in the communication area.

0802.15 A copy of the Vehicle Pursuit Regulations/Directives and/or procedures are available in the communications area.

0802.16 The personnel are aware of the above plans and what is required of them.

0802.17 The Ten-Code and the International Phonetic Alphabet are in use.
Rationale

The Canadian Police Information Centre (C.P.I.C.) is a vital communications link between all police services. Developed across Canada in a spirit of cooperation to share information, it is essential for its credibility that the security of the system and the information contained in it is maintained at the highest level.

Prescribed Standards

Non-applicable

Guidelines

0803.01 A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that all of the requirements of the Canadian Police Information Centre are communicated to, and followed by, those members authorized to use a C.P.I.C. terminal. The written policy requires that:

a. The C.P.I.C. Reference Manual is current, up to date and available to all staff and copies of bulletins regarding C.P.I.C. from the Policing Services Division are available to all staff.

b. The minimal requirements for C.P.I.C. use, security and dissemination of information are understood and observed by all staff.

c. All communication bureau staff are informed of these requirements.

0803.02 There is training provided on C.P.I.C. to satisfy the local needs.
0803.03 The policies for the use of the C.P.I.C. system, as listed in the C.P.I.C. Reference Manual and further supported by bulletins from the Policing Services Division, are followed.

0803.04 There is a file support system for this function, as required.

0803.05 Written job descriptions are available for all C.P.I.C. positions, for the information and guidance of all personnel.

0803.06 A check of the terminal report and agency activity report indicates adequate use of C.P.I.C. facilities.

0803.07 A copy of the latest C.P.I.C. audit report completed by the Policing Services Division is available and the recommendations have been addressed.
Rationale

In addition to requiring careful maintenance and strict control of the information held by a police service, the Freedom of Information and Protection of Privacy Act legislation places other duties and responsibilities upon a police service.

Prescribed Standards

Not Developed

Guidelines

0804.01 A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that the police service conforms to the requirements as set out in the Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act, as appropriate.

0804.02 The written policy details the policies, procedures and manuals, adopted or developed by the police service to meet the requirements detailed in the Act.
Rationale

The establishment and maintenance of an adequate records keeping system is essential to the efficient operation of a police service. The capability for police officers to retrieve information to assist investigations, for supervisors to monitor occurrences and deploy personnel accordingly, for administrators and command officers to be fully informed of the police operation, and finally for citizens or complainants to receive support from police if they have been involved in an occurrence, all hinge on the viability of the police service's records keeping system.

An administrative records system, which includes hours worked and duties performed by all personnel, vehicle use and maintenance, equipment issued, property, liquor and drugs taken into police possession, is essential for control and budgeting purposes.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 21 of the Police Services Act.

Guidelines

0805.01

A written policy from the Chief of Police/Commissioner of the O.P.P. ensures that the police service maintains a proper records system. The written policy requires that:

a. The records keeping system is designed to ensure control, review, analysis, storage, access, retrieval,
security and disposition of records. The system must be sufficient to support both the operation and administration of the police service and meet the requirements of the Freedom of Information and Protection of Privacy Act Legislation.

b. The written policy sets out the police service's requirements for records keeping, subject to impacting legislation and assigns a specific staff position(s) to be responsible for the records function.

c. The disposition of records is in accordance with a records retention schedule established by by-law of the Governing Authority, and is consistent with Freedom of Information and Protection of Privacy Act Legislation.

d. When records are destroyed in compliance with the retention schedule, a record is maintained indicating the class and dates of the records, the date of destruction and signature of the employee approving.

e. The police service uses sufficiently detailed occurrence forms and a supplementary form for additional information and follow-up investigation.

f. All records are systematically filed in accordance with the written policy.

g. A master index is maintained which enables records to be quickly located twenty-four hours a day.

h. Calls for service are documented by time, date, location and name (if available); police action is also recorded.
i. Complaints against a police officer are recorded on forms provided by the Public Complaints Commissioner, as provided by Part VI of the Police Services Act.

j. Duty roster records show hours worked and duties performed by all personnel.

k. Vehicle records show patrol duties, mileage, maintenance and supervisory inspections.

l. Records are maintained regarding clothing and equipment issued.

m. An up-to-date inventory is maintained to record police equipment and equipment on loan.
**Rationale**

It is important that police management have access to information concerning the frequency and types of force used by police. Statistical data is critical to the analysis of how often, and in what circumstances, police officers use force. This information can be used to guide police use of force training, and refine local policy. It is also important that processes be in place in each police service to review and analyze that information.

Use of force reports will be an important tool to evaluate use of force training and force policies. Police services may be asked to provide certain use of force statistics to The Ministry of the Solicitor General and Correctional Services to assist in the identification of provincial trends and training needs.

A standardized use of force report form is required to ensure that all police services gather the same data. Standardized analysis procedures will ensure that appropriate use of force information is available to each police chief, police service board, and community.

**Prescribed Standards**

0. Reg 926 made under the *Police Services Act*

**EQUIPMENT AND USE OF FORCE REGULATION**

14.5 (1) A member of a police service shall submit a report to the Chief of Police or Commissioner whenever the member,
(a) draws a handgun in the presence of a member of the public, excluding a member of the police service while on duty, or discharges a firearm;

(b) uses a weapon other than a firearm on another person; or

(c) uses physical force on another person that results in an injury requiring medical attention.

(2) The report shall be in Form 1.

(3) Subsection (1) does not apply when,

(a) a handgun is drawn or a firearm is discharged in the course of a training exercise, target practice or ordinary firearm maintenance in accordance with the rules of the police service;

(b) a weapon other than firearm is used on another member of a police service in the course of a training exercise in accordance with the rules of the police service; or

(c) physical force is used on another member of a police service in the course of a training exercise in accordance with the rules of the police service.
(3.1) The Chief of Police or Commissioner shall ensure that Part B of the report is destroyed not later than thirty days after the report is submitted.

(3.2) Despite Subsection (3.1), Part B of the reports submitted under Subsection (1) may be retained for an additional period specified by the board or the Commissioner, as the case may be, if the board or the Commissioner is of the opinion that the additional period is necessary for the purpose of determining whether members of the police service should receive additional training.

(3.3) The additional period specified under Subsection (3.2) shall not extend past the second anniversary of the date the report is submitted.

(3.4) A report submitted under Subsection (1) shall not be admitted in evidence at any hearing under Part V or VI of the Act, other than a hearing to determine whether a police officer has contravened this section.

(4) The Solicitor General may require a Chief of Police or the Commissioner to deliver or make available to the Solicitor General a copy of a report submitted under Subsection (1).

(5) Every police service shall review on a regular basis its policies on the use of force and on the training courses provided under Section 14.3, having regard to the reports submitted under Subsection (1).
GUIDELINES

0806.01 The Governing Authority shall have in place a bylaw, or police order, ensuring that all appropriate incidents involving police use of force are documented. The bylaw shall clearly state that the purpose of the reports is to obtain information to guide training and policy. The governing authority shall also ensure that use of force records are reviewed at least annually in order to identify trends which may require policy or training considerations.

0806.02 Use of force reporting records will document incidents where force is used. These are:

- Discharge of a firearm
- Drawing of a handgun in the presence of a member(s) of the public
- Use of a weapon other than a firearm, including aerosol weapons, and batons
- Other applications of force which result in injury requiring medical attention

0806.03 Reports are not required when force is used or drawn for the purposes of training, maintenance, or administrative reasons.

0806.04 Use of force reports shall include all of the information specified at Form 1. This form shall not be altered, but can be reproduced and used locally, or converted to electronic format.
Each police service shall designate at least one training analyst to review use of force reports and where appropriate recommend individual training, maintain a use of force database (electronic or manual), and maintain individual use of force training records. Ideally, this individual should be a qualified use of force trainer.

Once completed, use of force reports will be forwarded to the first line supervisor with any associated occurrence report. The supervisor must indicate on the report whether or not additional training is recommended.

The training analyst(s) will review all use of force reports to identify possible individual training requirements, and will add the data in Part A, only, to the training data base. Part B, will be destroyed within thirty (30) days of the completion of the form (subject to local by-law). The training analyst will ensure that the officer's individual training records include specifics of additional training recommended and received by the officer.

Leaders of specialist teams (tactical units, bank hold-up teams, etc.) may submit a team report.

In the event that an officer is incapable of completing a report, the report may be completed by the officer's immediate supervisor.

A written policy, or police order, from the Chief of Police or Commissioner will govern the use of force reports. Those policies will include the following:

a. Use of force reports are collected and used only to identify individual and group training
requirements, or organizational use of force policy requirements.

b. Use of force reports will be completed and submitted as soon as possible after the relevant incident to the first line supervisor, and should accompany any associated occurrence reports.

c. The first line supervisor shall review the report, in conjunction with any associated occurrence reports, to identify individual training requirements. The first line supervisor will indicate on the use of force report whether the officer requires additional training. The report will then be forwarded to a training analyst.

d. Local policy shall set out the supervisory levels, if any, beyond the first line supervisors, who will review the reports (prior to review by the training analyst).

e. Use of force reports shall not be admitted in evidence at any hearing under Part V or VI of the Act, other than a hearing to determine whether a police officer has contravened this section.

f. Use of force reports shall not be introduced, quoted from, or in any way referred to, during considerations of promotion or job assignment regarding the reporting officer, without the consent of the subject officer.

g. No information from a use of force report shall be held on an officer's personnel file.
h. An individual(s) in each police service shall be appointed training analyst. All use of force reports shall be forwarded to the training analyst(s). The training analyst will use those reports to identify individual and group training requirements.

i. The training analyst shall maintain a database (electronic or manual) of use of force data from all use of force reports. Only data from Part A of the reports will be held on that database.

j. Part B, of the use of force reports shall not be retained longer than 30 days from completion (subject to local by-law).

k. The analysts shall, at least once every calendar year, produce a police service use of force analysis showing use of force trends for the entire police service. That analysis shall outline use of force data prepared according to provincial guidelines (UNDER DEVELOPMENT). The study will contain no data which identifies reporting police officers.

l. The study will be reviewed by the Chief of Police and police services board, and will be available to the community.

0806.12 Police services shall review their use of force data at least annually. Police service use of force annual analysis may be required for submission to the Ministry of the Solicitor General and Correctional Services in order to prepare a provincial use of force analysis. For this reason, police services should collate use of force data by calendar year.
This data would then be used to guide provincial use of force training and policy. **No data which could identify individual officers would be required for submission to the Ministry of the Solicitor General and Correctional Services.**

0806.13 The reporting requirements outlined in this standard are not a substitute for the investigations into the discharge of a firearm, required by **Sections 12 and 13 of O. Reg 926.**

**EQUIPMENT AND USE OF FORCE REGULATION**  
Section 14.5 (2) Form 1
Chapter Nine of the Policing Standards Manual will cover standards for Court Activities for Police Services. This chapter is designed to provide guidance to police services on how best to handle matters relating to the courts.
Rationale

The Court Security Act requires Governing Authorities to:

1) ensure the security of judges and of persons taking part in or attending proceedings;

2) ensure the security of premises during hours when judges and members of public are present;

3) ensure secure custody of persons in custody or who are taken into custody at the proceedings; and

4) determine appropriate level of security for the purposes of (1), (2) and (3).

The establishment of a court security standard facilitates efficient and effective compliance.

Prescribed Standards

Not Developed

Guidelines

0902.01 A written policy from Governing Authority directs the police service to ensure that court security as required and specified by Section 57a(1) of the Court Security Act is provided.

0902.02 A court security plan developed by the Chief of Police/Commissioner of the O.P.P., in consultation with the Chief Judge and the Regional Crown Attorney has been endorsed by the Governing Authority.
0902.03 Personnel utilized for court security and prisoner transport are adequately trained and supervised. Court security personnel are subject to discipline in accordance with the regulations of the Governing Authority and/or the Police Services Act.
Chapter Ten of the Policing Standards Manual will cover Equipment Standards for Police Services. This chapter is designed to provide guidance to police services on how best to handle equipment matters (e.g., Duty Holster and Soft Body Armour)
Rationale

There are two areas of concern with regard to uniforms and equipment. The first is the ability of all equipment to function properly when needed; this is especially true in emergency response situations. The second and more philosophical in nature, is the increased effectiveness in maintaining order in the community by developing a professional image for the police service, with uniformed members clean and well turned-out. There have been many letters of commendation from visitors to this Province on the appearance and demeanour of the various police services which lend support to this standard.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 17 of the Police Services Act.

Guidelines

1002.01 A written policy from the Chief of Police/Commissioner of the O.P.P. requires that uniforms and equipment issued or assigned to members of the police service are maintained in a clean, safe condition and in good working order.

1002.02 Inspections are conducted on a regular basis and a written record of these inspections is maintained.
**Rationale**

In carrying out their duties, police officers are exposed to a wide range of dangers. Increasingly, police officers are being asked to face occurrences involving dangerous weapons. In order to provide protection against injuries or death, police officers were first issued soft body armour during the early 1980's. Since that time, police officers have experienced the lifesaving benefits of soft body armour. However, in spite of the benefits afforded by wearing soft body armour, some police officers continue not to wear this protective garment. These officers feel the soft body armour is too uncomfortable to wear on a daily basis. Recently, many technological advances have taken place in the field of ballistic protection. Protective materials can now be made lighter and more flexible, while still providing the same level of protection. At the same time, the newer versions of soft body armour are more comfortable to wear. In order to take advantage of these new developments, the new soft body armour standard for Ontario police officers is performance oriented. This standard establishes the minimum level of protection that must be provided by the soft body armour.

Within the field of soft body armour there is a trade off between the level of protection provided and the wearability of the soft body armour. The more protection the soft body armour provides, then the less comfortable the body armour will be to wear. In order to be effective, soft body armour must be worn. If the soft body armour is left at home or in the trunk of the cruiser, then it will not be effective.

In order to determine the level of protection to be provided, two factors must be considered:

a) the type of weapons police officers are facing on the streets; and,
b) protection for police officers from their own handguns and ammunition, at present the .38 calibre Revolver with 158 g + P semi-wadcutter ammunition or any future handgun and ammunition combination.

**Prescribed Standards**

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 15 of the Police Services Act.

**Guidelines**

1003.01 Construction:

Soft body armour is constructed of multiple layers of ballistic fabric, or other ballistic resistant materials assembled into a ballistic panel. The ballistic panel is inserted into a carrier of conventional garment fabrics, such as nylon or cotton. The ballistic protection is determined by the type and number of layers in the ballistic panel.

1003.02 Manufacturing Quality Control:

Ontario Police Services should only purchase body armour from manufacturers who practise effective quality control, of not only the finished armour, but raw materials.

Body armour manufacturers should practice the following quality control:
a. V50 testing of all lots/rolls of ballistic material prior to acceptance for body armour construction.

b. NIJ and V50 testing of randomly selected finished body armour on a periodic basis.

c. Finished armour should be labelled with the lot number, type of ballistic material, and date of manufacture.

Manufacturers should have all of the testing above conducted by an independent test facility acceptable to the Ministry of the Solicitor General and Correctional Services. These facilities would include, among others, all TAPIC certified facilities, ORTECH and the Canadian Police Research Centre. The manufacturers should clearly state their V50 rejection points for various types of ballistic material. Documentation supporting the testing should be available to the purchaser directly from the testing laboratory, or certified copies of the laboratory test reports from the manufacturer.

1003.03 Level of Protection:

The Ministry of the Solicitor General and Correctional Services adopts NIJ Standard 0101.03 Threat Level Type II as the standard for police soft body armour in Ontario.

NIJ Standard 0101.03 was developed by the (U.S.) National Bureau of Standards Law Enforcement Standards Laboratory, and issued by the (U.S.) National Institute of Justice as a voluntary national standard. NIJ Standard 0101.03 "Ballistic Resistance of Police Body Armour" was
published in April 1987 and is the current edition of the standard.

This standard is performance based. Performance standards specify a minimum satisfactory level of performance for the equipment and their intended use.

1003.04 Type II (Higher Velocity 357 Magnum; 9mm):

This level of soft body armour protects against .357 Magnum jacketed soft point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 425 m (1395 ft) per second or less and 9 mm full jacketed bullets, with nominal velocities of 358 m (1175 ft) per second and protects against most other factory loads in calibers 357 Magnum and 9 mm, as well as the Type I and II-A threats.

Type II soft body armour is heavier and bulkier than either types I or II-A.

1003.05 Comfort and Fit:

When selecting soft body armour to be worn on a daily basis, comfort is a major factor. Soft body armour that is set aside or left in the trunk of the cruiser is of no benefit when needed. Soft body armour must be comfortable to wear and be flexible to provide maximum mobility. Soft body armour must be available in a variety of sizes and lengths. The design shall be the same for both male and female officers, however, different details shall be provided for male and female officers to assure optimum fit and comfort.

1003.06 Area of Coverage:
The soft body armour must provide full coverage. The design shall be of a wrap-around configuration which provides front, back and side protection under the arms and above the waist with a side gap which shall be no more than one inch wide.

1003.07 Carrier:

a. Under-shirt Carrier:

The most widely used soft body armour is worn under the normal uniform shirt. The carrier shall be constructed to form front and back pockets shaped to securely retain the protective panels in place. The pockets shall have a hook and pile closure across their entire opening. The opening shall permit the easy insertion and removal of the protective panels. The carrier shall also have integral front and rear shirttail; the front shall be split to accommodate use of the trouser zipper. When using carriers of this type, two carriers should be issued to permit one to be laundered while the other is being worn.

b. Over-shirt Carrier:

The over-shirt carrier may be worn over the uniform shirt. The carrier shall be constructed to form front and back pockets shaped to securely retain the protective panels in place. The same protective panels that are used in the under-shirt carrier will be used in the over-shirt carrier.

1003.08 Protective Panels:
The front protective panel shall cover the chest from the shoulder area down to the waist. It may have either a "V" or "scoop" neck. The lower edge of the panel shall meet the duty belt. The rear protective panel may have a more rectangular shape, fully covering the back area but having a lesser scoop neck. The protective panels will be contained within a water resistant pouch or pocket.

Education:

Through an education program, police officers should be encouraged to wear their soft body armour. An education program would include the proper use and care, as well as the limitations of soft body armour.

Although designed primarily to provide protection against handgun assault, soft body armour has prevented serious and potential fatal injuries from traffic accidents, knives and physical assault with improvised weapons.
Rationale

Every time police officers attend at the scene of an occurrence, there is always one firearm in attendance - their own. In order to facilitate public safety and the safety of the uniform police officer, the handgun must be carried in a secure holster. The secure holster should prevent the handgun from being drawn inadvertently or by another person. Yet at the same time, the holster must permit the rapid unimpeded drawing of the handgun should it be required.

Prescribed Standards

To be Developed, pursuant to Subsection 135 (1), Paragraphs 1 and 15 of the Police Services Act.

Guidelines

1004.01 User Requirements:

a. Both the holster and the thumb-break will be so constructed as to expose the handgun's butt so that the user's initial grip may remain unchanged during the handgun's removal and firing.

b. No features will inhibit the handgun's rapid withdrawal on those occasions where instantaneous access is required.

c. The holster must be constructed to allow quick and safe re-holstering of the handgun with one hand.
d. An optional belt loop mount may be provided for those officers who require the holster to be somewhat lower and capable of being mounted on a drop loop belt or straight belt.

1004.02 Physical Requirements:

a. The main body of the holster is to be a unitary moulded pocket.

b. The holster is to be constructed of a material of high durability.

c. The holster is to be moulded for the particular make, model, and barrel length of the handgun carried therein.

d. The holster is to provide a resilient squeezing effect to inhibit relative movement while in the holster and to prevent the accidental removal of the handgun from the holster.

e. The holster is to be constructed so as to permit minimal moisture retention.

f. The holster is to be constructed with a provision to partially enclose the trigger guard in such a way that the trigger is fully covered.

g. A one or two-piece thumb-break retention/release provision will be provided for the opening.

h. A belt mount will be provided of the same, or stronger material as the holster.

i. The belt mount will be so constructed that it will:
1. snugly fit the contours of the user's body;

2. position the holster on the user's strong hand side;

3. permit a jacket's bottom edge to be worn between the holster and the belt loop;

4. be affixed to and through the holster's inner-side with secure and durable fasteners, the heads being of such a size to minimize damage to clothing and to prevent pulling through belt loop mount; and,

5. accommodate a belt of high quality durable material, to be a maximum of 2 1/4" in width and a minimum of 2 1/8" in width, and to be a maximum thickness of 1/4" and a minimum thickness of 3/16" thick.

j. In top break holsters, design and construction features should allow the handgun's removal directly upward, or upward and forward, or upward and rearward.

k. In front break holsters, design and construction features should allow the handgun’s removal directly forward, or forward and upward.

l. If the holster is of the front break design, the front opening should be such that when the handgun is in its normal carry position, the opening is closed with minimal gap.
Rationale

Impact weapons are devices which can be used in a wide range of situations. They are used in a soft manner as a means to assist in restraining an individual who resists arrest. In this capacity they are normally employed as a tool to augment empty hand restraint and control techniques.

Impact weapons can also be used in a hard manner when a police officer, or a member of the public, is being physically assaulted. In this capacity, the impact weapon can be used to deliver strikes.

At present the only impact weapons approved for use by police officers in Ontario, other than those in highly specialized duties, are those devices generically known as batons.

Prescribed Standards

O. Reg 926 made under the Police Services Act

EQUIPMENT AND USE OF FORCE REGULATION

14 (1) A member of a police service shall not use a weapon other than a firearm on another person unless,

(a) that type of weapon has been approved for use by the Solicitor General;
(b) the weapon conforms to technical standards established by the Solicitor General; and

(c) the weapon is used in accordance with standards established by the Solicitor General.

(2) Subsection (1) does not apply to the use of a weapon on another member of the police service in the course of a training exercise in accordance with the rules of the police service.

(3) This section comes into force on the 1st day of March, 1993.

14.2 (1) A member of a police service shall not use force on another person unless the member has successfully completed a training course on the use of force.

(2) A member of a police service shall not carry a firearm unless, during the twelve previous months, the member has successfully completed a training course on the use of firearms.

14.3 (1) Every police service shall ensure that, at least once every twelve months,

(a) every member of the police service who may be required to use force on other persons receives a training course on the use of force;
(b) every member of the police service who is authorized to carry a firearm receives a training course on the use of firearms.

(2) The police service shall maintain written records of the training courses taken by members of the police service on the use of force and the use of firearms.

(3) **This section comes into force on the 1st day of June, 1994.**

14.4 The training courses referred to in Sections 14.2 and 14.3 shall include training on the following matters:

1. Legal requirements.
2. The exercise of judgment.
4. Theories relating to the use of force.
5. Practical proficiency.

**Guidelines**

General:

**1005.01** The only impact weapons permitted for use in Ontario by operational officers dealing directly with the public, are those
known as batons. Those batons must meet the technical specifications as set out in this standard.

1005.02 Police officers shall not be issued with, or trained in the use, of those impact devices commonly known as `saps' or `blackjacks'.

1005.03 Batons are only to be used in accordance with technical, training, and use policies as specified in this standard.

1005.04 All police services will have local policies regarding baton training, types, and use.

Technical specifications:

1005.05 All batons used by police in Ontario are to have the following features:

The capability to be used defensively.

They must be rigid at all times, including when expanded.

They must be of the straight, handled, or expandable design.

Minimum length (when expanded)  
Non-uniform 16 inches  
Uniform 20 inches

Use context:
1005.06 Batons are an acceptable force option when other force options are inappropriate, and a subject is resistant or assaultive. They should not be used when firearms are required to prevent the loss of life or serious bodily harm. Batons should, whenever appropriate, be used in conjunction with tactical communications.

**Training - General:**

1005.07 A fundamental principle of baton training will be that batons are an impact weapon, used to control resistive or assaultive behaviour of a subject.

1005.08 A fundamental principle of baton training will be that a baton strike to the head is potentially lethal.

**Recruit Training:**

1005.09 All police services will have a policy stating that batons shall only be used by those who have received training in their use. Recruit training with batons will include:

- Use context
- Parallel tactical communication
- Nomenclature
- Carriage
- Draws
- Defensive stances
- Target areas
- Gripping
1005.10 Recruits will receive practical training in the use of batons. This training will involve the use of training batons, or protective equipment. They will not use batons until they have received the training above, and a trained instructor determines that they can use batons proficiently and safely.

1005.11 A minimum of 20 hours shall be spent on the training and evaluation detailed above.

**Refresher Training / Re-qualification:**

1005.12 Police officers, who may in the course of their duties, be required to use a baton on a member of the public, shall re-qualify at least every 12 month period. That re-qualification, and any integral refresher training, will last at least one hour.

1005.13 During that requalification, officers must demonstrate the following skills and knowledge to the satisfaction of a trained instructor:

- Use context
- Stances
Control techniques
Blocks
Strikes
Baton retention techniques

10005.14 All impact weapon training will be delivered in the context of the Ontario Use of Force Model.
Rationale

The law authorizes police officers to use reasonable force in certain circumstances in order to maintain order, prevent offenses, protect life and to enforce the law.

Presently, in the Province of Ontario, police officers follow a 4 option use of force model. The four levels are: Dialogue, Empty Hand Control Tactics, Baton, and Lethal Force. In the past few years, a new less-than-lethal-force option has emerged. This new option is a type of aerosol weapon. These aerosol weapons are based on the extract of various pepper plants, primarily cayenne pepper. The weapons offer immediate incapacitation, appear to be effective on most of the population, and require minimal decontamination. Most importantly, research and user data to date indicates that the active ingredient has no harmful medical effects.

From the outset, it must be stressed that aerosol weapons do not preclude the use of Lethal Force. Instead, aerosol weapons provide police officers with an alternative less-than-lethal-force option or means of physical control. Aerosol weapons give police officers a useful and effective alternative for those situations where empty hand control tactics or the use of the baton would be insufficient or inappropriate, but where the escalation to deadly force may not be justified.

This standard applies only to direct application patrol aerosol weapons and does not apply to aerosol gas or chemical weapons used for tactical or other special purposes.

Prescribed Standards
O. Reg 926 made under the Police Services Act.

EQUIPMENT AND USE OF FORCE REGULATION

Section 14.1

(1) Subject to Subsection (2), a member of a police service shall not use any gas, chemical or aerosol weapon.

(2) Subject to Section 14,

(a) the use of the substance commonly known as tear gas is permitted if it is not applied intentionally in concentrated form directly to the person; and

(b) the use of an aerosol weapon is permitted if the active ingredient is not a gas or chemical.

Guidelines

1006.01 Use Context:

Those police services who choose to adopt Aerosol Weapons as a less-than-lethal-force option for their police service must develop a use policy, which will be published as a local policy and integrated into training. Aerosol Weapons Use policies must reflect the following:
Aerosols are a legitimate force option, only when the alternatives reasonably present a risk of injury to the subject or police officer.

In addition, police services who choose to adopt Aerosol Weapons as a less-than-lethal-force option must have a policy stating that aerosol weapons shall only be used by those who have received training in their use.

1006.02 Equipment

a) Canister
   • Canisters should be issued to individual police officers, who will be responsible for the canister. To assist with the control of canisters, each canister should be identified by an individual serial number either engraved or stamped on the can, or through numbered adhesives.

b) Active Ingredient
   • Approved: Oleoresin Capsicum (5%-10%)
   • Prohibited: Tear Gas (CS or CN)

Note: Oleoresin Capsicum products which are blended with CN or CS are prohibited.
c) Propellant

- As provided by the Manufacturer.

**Note:** The use of nonflammable propellants for aerosol weapons is encouraged. The use of chlorofluorocarbon (CFCs), such as Freon 113, as a propellant for aerosol weapons is prohibited by the Montreal Protocol on Substances that Deplete the Ozone Layer.

d) Safety Feature

- Each canister is to be equipped with a safety device which will prevent the unintentional discharge of the canister. The safety device may be part of the canister or may be integrated into the design of the holster.

f) Shelf Life

- As recommended by the Manufacturer, but no longer than 2 years.

g) Replacement Policy

- As recommended by the Manufacturer, but no less than every 2 years.
h) Holders/Holsters • When canisters are carried by uniformed police officers, they should be in a holder which can be securely fastened to the duty belt to prevent accidental loss.

1006.03 Instructor Training:

Instructors are to be certified to train police officers on the specific product used by the police service. This level of training is usually provided by the manufacturer or distributor and typically lasts approximately 8 hours.

Provincial aerosol weapon training standards will be developed.

1006.04 User Training:

To be conducted by a certified instructor on the specific product used by the police service.

For initial training, police officers must receive approximately 4 hours of classroom training, including a written examination prior to being issued with an aerosol weapon. Topics include:

- Brief History of Aerosol Weapons
- Technical Data on the product, including active ingredient and propellant
- Effects of being sprayed
- Proper application of spray
- Decontamination procedures
- Weapon Retention
- Use of Force Legislation, Criminal Code & Police Services Act
- Local Police Service policies
- Training Exercises with inert canisters
- Evaluation and testing

All trainees will be given an opportunity to experience the effects of capsicum weapons. The decision to be sprayed will be that of the officer and will be entirely voluntary. At a minimum, all officers will view others being sprayed.

The instructor will explain to all trainees that by being sprayed the following benefits can be realized:

1) For court purposes, the police officer can indicate that he/she used no more force than he/she has experienced in the past;

2) Police officers will develop a better understanding of the physical effect of this weapon;

3) Prevent possible misuse of this weapon; and

4) Better to prepare the police officer to deal with a suspect who has been sprayed with this weapon especially in the area of cross contamination.

The instructor will also explain the following to all trainees:

Being sprayed is often an intense physical shock. Officers should therefore consider their decision to be sprayed in light of their own health and physical conditioning.
1006.05  Refresher Training:

For refresher training, police officers should receive approximately 1 hour of classroom training. Topic will include a brief overview of the following issues:

- Technical Data on the product, including active ingredient and propellant
- Effects of being sprayed
- Proper application of spray
- Decontamination procedures
- Use of Force Legislation, including local Police Service Policy case studies of recent use

1006.06  Decontamination:

Training, and local policy, will indicate that all reasonable efforts will be taken to decontaminate sprayed individuals at the earliest opportunity. Police services in rural settings could consider the use of aerosol water mist decontamination devices.

1006.07  All aerosol weapon training will be delivered in the context of the Ontario Use of Force Model.
Rationale

Police officers are authorized to use a range of force options to preserve the peace, prevent crimes, maintain order and apprehend suspects. These force options can range from the mere physical presence of a police officer, to the discharging of a firearm to protect against loss of life or serious bodily harm.

Under certain circumstances, police officers are empowered to draw and discharge their firearms. Police officers are authorized to discharge their firearms only in the defence of life, to prevent serious bodily harm, to call for assistance in a critical situation, or humanely destroy a suffering animal. Because of these responsibilities, police officers are required to be highly competent with their firearms. Police officers must receive comprehensive firearms training at the recruit level and undergo annual re-qualification, with an emphasis on judgement, theory, safety, legal requirements, and practical proficiency.

Prescribed Standards

O. Reg. 926 made under the Police Services Act

EQUIPMENT AND USE OF FORCE REGULATION

FIREARM
Note: The definition of "handgun" in Section 2 is revoked and the following substitutes:

"handgun" means a pistol that may be carried under Section 3.

3. (1) Subject to Subsections (5) and (6), where the Commissioner or a Chief of Police carries a handgun or authorizes a member of a police service under his or her control or administration to carry a handgun, the handgun issued and carried shall meet the technical specifications set out in the Table to this section.

(2) No member of a police service issued a handgun shall alter or modify the handgun issued to him or her.

(3) Subject to Subsections (5) and (6), the ammunition issued for a handgun,

(a) shall be factory loaded;

(b) shall be of a jacketed hollow point configuration for the bullets described in paragraphs 1 and 2 of clause (d) and shall be of a hollow point configuration for the bullets described in paragraph 3 of clause (d);

(O. Reg. 361/95)

(c) shall be in magazines unmodified as supplied by the handgun manufacturer; and
(d) shall, until February 3, 1999, meet one of the following specifications and after that date shall meet the specifications set out in paragraph 1 or 2:

1. calibre: 9 X 19 mm
   weight: 115 to 147 grains
   muzzle velocity: not less than 950 feet per second when fired from a four inch barrel
   penetration: not less than 12 inches and no more than 18 inches in 10 percent gelatin when fired from a four inch barrel at a distance of three metres.

2. calibre: .40 S & W
   weight: 155 to 180 grains
   muzzle velocity: not less than 950 feet per second when fired from a four inch barrel
   penetration: no less than 12 inches and no more than 18 inches in 10 percent gelatin when
fired from a four inch barrel at a distance of three metres.

3. calibre: .38
   weight: 158 grains
   muzzle velocity: not less than 850 feet per second when fired from a four inch barrel
   penetration: no less than 12 inches and no more than 18 inches in 10 per cent gelatin when fired from a four inch barrel at a distance of three metres.
   (O. Reg. 361/95)

(4) Every member of a police service who is issued a handgun shall be issued a minimum of three full magazines, one of which shall be loaded in the handgun while the member is on duty.

(5) The Commissioner or Chief of Police, or any other police officer designated for the purpose by the Commissioner or Chief of Police, may authorize a member of a police service under his or her control or administration to carry, for a special purpose, a firearm, except a revolver, of a type other than that permitted by Subsection (1).
(6) The Commissioner or chief of police, as the case may be, may authorize on such terms and for such periods as he or she considers appropriate, but not later than February 3, 1999, the continued carrying of a revolver that was permitted under this Regulation before February 3, 1994 and “handgun” in sections 9, 10 and 14.5 shall be deemed to include a revolver permitted under this subsection.

(6.1) The Commissioner or chief of police, as the case may be, may authorize on such terms and for such periods as he or she considers appropriate, but not later than December 31, 1995, the continued issue of ammunition that was permitted under this Regulation on the day before this subsection came into force.

(O. Reg. 361/95)

(7) A board shall not,

(a) give away revolvers that were permitted under this Regulation immediately before February 3, 1994; or

(b) enter into an agreement to sell, lease, trade or otherwise dispose of revolvers that were permitted under this Regulation immediately before February 3, 1994;

(8) Clause (7) (b) does not apply in respect of an agreement to dispose of revolvers in order that they be destroyed.

(9) Despite Subsection (7), the board may give away or sell a revolver described in that subsection if,
(a) the board is of the opinion that the revolver is of educational or historical value; and

(b) the board first obtains the approval of the Solicitor General to the gift or sale.

**TABLE**

Technical Specifications for Handguns

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Weapon type</td>
</tr>
<tr>
<td></td>
<td>i. Semi-automatic pistol,</td>
</tr>
<tr>
<td></td>
<td>A. that requires a single consistent trigger pressure of not less than 8 pounds and not more than 13 pounds to discharge the weapon on each shot, and</td>
</tr>
<tr>
<td></td>
<td>B. all the safety features of which are housed within or are a part of the trigger system.</td>
</tr>
<tr>
<td>2.</td>
<td>Calibre</td>
</tr>
<tr>
<td></td>
<td>i. 9 x 19 mm, or</td>
</tr>
<tr>
<td></td>
<td>ii. .40 S &amp; W</td>
</tr>
<tr>
<td>3.</td>
<td>Barrel length</td>
</tr>
<tr>
<td></td>
<td>i. Minimum 90 mm (3.5&quot;)</td>
</tr>
<tr>
<td></td>
<td>ii. Maximum 130 mm (5&quot;)</td>
</tr>
<tr>
<td>4.</td>
<td>Finish</td>
</tr>
<tr>
<td></td>
<td>i. Corrosion-resistant</td>
</tr>
<tr>
<td></td>
<td>ii. Non-reflective</td>
</tr>
</tbody>
</table>
5. **Sights**
   
   i. Fixed metal

   ii. Self-luminating
6. **Operation**

   i. The slide remains locked fully open after the last round in the magazine is fired.

   ii. The pistol has an external device that allows the slide to be manually locked open.

   iii. The pistol has a drop safety protection capable of preventing an accidental discharge when dropped from a height of four feet.

4. Before a firearm is issued to a member of a police service, the Commissioner or Chief of Police, as the case may be, shall satisfy himself or herself that the member has successfully completed the training required by Section 14.2 and is competent in the use of the firearm.

5. Revoked

6. Revoked

7. Revoked

8. Revoked

9. A member of a police service shall not draw a handgun or discharge a firearm unless he or she believes, on reasonable grounds, that to do so is necessary to protect against loss of life or serious bodily harm.
9.1 Sections 3 to 9 do not apply to a member of a police service when engaged in a training exercise, target practice or ordinary weapon maintenance in accordance with the rules of the police service.

10. Despite Section 9, a member of a police service may discharge a handgun or other firearm,

(a) to call for assistance in a critical situation, if there is no reasonable alternative; or

(b) to destroy an animal that is potentially dangerous or is so badly injured that humanity dictates that its suffering be ended.

11 (1) Unless otherwise directed by the board, the Chief of Police or a superior officer, a member of a police service who is accompanying and supervising an auxiliary member of the police service may issue to the auxiliary member a firearm, except a revolver, if he or she believes, on reasonable grounds, that they are entering into a situation in which it is necessary that the auxiliary member be armed to protect against loss of life or serious bodily harm.

(2) Sections 4 to 10, Sections 12 and 13 and Sections 14.2 to 14.5 apply to an auxiliary member to whom a firearm is issued under Subsection (1).

12. Where a member of a police service, other than the Commissioner of Chief of Police, unintentionally or intentionally, except on a target range or in the course
of ordinary weapon maintenance, discharges his firearm, the Commissioner or Chief of Police, as the case may be, shall immediately cause an investigation to be made into the circumstances.

13. (1) Where a member of a police service, other than the Commissioner or Chief of Police, by the discharge of a firearm in the performance of his duty, kills or injures another person, the Commissioner or Chief of Police, as the case may be, shall immediately cause an investigation to be made into the circumstances.

(2) A report on the investigation shall be submitted,

(a) to the Solicitor General, in the case of an investigation by the Commissioner; or

(b) to the board, in the case of an investigation by the Chief of Police.

(3) The Solicitor General or the board shall, as soon as practicable, review the report and make such further inquiries as the Solicitor General or the board considers appropriate.

(4) The board shall file with the Solicitor General a copy of any report submitted to it under Subsection (2), together with a report on any additional inquiries made by the board.

(5) If the Commissioner discharges a firearm in the performance of his or her duty, the Commissioner shall promptly report the matter to the Solicitor General and the Solicitor General shall cause an investigation to be made into the circumstances.
(6) If a Chief of Police discharges a firearm in the performance of his or her duty, the Chief of Police shall promptly report the matter to the board and the board shall cause an investigation to be made into the circumstances and shall file a report on the investigation with the Solicitor General.

14.2 (1) A member of a police service shall not use force on another person unless the member has successfully completed a training course on the use of force.

(2) A member of a police service shall not carry a firearm unless, during the twelve previous months, the member has successfully completed a training course on the use of firearms.

14.3 (1) Every police service shall ensure that, at least once every twelve months,

(a) every member of the police service who may be required to use force on other persons receives a training course on the use of force;

(b) every member of the police service who is authorized to carry a firearm receives a training course on the use of firearms.

(2) The police service shall maintain written records of the training courses taken by members of the
police service on the use of force and the use of firearms.

(3) **This section comes into force on the 1st day of June, 1994.**

14.4 The training courses referred to in Sections 14.2 and 14.3 shall include training on the following matters:

1. Legal requirements.
2. The exercise of judgement.
4. Theories relating to the use of force.
5. Practical proficiency.

**Guidelines**

**Key Principles - Firearms training:**

1007.01 The use of the firearm is intended to stop a threat to life or serious bodily harm.

1007.02 Firearms are only one of a wide range of possible options, and are only to be used when there is a threat to life or serious bodily harm. All firearms training will be delivered in the context of the Ontario Use of Force Model.

1007.03 The appropriate use of force is the exercise of judgement in deciding, often in seconds, when to shoot and not to shoot.
1007.04 Police officers will not discharge a firearm for the sole purpose of attempting to stop a vehicle to apprehend a criminal suspect.

1007.05 The authority to use firearms to preserve life is an exceptional responsibility, and must be exercised with the highest concern for human life.

RECRUIT TRAINING:

1007.06 Handgun Qualification Training will be conducted by a qualified instructor.

1007.07 Qualification for the Service Handgun is divided into the following three areas:

1) Academic Training
2) Proficiency Training
3) Judgement Development Training

Academic Training:

1007.08 Academic training for the Service Handgun will consist of approximately 20 hours of in-class training. Appropriate elements of academic training can be conducted in conjunction with proficiency training.

1007.09 Academic training will cover the following topics:
1) Safety
   - storage (home & police facility)
   - transportation
   - range
   - rules

2) Handgun Nomenclature
3) Holsters/Equipment Placement

4) Soft Body Armour

5) Equipment Maintenance

6) Function
   - fire
   - extract
   - eject
   - feed

7) Ballistics
   - specifications
   - performance

8) Loading/Unloading
   - administrative (round rotation)
   - tactical
   - emergency (speed)

9) Fundamentals

10) Stoppages and Immediate Action Drills

11) Low Light Shooting and Flashlight Techniques

12) Multiple Targets

13) Unusual Shooting Positions [e.g., sitting (as in a car or on a chair), prone]

14) Strong and Support Hand Shooting

15) Firearms Identification and Awareness

16) Mental Conditioning
   - colour codes
   - rules of survival
17) Critical Incident Stress (e.g. tachy-psyche, incident debriefing)

18) Tactics (having a "Plan B")

19) Limitation of Weapons and Myths

20) Knowledge of Relevant Laws

Proficiency Training:

Proficiency training for the Service Handgun will consist of 46 hours of training, divided into the following four stages:

Stage One - Fundamentals (15 hours)
Stage Two - Stoppages and Immediate Action (4 hours)
Stage Three - Tactical Shooting Skills (15 hours)
Stage Four - Close Quarter Skills (12 hours)

Each recruit will be required to live fire a minimum of 1500 rounds, in order to complete the proficiency segment of handgun training. As part of the proficiency training, each recruit must successfully complete a qualification test, on an approved course of fire, (See Appendix "A") using 50 rounds of service velocity ammunition.

Proficiency training will cover the following topics:

Stage One - Fundamentals

The slow firing of live ammunition in exercises specifically designed to develop shooting fundamentals and accuracy. These exercises will include:

- grip/stance
- trigger control
- sight picture
- follow-through (guard/cover position)
- tactical/emergency reloading

Stage Two - Stoppages and Immediate Action Drills

The firing of live ammunition and the use of dummy rounds in exercises specifically designed to develop immediate action skills, or skills to quickly clear any weapon stoppage.

Stage Three - Tactical Shooting Skills

The timed firing of live ammunition in exercises specifically designed to develop tactical shooting skills. These exercises include:
- draw and fire drills/pistol presentation
- time to fire rounds gradually restricted
- firing from standing, kneeling, sitting & prone positions
- target distances gradually increase
- firing under varied lighting conditions
- firing from ready (gun drawn) position
- firing from behind cover
- reloading drills (tactical, emergency)
- body armour drills
- introduction of "police challenge"

Stage Four - Close Quarter Skills

The firing of live ammunition in exercises specifically designed to develop close quarter skills. Close quarter exercises include:

- time to fire rounds severely restricted
- target distances reduced to under 12 feet (3.65 meters)
- firing under varied lighting conditions
- introduction of reactive shooting techniques
- introduction of one hand shooting, movement, multiple and reactive targets.

Judgement Development Training:

1007.13 Recruits will receive training and practical experience in making use of force option choices under realistic circumstances. For the purposes of handgun training, that decision-making experience is to emphasize "shoot-don't-shoot" decision-making in stressful, realistic, scenarios in which various options might be exercised. The purpose of this training is to give the recruit a deeper understanding of his or her own decision making processes under stress, and to develop the ability to make sound judgements through a better understanding of decision criteria. Ideally this training is given through live or simulated fire, or branching/interactive simulator systems. The selection and development of judgement training scenarios must be sensitive to race relations issues.

1007.14 No specific time period is allocated for this phase, however this section must be considered as critical as academic or proficiency training on the use of handguns. Judgement development training is also an important evaluation tool. Judgement development training, more than any other type of firearms training, allows a trained instructor to assess the individual's ability to make critical decisions under stress. **Regardless of their performance in other components of handgun training, no recruit will be considered qualified to carry a firearm unless a trained instructor determines that the recruit has the judgement skills, confidence, and restraint required to carry a firearm.**
1007.15 Recruits will only undergo judgement development training under the supervision of a qualified instructor.
1007.16 Recruits will not undergo judgement development training until they have completed the proficiency segment of firearms training.

1007.17 Recruits will be provided sufficient judgement development training, in order for the trainer to determine the recruit's competency in using good judgement.

1007.18 After completing training, the recruit will be debriefed by the trainer. Debriefings will cover the recruit’s powers of arrest, threat perceptions, communication skills, tactics used, less-than-lethal force options, justification for force used, weapons discipline, reaction time and accuracy.

**RE-QUALIFICATION/REFRESHER TRAINING - SERVICE HANDGUN**

1007.19 Handgun Re-qualification/Refresher Training will be conducted by a qualified instructor.

1007.20 Firearms Re-qualification/Refresher Training for the Service Handgun is divided into the following areas:

1) Academic Training

2) Proficiency Test

3) Judgement Development Training

**Academic Training:**

1007.21 Academic training for the Service Handgun will consist of 1 hour of in-class training.
1007.22 Academic training will cover the following topics:
- general review of Use of Force Legislation including aspects of:
  - *Criminal Code*
  - *Provincial Offenses Act*
  - *Police Services Act*
  - *Case Law*
- general review of reporting requirements
- review principles of firearms safety
- review of safe storage and security practices
- service handgun is inspected by instructor
- duty ammunition is exchanged for new ammunition

**Proficiency Test:**

1007.23 All police officers who carry a service handgun in the course of their duties, are required to successfully complete a 1 1/2 hour re-qualification test on an annual basis.

1007.24 All police officers who carry a handgun must fire at least 100 rounds of live service velocity ammunition every twelve month period. Of that 100 rounds, at least 50 rounds will be a requalification test on an approved course of fire *(See Appendix "A")* under daylight conditions. Ideally, police officers should fire more frequently and be given the opportunity to fire under low light conditions. If practical, some live firing should be conducted outdoors.

1007.25 The requalification test will reinforce handgun training received at the basic qualification level.

1007.26 A written policy from the Governing Authority shall set out local policy on remedial handgun training, and
administrative steps to be taken when a police officer does not requalify.
Judgemental Development Training:

1007.27 This component will consist of approximately 1 1/2 hours training designed to develop decision making skills in stressful conditions. This component can be delivered in several different ways, including role-playing, but should ideally be conducted on training simulators.

1007.28 Police officers will only undergo judgement development training by a qualified instructor.

1007.29 Police officers will be provided with sufficient judgement development training, in order for the trainer to determine the police officers competency in using good judgement.

1007.30 After completing training, the police officer will be debriefed by the trainer. Debriefings will cover the police officer's powers of arrest, threat perceptions, communication skills, tactics used, less than lethal force options, justification for force used, weapons discipline and reaction time and accuracy.

IMPLEMENTATION PLAN - TRANSITION TO SEMI-AUTOMATIC PISTOLS

1007.31 Each police service shall develop an implementation plan for the transition from revolvers to semi-automatic pistols. The implementation plan should be developed in consultation with the local police association, use of force instructors and uniform members of the police service.

The implementation plan shall include the following:

   Evaluation and selection criteria for semi-automatic pistols;
Procurement Plan & Financial Allocation;

Training for Instructors and Armourers;

Training Plan;

Logistics, issuing & record keeping;

Other safety and related equipment (body armour, holsters & duty belt);

Process of disposal of old revolvers.

**TRANSITION TRAINING - REVOLVER TO SEMI-AUTOMATIC PISTOL**

1007.32 Transition Training will be conducted by a qualified instructor.

1007.33 Qualification for transition to the semi-automatic pistol is divided into the following areas:

1) **Academic Training**

2) **Proficiency Training**

During the transition from revolver to the semi-automatic pistol, police officers will undergo no less than 28 hours of actual training time.

**Academic Training:**
1007.34 Academic training for transition will consist of 8 hours of in-class training. Appropriate elements of academic training can be conducted in conjunction with proficiency training.
1007.35 Academic training will cover the following topics:

1) Safety
   - storage (home & police facility)
   - transportation
   - range (cold/hot range concepts)
   - rules

2) Handgun Nomenclature

3) Holsters/Equipment Placement

4) Equipment Maintenance

6) Function
   - fire
   - extract
   - eject
   - feed

7) Ballistics
   - specifications
   - performance

8) Loading/Unloading
   - administrative (round rotation)
     - tactical
     - emergency (speed)

9) Fundamentals

10) Stoppages and Immediate Action Drills

11) Low Light Shooting and Flashlight Techniques

12) Multiple Targets

13) Unusual Shooting Positions [e.g., sitting (as in a car or on a chair), prone]
14) Strong and Support Hand Shooting

15) Limitation of Weapons and Myths

Proficiency Training:

1007.36 Proficiency training for the Service Handgun will consist of 20 hours of training, divided into the following four stages:

Stage One - Fundamentals
Stage Two - Stoppages and Immediate Action Drill
Stage Three - Tactical Shooting Skills
Stage Four - Close Quarter Skills

1007.37 Each police officer will be required to live fire a minimum of 1000 rounds, in order to complete the proficiency segment of transition training. As part of the proficiency training, each police officer must successfully complete a qualification test, on an approved course of fire, *(See Appendix "A")* using 50 rounds of service velocity ammunition.

1007.38 Proficiency training will cover the following topics:

Stage One - Fundamentals

The slow firing of live ammunition in exercises specifically designed to develop shooting fundamentals and accuracy. These exercises will include:

- grip/stance
- trigger control
- sight picture
- follow-through (guard/cover position)
- tactical/emergency reloading
Stage Two - Stoppages and Immediate Action Drills

The firing of live ammunition and the use of dummy rounds in exercises specifically designed to develop immediate action skills, or skills to quickly clear any weapon stoppage.

Stage Three - Tactical Shooting Skills

The timed firing of live ammunition in exercises specifically designed to develop tactical shooting skills. These exercises include:

- draw and fire drills/pistol presentation
- time to fire rounds gradually restricted
- firing from standing, kneeling, sitting & prone positions
- target distances gradually increase
- firing under varied lighting conditions
- firing from ready (gun drawn) position
- firing from behind cover
- reloading drills (tactical, emergency)
- body armour drills
- introduction of "police challenge"

Stage Four - Close Quarter Skills

The firing of live ammunition in exercises specifically designed to develop close quarter skills. Close quarter exercises include:

- time to fire rounds severely restricted
- target distances reduced to under 12 feet (3.65 meters)
- firing under varied lighting conditions
- introduction of reactive shooting techniques
- introduction of one hand shooting, movement, multiple and reactive targets.
APPENDIX "A" - COURSE OF FIRE

Proficiency Training:

All police officers who carry a service handgun in the course of their duties, are required to successfully complete a 1 1/2 hour requalification test on an annual basis.

All police officers who carry a handgun must fire at least 100 rounds of live service velocity ammunition, every twelve month period. Of that 100 rounds, at least 50 rounds will be a requalification test on an approved course of fire under daylight conditions. Ideally, police officers should fire more frequently, and be given the opportunity to fire under low light conditions. If practical, some live firing should be conducted outdoors.

The re-qualification test and associated refresher training will reinforce handgun training received at the basic qualification level, and ensure that police officers maintain a reasonable level of practical proficiency.

A written policy from the Governing Authority shall set out local policy on remedial handgun training, and administrative steps to be taken when a police officer does not requalify.

Re-qualification Test - Course of Fire:

The Ministry of the Solicitor General and Correctional Services, in cooperation with police firearms instructors, has developed the following handgun course of fire for the Province of Ontario. This 50 round requalification course must be completed successfully, once every twelve month period, by all police officers who are issued a service handgun.
Overview:

This course of fire was developed to ensure that each police officer in the Province of Ontario is able to meet a minimum standard of proficiency in the use of a service handgun.

In addition, the following factors were considered when developing this course of fire:

1. The ability of all police services to conduct the re-qualification testing, regardless of the number of personnel in the police service.

2. Various types of range facilities that are available to police services in Ontario, for use for re-qualification testing, and

3. The desire to allow for flexibility in tailoring the re-qualification test to meet the needs of the individual police service.

Course of Fire:

The approved course of fire is divided into three separate stages. Each stage represents a range of distances from which the police officer will be tested.

The minimum number of rounds which must be fired by a police officer at each stage is clearly specified. However, because the course of fire has been designed to be flexible, police services will have some discretion, based on local conditions, to distribute the remaining rounds in any of the three stages, or to concentrate in a particular stage.

Three Stages:

Stage "1" - Close Quarters
Distance - Between 0 feet to 10 feet (0 - 3.04 meters)
Minimum Number of rounds - 12

Stage "2" - Intermediate Distance

Distance - Between 11 feet to 39 feet (3.35 - 11.88 meters)

Minimum Number of Rounds - 12

Stage "3" - Long Distance

Distance over 40 feet (over 12.19 meters)

Minimum Number of Rounds - 6

Because the course of fire has been designed to be flexible, police services will be able to identify local needs for firearms training, thus permitting the distribution of the remaining 20 rounds among stages "1", "2" and "3". Police services which operate in urban areas may want to concentrate on close quarter skills, while a police service which patrols rural areas may want a heavier emphasis on long distances. Police services will have flexibility in making these decisions.

Conditions:

Duty Attire:

All officers will qualify wearing their regular duty attire, with their issued handgun, carried in the manner in which it is carried on duty.

Handgun:

Police officers must successfully complete the course of fire with their issued service handgun.
Targets:

Targets for qualification will be of a life size silhouette type. The designated scoring area will be incorporated within the upper centre mass of the torso, and be approximately 12” wide x 18” (30.5cm x 45.7cm) in height.

Scoring:

Only hits to the designated scoring area will be counted. Hits outside the designated scoring area, but on the silhouette do not count. Shots fired during a “no shoot” situation will result in failure.

The minimum passing score on this course of fire for police officers using a revolver will be 86% or 43 hits out of 50 rounds in the designated scoring area.

The minimum passing score on this course of fire for police officers using a semi-automatic pistol will be 90% or 45 hits out of 50 rounds in the designated scoring area.
STAGE "1"

Distance 0-10 Feet (0-3 Meters)

Minimum Number of Rounds: 12

Time Allowed: Drawing and Firing from a Secure Holster:

2 sec. for 1 round
3 sec. for 2 rounds
4 sec. for 3 rounds

Firing from the Ready Position:

1 sec. for 1 round
2 sec. for 2 rounds
3 sec. for 3 rounds

Training Elements:

The following teaching points should be covered in Stage "1":

Cover/concealment
Tactical/Emergency reload
One hand
Draw and fire
Handgun out at ready position
Move with handgun unholstered
Various positions
Police challenge
Don't shoot
Stress inducements
Proving technique-handgun
STAGE "2"

Distance  11-39 Feet (3.35 - 11.88 meters)

Minimum Number of Rounds:  12

Time Allowed:  
- Drawing and Firing from a Secure Holster:
  3 sec. for 1 round
  3 sec. for 2 rounds
  4 sec. for 3 rounds

- Firing from the Ready Position:
  2 sec. for 1 round
  3 sec. for 2 rounds
  4 sec. for 3 rounds

Training Elements:

The following teaching points should be covered in Stage "2":

- Cover/concealment
- Tactical reload
- Draw and fire
- Handgun out at ready position
- Move with handgun unholstered
- Use of sights
- Various positions
- Police challenge
Don't shoot
Stress inducements
Proving technique-handgun
STAGE "3"

Distance Over 40 Feet (12.19)

Minimum Number of Rounds: 6

Time Allowed: Drawing and Firing from a Secure Holster:

After the police officer has drawn the handgun and adopted a firing position behind cover, the police officer has a maximum time of 5 seconds per round.

Firing from the Ready Position:

Maximum time is 5 seconds per round.

Training Elements:

The following teaching points should be covered in Stage "3":

- Cover/concealment
- Tactical reload
- Draw and fire
- Handgun out at ready position
- Move with handgun unholstered
- Use of sights
- Various positions
- Police challenge
- Don't shoot
- Stress inducements
- Stoppages and immediate action drills from behind cover
- Proving technique-handgun
Training Points:

The following training points must be covered as part of the course of fire for service handgun requalification. It may not be possible to include all teaching points in each individual stage, however, when stages "1", "2" and "3" are combined, the following training points must be covered:

1. Cover/concealment
   
   - Importance of gaining cover is stressed throughout handgun requalification and refresher training. Concealment only hides the police officer's position.

2. Tactical/emergency reload
   
   - Importance of being able to perform tactical or emergency reload under stressful conditions.

3. Shooting with One Hand
   
   - The ability to discharge handgun at close quarters with strong hand and support hand.

4. Draw and fire
   
   - The ability to draw and fire from a secure holster under stressful conditions.

5. Handgun at ready position
   
   - The ability to fire from the previously unholstered position.
6. Move with handgun unholstered
- The ability to move safely from position to position with the handgun unholstered.

7. Scan target, follow through
   - Remind police officers of the need to continually conduct a threat evaluation. Police officers will be required to evaluate the threat before reholstering.

8. Use of sights
   - The importance of using the sights at intermediate and long distances

9. Various Positions
   - Teach police officers to draw and discharge from various positions, including standing and kneeling.

10. Police Challenge
    - "POLICE - DON'T MOVE"

11. Don't shoot situations
    - Designed to develop decision making skills in stressful conditions.

12. Stress
- The use of physical or psychological stress inducements to simulate stressful conditions.
13.  Stoppages and Immediate Action Drills

- The method used to clear stoppages from the handgun.
Rationale

Police officers are required in the course of their duties to enforce speed limits in accordance to the Highway Traffic Act.

A RADIO DETECTION AND RANGING device, commonly known as RADAR performs a major role in speed enforcement. RADAR provides the police officers with technology to perform speed enforcement. Police officers require extensive training in order to operate their radar safely and effectively. These standards have been developed to promote safe operating procedures for radar and to protect police officers from unnecessary exposure to radar emissions.

Prescribed Standards

Not Developed

Guidelines

Operating Frequencies

The transmitter frequency is a radio wave in the microwave portion of the radio spectrum. Speed timing radar uses three operating frequencies, these are:

X-BAND RADAR = 10.525 GHz (10,525,000,000 Hz)
K-BAND RADAR = 24.150 GHz (24,150,000,000 Hz)
Ka-BAND RADAR = 34.200 GHz (34,200,000,000 Hz)

Emission Safety Limits

a) Maximum Level For Microwave Radiation Exposure
The intensity of the microwave beam and other electromagnetic radiation is expressed in terms of power density. Power density is the amount of energy that flows each second through a square measurement of space.

In Ontario, the Ministry of Labour's "Radiofrequency and Microwave Exposure Guidelines", limit the exposure of workers to 10mW/cm² for microwaves with frequencies between 1 and 300 GHz. This exposure limit is specified for a six minute period for the entire body.

b) Emission Certification

All police services in Ontario must have radar units tested and certified on an annual basis. The annual radar test will check for power density levels as established by the Ministry of Labour's "Radiofrequency and Microwave Exposure Guidelines". Measurements must be taken at two inch and six inch distances from the face of the radar antenna. The results will be recorded in milliwatts per square (mW/cm²).

c) Record Keeping

Police services will be required to keep records on all individual radar units. All information regarding the annual testing and maintenance will be entered in the record.
1008.03 Hand Held Radar Units

1. Characteristics
   a) Hand held radar unit consists of one component that features the trigger, test buttons, memory recall, power switch, and speed display.
   b) Hand held radar units shall only transmit when the trigger is depressed.

2. Operating Procedures
   a) All officers should be trained in the proper operating procedures for any radar unit that they will be using.
   b) Police officers must be familiar with the radar unit and the set-up procedures in accordance with operator's manual.
   c) Police officers must ensure that the radar unit in use has been certified within the previous twelve month period.
   d) Police officers must ensure that the testing requirements are carried out in accordance with the local court requirements.
   e) Police officers must ensure that antenna is directed outside of the vehicle whenever it is in operation or being tested.
   f) Police officers should not have the radar unit in the transmitting mode when not in use.
g) Police officers must ensure that the radar unit is positioned securely when not in use.

3. Safety Considerations

a) Police officers must be aware that the radar unit is not to be directed towards any part of the body, and in particular, the head and the groin areas.

b) Police officers should ensure that the trigger of the radar unit is not unintentionally depressed when moving the radar unit within the vehicle.

c) When not in use, the radar unit should be securely positioned, directed away from the police officer and/or any passengers.

1008.04 Moving Radar Units

1. Characteristics

a) Moving radar units consist of two parts, the control console and a separate antenna. The console, typically has the following components: the power switch, the transmitter standby and lock switches, and the patrol and target speed displays. All control functions are located on the console.
b) Moving radar units can be used in both the moving mode and the stationary mode of operation.

2. Operating Procedures

a) All officers should be trained in the proper operating procedures for any radar unit that they will be using.

b) Police officers must be familiar with the radar unit and the set up procedures in accordance with operators manual.

c) Police officer must ensure that the radar unit in use has been certified within the previous twelve month period.

d) Police officers must ensure that the console is securely fastened to the dashboard so that the unit is not capable of movement.

e) The antenna of the radar unit should be located as high as necessary to avoid reflection of the signal from the hood of the vehicle.

f) The antenna should be directed outside of the vehicle.

g) Police officers must ensure that the testing requirements are carried in accordance with the local court requirement.

3. Safety Considerations
a) Moving radar units should not be left in the transmitting mode when not in use.

b) Police officers must ensure that the antenna is located more than six inches from the occupants of the vehicle.

c) The antenna must be located in a position so the police officer is not intercepting the transmitting beam.

d) When the unit is being tested officers should point the antenna outside of the vehicle during transmission.

1008.05 Training

1. Initial Training Requirement

Officers must complete an eight hour training course by a qualified instructor, consisting of four hours of theoretical training, covering the following topics:

1) Basics of Radar
2) Purpose of Traffic Radar
3) The Radar Beam (Doppler Principle)
4) Cosine Angle Error
5) Emission Levels
6) Safety Precautions
7) Operational Procedures
   - Hand-Held Radar
   - Moving Radar
8) Case Law
9) Presenting Radar Evidence in Court

The remaining four hours will be devoted to in-car training with a qualified instructor. It is recommended that an additional period of twenty-four to thirty-six hours of supervised in-car practice under the supervision of an experienced operator. This additional period will permit the new operator to practice the newly acquired skills under the supervision of an experienced operator.

2. Refresher Training Requirements

The Refresher training course consists of a two to four hour course that briefly reviews the topics covered in the initial training course. This training will be required on a bi-annual basis, to update police officers on changes in case law, new technological developments and/or operating procedures.

1008.06 Additional Safety Information

Police officers must be instructed on the proper operating procedures for using radar units. There are various ways in which the officers can protect themselves from unnecessary exposure to the emissions from radar. Officers must take precautions to ensure that radar units are not transmitting when not in use, and that the radar units are not being directed towards any part of the body, specifically the head and groin areas.
Rationale

The security of police firearms, on and off duty, is important to the safety of the public, the officer, and the officer's family. It is therefore essential that firearms which are not immediately required for operational purposes, be secured in a way that offers maximum protection.

The Criminal Code mandates stringent security and safety requirements for all types of firearms, both in private residences and places of business. The Criminal Code allows certain exemptions to those requirements for police services, only where those exemptions reflect legitimate operational requirements.

Prescribed Standards

To be developed, pursuant to Subsection 135(1), Paragraphs 1, 15, and 16 of the Police Services Act.

1009.01 Guidelines

Firearms Security - Policy

All police services shall have a written policy from the Chief of Police or Commissioner, detailing the firearms security measures for that service.

That policy will, at a minimum, include all of the requirements stated in this standard. As a general principle, the policy will reflect the following:
The security measures required for police firearms will be fully consistent with the security requirements set out in The Criminal Code of Canada (as amended by Bill C - 17). Police firearms security measures will deviate from those requirements, only to the extent that lesser degrees of security are reasonably required to support policing operations.

Local policy will set out designated ranks or positions with authority to approve operationally necessary exemptions outlined below.

1009.02 Firearms Security - Policing Operations

Handguns carried during policing operations shall be carried in holsters of a type approved in standards. The only exemptions will be handguns which cannot be carried in approved holsters for reasons of unusual operational requirements.

Shotguns, and other firearms carried in vehicles shall be secured in one of the following manners when the vehicle is unattended:

. When carried in the passenger compartment they shall be locked into a rack or mounting device which is secured to the vehicle.

. Or, they will be locked in the trunk of the car.

1009.03 Firearms Security - Police Facilities
All police firearms will be secured in police facilities when not otherwise in use. Security arrangements for all firearms stored in a police facility shall at a minimum include:

. In buildings which are guarded, or protected by an intrusion alarm with a response plan, the firearms will be individually or collectively secured in a locked secure room, a locking container, or secured with a locking device to a wall or other immovable structural feature. These containers may include collective gun lockers, individual officer lockers, or individual gun cases or storage boxes.

. In buildings which are unoccupied, and do not have intrusion alarms, each firearm will be rendered fully inoperable by a locking device which renders the firearm unable to be fired. This might include a trigger lock, barrel locking rod, or cable lock. **The locking device shall be specifically designed for the purpose of securing firearms. Handcuffs are not an acceptable device.**

Local policies may set out lesser security requirements for ready-use weapons which may be required on short notice and are kept in a secure area.

1009.04  Firearms Security - Private Residence

No police officer will store their service firearm in their private residence, or location other than a police facility, except where permitted by written policy of the police service, or a specific written order of the Chief of Police/Commissioner, or their designee.
When a firearm is stored at a private residence or location other than a police facility the security measures will fully comply with the requirements of the Criminal Code (as modified by C-17). Therefore, the following security measures shall be in place:

. Each firearm will be individually rendered inoperable by a locking device which renders the firearm unable to be fired. The device shall be specifically designed for the purpose of securing firearms. This might include a trigger lock, barrel locking rod, or cable lock. Ideally, the security device should use combination locks. Handcuffs are not an acceptable device.

. In addition, the firearm will be secured in a locking container. Only the police officer will have access to that container. The container might include a firearms storage box, a locker, a securely locking drawer, or other secure and locking container, which cannot be forced open easily with bare-hands or common household tools.

. The firearm must be unloaded, and the ammunition secured in a locking container. That container may be the same container in which the firearm is stored.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>- General - Buildings &amp; Facilities</td>
<td>0101</td>
</tr>
<tr>
<td>- Police Cells</td>
<td>0102</td>
</tr>
<tr>
<td>Aerosol Weapons - Use of Force</td>
<td>1006</td>
</tr>
<tr>
<td>Affirmations (and Oaths)</td>
<td>0103</td>
</tr>
<tr>
<td>Appraisal, Performance</td>
<td>0308</td>
</tr>
<tr>
<td>Assault, Wife</td>
<td>0217</td>
</tr>
<tr>
<td>Armed and Barricaded Persons</td>
<td>0208</td>
</tr>
<tr>
<td>Armour, Body</td>
<td>1003</td>
</tr>
<tr>
<td>Auxiliary Officers, Training and Development</td>
<td>0307</td>
</tr>
<tr>
<td>Bail, Violent Crime</td>
<td>0221</td>
</tr>
<tr>
<td>Barricaded Persons</td>
<td>0208</td>
</tr>
<tr>
<td>Body Armour</td>
<td>1003</td>
</tr>
<tr>
<td>Canadian Police Information Centre (C.P.I.C.)</td>
<td>0803</td>
</tr>
<tr>
<td>Care and Control of Prisoners</td>
<td>0202</td>
</tr>
<tr>
<td>Career Development</td>
<td>0309</td>
</tr>
<tr>
<td>Subject</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Cells, Police</td>
<td>0102</td>
</tr>
<tr>
<td>Challenge, Police - Use of Force</td>
<td>0214</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>0311</td>
</tr>
<tr>
<td>Communications - Radio and Telephone</td>
<td>0802</td>
</tr>
<tr>
<td>Communications - C.P.I.C.</td>
<td>0803</td>
</tr>
<tr>
<td>Communications - Tactical</td>
<td>0213</td>
</tr>
<tr>
<td>Condition of Uniforms and Equipment</td>
<td>1002</td>
</tr>
<tr>
<td>Conduct, Code of</td>
<td>0311</td>
</tr>
<tr>
<td>Control of Prisoners</td>
<td>0202</td>
</tr>
<tr>
<td>Cooperation - Other Police Services</td>
<td>0404</td>
</tr>
<tr>
<td>Counsel/Privacy, Prisoners' Right to</td>
<td>0203</td>
</tr>
<tr>
<td>Court Activity - General</td>
<td>0901</td>
</tr>
<tr>
<td>Court Security</td>
<td>0902</td>
</tr>
<tr>
<td>C.P.I.C. Communications</td>
<td>0803</td>
</tr>
<tr>
<td>Crime Data</td>
<td>0502</td>
</tr>
<tr>
<td>Crime, Hate/Bias Motivated</td>
<td>0219</td>
</tr>
<tr>
<td>Criminal Harassment</td>
<td>0222</td>
</tr>
<tr>
<td>Subject</td>
<td>Location</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Definitions</td>
<td>0000.02</td>
</tr>
<tr>
<td>Directives (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td>Disaster Response Capability</td>
<td>0206</td>
</tr>
<tr>
<td>Disputes, Labour</td>
<td>0216</td>
</tr>
<tr>
<td>Emergency Planning/Preparedness</td>
<td>0206</td>
</tr>
<tr>
<td>Empty Hand Techniques</td>
<td>0215</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>0304</td>
</tr>
<tr>
<td>Equipment</td>
<td>1001</td>
</tr>
<tr>
<td>- Aerosol Weapons</td>
<td>1006</td>
</tr>
<tr>
<td>- Body Armour</td>
<td>1003</td>
</tr>
<tr>
<td>- General</td>
<td>1001</td>
</tr>
<tr>
<td>- Holsters</td>
<td>1004</td>
</tr>
<tr>
<td>- Impact Weapons</td>
<td>1005</td>
</tr>
<tr>
<td>- Safe Storage, Handgun</td>
<td>1009</td>
</tr>
<tr>
<td>- Service Handgun</td>
<td>1007</td>
</tr>
<tr>
<td>- Traffic Radar</td>
<td>1008</td>
</tr>
<tr>
<td>Evaluation, Performance</td>
<td>0308</td>
</tr>
<tr>
<td>Financial Accountability/Management</td>
<td>0602</td>
</tr>
<tr>
<td>Subject</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Firearms, Investigating Stolen/Smuggled</td>
<td>0220</td>
</tr>
<tr>
<td>Force, Organization</td>
<td>0302</td>
</tr>
<tr>
<td><strong>F (Con’t)</strong></td>
<td></td>
</tr>
<tr>
<td>Freedom of Information</td>
<td>0804</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td></td>
</tr>
<tr>
<td>Guidelines (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td>Governing Authority (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
</tr>
<tr>
<td>Handgun, Safe Storage</td>
<td>1009</td>
</tr>
<tr>
<td>Handgun, Service - Use of Force</td>
<td>1007</td>
</tr>
<tr>
<td>Harassment, Criminal</td>
<td>0222</td>
</tr>
<tr>
<td>Harassment, Workplace</td>
<td>0305</td>
</tr>
<tr>
<td>Hate Propaganda</td>
<td>0218</td>
</tr>
<tr>
<td>Hate/Bias Motivated Crime</td>
<td>0219</td>
</tr>
<tr>
<td>Health and Safety - General</td>
<td>0701</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>0702</td>
</tr>
<tr>
<td>Holsters, Secure</td>
<td>1004</td>
</tr>
<tr>
<td>Hostage Taking</td>
<td>0208</td>
</tr>
<tr>
<td>Subject</td>
<td>Location</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Impact Weapons - Use of Force</td>
<td>1005</td>
</tr>
<tr>
<td>Information Services - C.P.I.C.</td>
<td>0803</td>
</tr>
<tr>
<td>Information - Crime Data</td>
<td>0502</td>
</tr>
<tr>
<td>Investigating Stolen/Smuggled Firearms</td>
<td>0220</td>
</tr>
<tr>
<td>Labour Disputes</td>
<td>0216</td>
</tr>
<tr>
<td>Media Relations</td>
<td>0402</td>
</tr>
<tr>
<td>Missing Persons</td>
<td>0204</td>
</tr>
<tr>
<td>Note-Taking Responsibilities</td>
<td>0205</td>
</tr>
<tr>
<td>Oaths and Affirmations</td>
<td>0103</td>
</tr>
<tr>
<td>Officer’s Note-Taking Responsibilities</td>
<td>0205</td>
</tr>
<tr>
<td>Operational Activities - General</td>
<td>0201</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
</tr>
<tr>
<td>- Emergency Planning/Preparedness</td>
<td>0206</td>
</tr>
<tr>
<td>- Hostage Taking, Armed &amp; Barricaded Person</td>
<td>0208</td>
</tr>
<tr>
<td>- Missing Persons</td>
<td>0204</td>
</tr>
<tr>
<td>- Note-taking</td>
<td>0205</td>
</tr>
<tr>
<td>Subject</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>- Operational Activities</td>
<td>0201</td>
</tr>
<tr>
<td>- Prisoners - Care and Control</td>
<td>0202</td>
</tr>
<tr>
<td>- Prisoners - Right to Counsel/Privacy</td>
<td>0203</td>
</tr>
<tr>
<td>- Pursuit</td>
<td>0207</td>
</tr>
<tr>
<td>- Search of Premises</td>
<td>0209</td>
</tr>
<tr>
<td><strong>O (Con’t)</strong></td>
<td></td>
</tr>
<tr>
<td>- Witness Security</td>
<td>0210</td>
</tr>
<tr>
<td>Organization of Police Force</td>
<td>0302</td>
</tr>
<tr>
<td>Other Police Services - Cooperation with</td>
<td></td>
</tr>
<tr>
<td>- Components</td>
<td>0404</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td></td>
</tr>
<tr>
<td>Performance Appraisal</td>
<td>0308</td>
</tr>
<tr>
<td>Police Force Organization</td>
<td>0302</td>
</tr>
<tr>
<td>Police Cells</td>
<td>0102</td>
</tr>
<tr>
<td>Police Officer’s Notebook</td>
<td>0205</td>
</tr>
<tr>
<td>Police Officer, Training and Development</td>
<td>0306</td>
</tr>
<tr>
<td>Police Response to Wife Assault</td>
<td>0217</td>
</tr>
<tr>
<td>Police Pursuits</td>
<td>0207</td>
</tr>
<tr>
<td>Political Activity Rights</td>
<td>0104</td>
</tr>
<tr>
<td>Preparedness/Emergency Planning</td>
<td>0206</td>
</tr>
<tr>
<td>Subject</td>
<td>Location</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Prescribed Standards (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td>Prisoners</td>
<td></td>
</tr>
<tr>
<td>- Care and Control</td>
<td>0202</td>
</tr>
<tr>
<td>- Right to Counsel/Privacy</td>
<td>0203</td>
</tr>
<tr>
<td>Privacy/Counsel, Prisoners' Right to</td>
<td>0203</td>
</tr>
<tr>
<td>Propaganda, Hate</td>
<td>0218</td>
</tr>
<tr>
<td>Property-Seized or Found</td>
<td>0503</td>
</tr>
<tr>
<td>Pursuits, Police</td>
<td>0207</td>
</tr>
<tr>
<td>Radar, Traffic</td>
<td>1008</td>
</tr>
<tr>
<td>Radio &amp; Telephone - Communications</td>
<td>0802</td>
</tr>
<tr>
<td>Records Management</td>
<td>0805</td>
</tr>
<tr>
<td>Recruitment</td>
<td>0303</td>
</tr>
<tr>
<td>Refresher Training (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td>Regulations (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td>Reporting - Use of Force</td>
<td>0806</td>
</tr>
<tr>
<td>Requalification Training (Definition)</td>
<td>0000.02</td>
</tr>
<tr>
<td>Right to Privacy/Counsel, Prisoners'</td>
<td>0203</td>
</tr>
</tbody>
</table>
Subject Index

S
Safe Storage, Handgun 1009
Searches, Premises 0209
Security, Courts 0902

S (Con’t)
Security, Witness 0210
Selection Process 0303
Service Handgun - Use of Force 1007
Staffing, Selection Process 0303
Standards (Definition) 0000.02

T
Tactical Communications - Use of Force 0213
Telephone and Radio 0802
Traffic Radar 1008
Training and Development
- Auxiliary Officers 0307
- Police Officers 0306
- Use of Force 0310

U
Uniforms and Equipment
<table>
<thead>
<tr>
<th>Subject</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U (Con’t)</strong></td>
<td></td>
</tr>
<tr>
<td>- Condition</td>
<td>1002</td>
</tr>
<tr>
<td>Use of Force</td>
<td></td>
</tr>
<tr>
<td>- Aerosol Weapons</td>
<td>1006</td>
</tr>
<tr>
<td>- Empty Hand Techniques</td>
<td>0215</td>
</tr>
<tr>
<td>- General</td>
<td>0211</td>
</tr>
<tr>
<td>- Impact Weapons</td>
<td>1005</td>
</tr>
<tr>
<td>- Officer Safety</td>
<td>0212</td>
</tr>
<tr>
<td>- Police Challenge</td>
<td>0214</td>
</tr>
<tr>
<td>- Reporting</td>
<td>0806</td>
</tr>
<tr>
<td>- Service Handgun</td>
<td>1007</td>
</tr>
<tr>
<td>- Tactical Communication</td>
<td>0213</td>
</tr>
<tr>
<td>- Training</td>
<td>0310</td>
</tr>
<tr>
<td><strong>V</strong></td>
<td></td>
</tr>
<tr>
<td>Vehicle Pursuits</td>
<td>0207</td>
</tr>
<tr>
<td>Victim Assistance</td>
<td>0403</td>
</tr>
<tr>
<td>Violent Crime - Bail</td>
<td>0221</td>
</tr>
<tr>
<td><strong>W</strong></td>
<td></td>
</tr>
<tr>
<td>Wife Assault</td>
<td>0217</td>
</tr>
<tr>
<td>Witness Security (Protection)</td>
<td>0210</td>
</tr>
<tr>
<td>Workplace Harassment</td>
<td>0305</td>
</tr>
</tbody>
</table>