



15-01 Incident Response

(Use of Force/De-Escalation)

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Rationale

The Toronto Police Service (Service) places the highest value on the protection of life and the safety of its members and the public, with a greater regard for human life than the protection of property. Members of the Service have a responsibility to only use that force which is reasonably necessary to bring an incident under control effectively and safely.

The Ontario Use of Force Model (Model) is an aid to promote continuous critical assessment and evaluation of every situation, and can assist members to understand and make use of de-escalation and communication tools along with a range of force options in order to respond to potentially violent situations. It is not intended to serve as a justification for a member's use of force, nor does it prescribe specific response options appropriate to any given situation. However, the Model does provide a valuable framework for understanding and articulating the events associated with an incident involving a member's use of force.

The decision, whether force is to be used and the amount of force required, shall rest solely with the member who is personally involved in the event. Such decisions shall be made in a manner consistent with the member's training, the philosophy and central themes of the Ontario Use of Force Model (Model) and the law.

De-escalation and communication are core tools. De-escalation and communication methods must be considered continuously and used, where possible, even after use of force has occurred. Officers shall, in all situations involving the use of force, consider de-escalation tactics, including disengagement predicated on the philosophy that protection of human life is a core duty of the police.

De-escalation is defined as verbal and non-verbal strategies intended to reduce the intensity of a conflict or crisis encountered by a Service Member, with the intent of gaining compliance without the application of force, or if force is necessary, reducing the amount of force required including remaining calm, using verbal communication strategies, creating physical distance between the officer and the members of the public, and employing critical thinking skills to pivot to other tactics in response to changing dynamics.

In responding to an incident, and when interacting with members of the public, Service Members shall act professionally and respectfully, in a manner that embodies procedural justice and Service values, and respects all *Charter* rights and freedom of peaceful assembly.

Supervision

- Supervisory Officer attendance mandatory when firearm is discharged
- Supervisory Officer notification mandatory when

- firearm is discharged
 - conducted energy weapon has been used
- Officer in Charge of Division of occurrence notification mandatory when firearm is discharged
- Firearm Discharge Investigator (FDI) notification mandatory when firearm is discharged

- Supervisory Officer notification mandatory for any duty to report/duty to intervene incident

Procedure

The *Criminal Code* (CC) empowers every person who is required or authorized to do anything in the administration or enforcement of the law, when acting on reasonable grounds, to use as much force as necessary for that purpose. Every person is liable, both criminally and civilly, for any unjustified or excessive force used.

Training

Ontario Regulation 926/90 (O. Reg. 926/90) made under the *Police Services Act* (PSA) prohibits a member of a police service from using force on another person, unless the member has successfully completed the prescribed training course on the use of force, and that at least once every 12 months, members who may be required to use force on other persons receive a training course on the use of force. When a use of force option is employed, its application shall be in keeping with the training received. Techniques outside of the prescribed training are discouraged, unless no other reasonable alternatives exist.

Ensure that the In-Service Training program includes, in addition to use of force training, at a minimum, training on Member safety, communication and de-escalation, handcuffing and physical control techniques, human rights, mental health and systematic discrimination, with particular focus on anti-black and anti-indigenous racism.

Ensure that Service Members shall be trained to take into account individual physical, developmental and mental characteristics of persons in crisis, individuals with mental or developmental issues, and youth, so as to enable the Service Members to more successfully de-escalate incidents where such information is available.

Ensure that Service Members shall be trained on evidence-based techniques for the effective use of communication including non-verbal communication, despite potential barriers such as language barriers, disabilities, or a person experiencing a mental health crisis, to de-escalate incidents are reduce the need for use of force.

Approved Use of Force Options

Ontario Regulation 3/99 provides that, at minimum, police officers are

- issued a handgun
- issued oleoresin capsicum (OC) aerosol spray
- issued a baton, and
- trained in officer safety, communication and physical control techniques

Members shall not use a weapon other than a firearm unless

- that type of weapon has been approved for use by the Solicitor General

- the weapon conforms to technical standards established by the Solicitor General
- the weapon is used in accordance with standards established by the Solicitor General
- the weapon, in the course of a training exercise, is used on another member in compliance with Service Governance

Intermediate Force Options

Members may use an intermediate weapon such as their issued baton, OC spray, less lethal weapon, or conducted energy weapon (CEW) as a force option

- to prevent themselves from being overpowered when violently attacked
- to prevent a prisoner being taken from police custody
- to disarm an apparently dangerous person armed with an offensive weapon
- to control a potentially violent situation when other force options are not viable
- for any other lawful and justifiable purpose

Weapons of Opportunity

Despite the foregoing, nothing in *O. Reg. 926/90* or this Procedure prohibits a member from the reasonable use of weapons of opportunity when none of the approved options are available or appropriate to defend themselves or members of the public.

Authorized Restraining Devices

Handcuffs, leg irons, spit shields and other restraints authorized by the Chief of Police (e.g. plastic flexi-cuffs) may be used

- to control the violent activities of a person in custody
- when prisoners are being transferred from one place to another
- to prevent a prisoner from escaping

Fleeing Suspect

A peace officer, and every person lawfully assisting the peace officer, is justified in using force that is intended or is likely to cause death or grievous bodily harm to a person to be arrested, if

- a) the peace officer is proceeding lawfully to arrest, with or without warrant, the person to be arrested;
- b) the offence for which the person is to be arrested is one for which that person may be arrested without warrant;
- c) the person to be arrested takes flight to avoid arrest;
- d) the peace officer or other person using the force believes on reasonable grounds that the force is necessary for the purpose of protecting the peace officer, the person lawfully assisting the peace officer or any other person from imminent or future death or grievous bodily harm; and
- e) the flight cannot be prevented by reasonable means in a less violent manner.

[Authority: CC, ss. 25(4)]

Motor Vehicles

Discharging a firearm at a motor vehicle is an ineffective method of disabling the vehicle. Discharging a firearm at a motor vehicle may present a hazard to both the officer and to the public. Police officers are prohibited from discharging a firearm at a motor vehicle for the sole purpose of disabling the vehicle.

Police officers shall not discharge a firearm at the operator or occupants of a motor vehicle unless there exists an immediate threat of death or grievous bodily harm to officers and/or members of the public by a means other than the vehicle.

Police officers shall be cognizant that disabling the operator of the motor vehicle thereby disabling the control over the motor vehicle may also present a hazard to both the officer and the public.

Except while in a motor vehicle, officers shall not place themselves in the path of an occupied motor vehicle with the intention of preventing its escape. Additionally, officers should not attempt to disable an occupied vehicle by reaching into it.

Pursuant to Procedure [13-03](#) and [13-05](#), any apparent breach of this Procedure will be carefully considered on its merits having regard to all the circumstances before discipline is commenced.

Excessive Force

Excessive force is the application of force beyond what can be reasonably believed to be necessary and proportional to the danger in any given incident.

Members who are authorized to use force, do not have an unlimited power to use that force on a person in the course of their duties. The amount of force permitted is constrained by the principles of proportionality, necessity and reasonableness. If an officer's use of force is challenged there will be an evaluation of the officer's subjective belief as to the nature of the danger, whether the subjective belief was objectively reasonable and whether the use of force was necessary and proportional to the danger.

An officer is prohibited from using force that is likely to cause death or grievous bodily harm, unless the officer believes that the force is necessary to protect themselves or another person from death, or grievous bodily harm. Any officer who is believed, upon reasonable grounds, to have used excessive force will be liable to criminal prosecution. (Authority: CC, s.25, s. 26).

Duty to Report and Duty to Intervene

In accordance with the values of the Service, the law, procedure and the necessity to maintain the trust of the community, all members shall safeguard the reputation of the Service and comply with the duty to intervene and the duty to report misconduct of other members of the Service and members of police services that the Service may be partnered with in the course of investigations or day-to-day activities.

Uniform Service Members who observe other Members or members of other law enforcement agencies (including Special Constables employed by other organizations using prohibited or excessive force, or engage in acts that constitute misconduct, shall:

- (a) Intervene, where feasible, using verbal instructions or reasonable soft or hard physical control, in a manner that is proportional to the perceived risk of harm to member of the public if acts continue, and that does not jeopardize safety, and with the goal of de-escalating the situation and preventing further harm to members of the public, and,
- (b) Record details of the incident and substance of the complaint, including dates, times,

locations, other persons present and other relevant information, including the presence of video and/or other evidence; and

(c) Report the incident forthwith, to their immediate supervisor, or another supervisor.

Service Members who reasonably intervene verbally or physically in accordance with Duty to Intervene will not be subject to discipline for these actions, and will not be retaliated against in any way.

Where a Service Member intervened in accordance with Duty to Intervene against actions of a superior officer, and in particular when the superior officer is a supervisor of the Service Member, the Service Member can report confidentially to a designated 3rd party and has access to supports to ensure they do not experience retaliation.

A supervisor or a designated 3rd party in accordance with Duty to Intervene who receives a report will conduct or cause the conduct of an investigation to determine the need for training, discipline, or a notification to the Special Investigations Unit, as appropriate.

Where an incident of excessive use of force in the presence of other Service Members is under investigation, an investigation is conducted of any Service Members who witnessed the incident and failed to intervene, determine whether there is need for training or discipline.

Under the *PSA*, failure to report the misconduct of another member, may constitute misconduct and may be subject to discipline as outlined in Service Procedure - [Chapter 13 Appendix A](#), entitled “Unit Level Criteria/Conduct Penalties”

In addition to this Procedure, sworn members shall abide by applicable requirements of the Code of Conduct, Code of Offences and Conduct Requirements as outlined in Ontario Regulation 268/10 (O. Reg. 268/10) made under the *PSA*.

Reporting Use of Force

O. Reg. 926/90 compels members to submit a [Use of Force Report](#) to the Chief of Police when a member

- uses physical force on another person that results in an injury that requires medical attention
- draws a handgun in the presence of a member of the public, excluding a member of the police force while on duty
- discharges a firearm or less lethal weapon
- points a firearm regardless if the firearm is a handgun or a long gun
- uses a weapon other than a firearm on another person

→ *For the purpose of reporting a use of force incident, the definition of a weapon includes a police dog or police horse that comes into direct physical contact with a person.*

Additionally, officers are required to submit a [Use of Force Report](#) and a [TPS 584](#) to the Chief of Police when the officer uses a CEW

- as a “demonstrated force presence”
- in drive stun mode or full deployment, whether intentionally or otherwise.

Use of force reports are collected and used to identify individual and group training requirements, or Service use of force governance requirements.

Race and Identity-Based Data Collection

Ontario Regulation 267/18, made under the *Anti-Racism Act*, 2017, requires the Ministry of the Solicitor General to collect police service member's perception regarding the race of individuals about whom a [Use of Force Report](#) is completed. As outlined in Procedure [16-07](#), the Toronto Police Services Board Policy entitled "Race-Based Data Collection, Analysis and Public Reporting" requires the Toronto Police Service (Service) to collect, analyze and publicly report on data related to the race of those individuals with whom Service members interact. When officers are required to complete a [Use of Force Report](#), in accordance with this Procedure, they shall record their perceived race of the individual(s) about whom the report is completed in the designated section of the report.

Team Reports

Specialized Emergency Response – Emergency Task Force (ETF) and Emergency Management & Public Order – Public Safety (Public Safety), when operating/responding as a team, shall submit a Team [Use of Force Report](#) in situations where force, meeting the reporting requirements, is merely displayed. An incident in which force was actually used, including the Demonstrated Force Presence of a CEW, requires a separate [Use of Force Report](#) from each individual officer involved.

Exemptions to the Reporting Criteria

A Use of Force Report is not required when

- a firearm, other than an issued handgun, is merely carried or displayed by an officer
- a handgun is drawn or a firearm pointed at a person or is discharged in the course of a training exercise, target practice or ordinary firearm maintenance in accordance with Service Governance
- a weapon other than a firearm is used on another member of the Service in the course of a training exercise
- physical force is used on another member of the Service in the course of a training exercise

Use of Force Reports – Prohibited Uses

Under no circumstances shall the [Use of Force Report](#), or the personal identifiers associated with Part B be retained beyond the limitations dictated by *O. Reg. 926/90*, and in accordance with Board Policy.

The Use of Force Report shall not be admitted in evidence at any hearing under Part V of the *PSA*, other than a hearing to determine whether the police officer has contravened ss. 14.5 of *O. Reg. 926/90* and Service Governance on use of force reporting.

The information from the Use of Force Report shall not be contained in an officer's personnel file.

The Use of Force Report shall not be introduced, quoted from, or in any way referred to, during considerations of promotion or job assignment without the consent of the reporting officer.

Duplication/Disclosure/Retention

Members shall not make or retain a copy of the Use of Force Report for any purpose, except as required to conduct a proper analysis for training purposes and Service Governance review.

Where a court order, subpoena, or prosecutor's request for disclosure of the Use of Force Report is received, such request shall be directed to Legal Services. Where the request is made under the *Municipal Freedom of Information & Protection of Privacy Act* and not by a court order, subpoena, or prosecutor's request for disclosure, such request shall be directed to the Coordinator – Records Management Services – Access and Privacy Section.

Additional Training

The Unit Commander of a member who has been identified with a training issue shall submit a TPS 649 to the Unit Commander – Toronto Police College (TPC) detailing the issue. The TPC shall be responsible for liaising with a Unit Commander recommending individual training for a member, and shall schedule the required training in accordance with unit specific guidelines. Final determination on individual training will be made by the Unit Commander – TPC.

Additional Investigative Requirements – Firearm Discharge

When a Service firearm has been discharged, the Supervisory Officer and Duty Senior Officer shall be notified forthwith, and a Supervisory Officer's attendance is mandatory.

The Firearm Discharge Investigator (FDI) shall be responsible for all administrative investigations pertaining to firearm discharges.

The discharging officer's supervisory officer is required to complete a Firearm Discharge Report ([TPS 586](#)).

A supervisory officer from the involved officer's unit may be assigned to support and assist the FDI in the investigation.

Exemption to the Additional Investigative Requirements

A FDI is not required when investigating the discharge of a device designed for the application of chemical munitions (tear gas guns and muzzle blast devices).

The investigation and report on the incident shall be the responsibility of the Unit Commander, in conjunction with the training staff, of the unit responsible for the discharge.

Special Constables (Court Officers, Divisional Bookers, District Special Constables) and Auxiliary Members

Special Constables and Auxiliary Members are not issued firearms. The following use of force options are issued to Special Constables and Auxiliary Members:

- Baton
- Pepper Gel
- Handcuff Restraints
- Soft Leg Restraints (available for use)

With the exception of firearms, the provisions of this Procedure regarding training, use of force options and the reporting of force used shall also govern Special Constables and Auxiliary Members.

Member

1. Members shall not use force on another person unless they have successfully completed the prescribed training course on the use of force (which includes de-escalation techniques and communication).
2. Members who may be required to use force on other persons shall complete a training course on the use of force (which includes de-escalation techniques and communication) at least once every 12 months.
3. Members
 - unless otherwise authorized, shall only use the use of force options identified in the Approved Use of Force Options and Intermediate Force Options sections in this Procedure
 - are reminded, that de-escalation and communication methods must be considered continuously and used, where possible, even after a use of force has occurred
 - may use weapons of opportunity when none of the approved options are available or appropriate to defend themselves or members of the public
4. Unless otherwise authorized, members shall
 - only use their Service issued baton
 - not use impact devices commonly known as 'saps' or 'blackjacks'
 - ➔ *Batons are the only impact weapon permitted for use when dealing directly with the public.*
5. When authorized to use OC aerosol spray shall
 - only use it when other options reasonably present a risk of injury to a subject or themselves
 - make all reasonable efforts to decontaminate sprayed individuals at the earliest safe or practicable opportunity, including the consideration of aerosol water mist decontamination devices
6. Police officers issued with and/or authorized to carry firearms or ammunition shall
 - not draw a handgun, point a firearm at a person, or discharge a firearm unless
 - there are reasonable grounds to believe that to do so is necessary to protect against loss of life or serious bodily harm (Authority: O. Reg. 926/90, s. 9)
 - engaged in a training exercise, target practice or ordinary weapon maintenance (Authority: O. Reg. 926/90, ss. 9.1)
 - the discharge of a handgun or other firearm is to call for assistance in a critical situation, if there is no reasonable alternative [Authority: O. Reg. 926/90, ss. 10(a)]
 - the discharge of a handgun or other firearm is to destroy an animal that is potentially dangerous or is so badly injured that humanity dictates that its suffering be ended [Authority: O. Reg. 926/90, ss. 10(b)]
 - not discharge a firearm
 - at a motor vehicle for the sole purpose of disabling the vehicle
 - at the operator or occupants of a motor vehicle unless there exists an immediate threat of death or grievous bodily harm to the officers and/or members of the public by a means other than the vehicle
 - as a warning shot
 - ➔ *Warning shots present an unacceptable hazard to both the public and the police.*
 - ➔ ***Pursuant to Procedure [13-03](#) and [13-05](#), any apparent breach of this Procedure will be carefully considered on its merits having regard to all the circumstances before discipline is commenced.***

7. When it is necessary to discharge a Service issued firearm for the purpose of dispatching an animal shall comply with Procedure [15-03](#).
8. In critical situations shall, when tactically appropriate
 - avoid confrontation by disengaging to a place of safety
 - take all reasonable measures to contain the scene
 - notify the communications operator and request the attendance of
 - a supervisory officer
 - Toronto Paramedic Services (Paramedics), if required
9. When the use of force results in an injury to a person shall
 - comply with Procedure [10-06](#)
 - ensure the person receives proper medical attention, making all reasonable efforts to relieve their discomfort
 - notify the communications operator and request the attendance of
 - a supervisory officer
 - Paramedics, if required
10. Members unless engaged in an approved training exercise shall submit a [Use of Force Report](#) to their supervisor prior to the completion of the tour of duty when they
 - use physical force on another person that results in an injury that requires medical attention
 - draw a handgun in the presence of a member of the public, excluding a member of the police force while on duty
 - discharge a firearm
 - point a firearm regardless if the firearm is a handgun or a long gun
 - use a weapon other than a firearm on another person
 - use a CEW as Demonstrated Force Presence, Drive Stun Mode, Full Deployment or when an unintentional discharge occurs
11. When a CEW is used as a Demonstrated Force Presence, in Full Deployment, Drive Stun Mode, or when an unintentional discharge occurs shall comply with Procedure [15-09](#).
12. When discharging any firearm other than at an authorized range or under the exemption provisions shall immediately notify
 - their supervisory officer
 - the Officer in Charge of the division in which the discharge occurred.

➔ *As per the Firearm Discharge definition, when a Service member discharges a firearm in the performance of their duty, and/or discharges a Service issued firearm at any time, intentionally or unintentionally, regardless of whether it causes injury or death. This does not include firearm discharges that occur at an authorized range or under the exemption provisions.*
13. After the at-scene portion of the event has concluded shall
 - complete a
 - [Use of Force Report](#) when force has been used
 - [TPS 105](#) when injury or illness has occurred
 - [TPS 584](#) when a CEW is used as Demonstrated Force Presence, Drive Stun Mode, Full Deployment or unintentional discharges

➔ *Members shall **not** make, retain or release a copy of the Use of Force Report for any purpose except as required in this Procedure.*

- attach the TPS 105 and TPS 584 , as applicable, to the Use of Force Report and submit to their supervisor prior to the completion of the tour of duty
 - when approved by a supervisor, submit the completed Use of Force Report electronically via internal e-mail to the [Training Analyst](#) at the TPC
 - where critical incident stress may have occurred, comply with [08-04](#)
14. When additional use of force training has been recommended by the Unit Commander shall attend as directed.
15. When becoming aware of a firearm discharge by a law enforcement officer from another law enforcement agency shall immediately notify their supervisor.
16. When making recommendations regarding training, equipment or policy issues related to the use of force shall submit details of the recommendations on a TPS 649 to the Unit Commander.

Supervisory Officer

17. When notified of a firearm discharge incident shall
- attend the scene immediately
 - ensure compliance with Procedure [13-16](#)
 - ensure the scene and all evidence are protected and collected in compliance with Procedure [04-21](#)
 - exercise all due caution to ensure the evidence is not contaminated, overlooked or destroyed
 - advise the Officer in Charge at the first available opportunity and provide regular updates
 - ensure the Officer in Charge of the division in which the firearm discharge occurred has been notified, if the discharge did not occur in the members home unit
 - support and assist the FDI and investigate as required
 - complete and submit a [TPS 586](#) to the Officer in Charge prior to the completion of the tour of duty
18. Upon receipt of a [Use of Force Report](#) shall
- where critical incident stress may have occurred, comply with [08-04](#)
 - ensure the report is accurate and completed in accordance with this Procedure
 - direct the submitting officer to email the electronic version of the report to the [Training Analyst](#), as required
 - ensure the [TPS 105](#), [TPS 584](#) and [TPS 586](#), as applicable, are attached to the Use of Force Report
 - review all available Body Worn Camera and In Car Camera footage of the officers involved in the incident
 - notify the Unit Investigating Officer and/or Unit Complaint Coordinator (UCC) of the submission of the Use of Force Report

- *Where a probationary constable has been involved in a Use of Force incident, a review of the incident, the Body Worn Camera and the In Car Camera footage (if applicable) shall be conducted with the probationary constable.*
- *This review is to ensure alignment with prescribed training and regulations. The review shall consider the principles of fair and impartial policing; to recognize implicit biases and implement controlled responses in decision making.*

- submit the completed Use of Force Report and TPS forms to the Officer in Charge prior to the completion of the tour of duty
- where a member is incapable of completing the [Use of Force Report](#), as the immediate supervisor, complete the member's portion
- notify the Unit Investigating Supervisor and/or UCC of the submission

- if recommending additional training, complete the applicable section of the [Use of Force Report](#)
- comply with Procedure [15-03](#), if applicable

Unit Investigating Supervisor/Unit Complaint Coordinator

19. Upon being notified of a Use of Force Report submission shall
- commence a review of the circumstances and the appropriateness of the level of force used during an incident
 - review the use of force by Service Members that is reported to them for the purpose of identifying instances of inappropriate or excessive use of force that requires additional training, discipline or notification of the SIU, and to identify and address any evidence of the use of force biased on *Human Rights Code* protected grounds; and
 - review all available Body Worn Camera footage of the officers involved in the incident; and
 - those who identify incidents of use of force that was not reported will initiate an investigation of the matter and determine the need for training, discipline, or a notification to the SIU, as appropriate
 - take appropriate action, if a training issue has been identified, or a misconduct has occurred

Officer in Charge

20. Upon being notified of a firearm discharge shall
- ensure a supervisory officer is assigned to support and assist the FDI during the course of the firearm discharge investigation in accordance with the 'Additional Investigative Requirements – Firearm Discharge' section of this Procedure
 - whether or not the firearm discharge results in injury or death to a person, notify the Unit Commander and comply with Procedures [04-02](#) and [13-16](#), as applicable
 - notify the Officer in Charge – Toronto Police Operations Centre (TPOC) forthwith
 - ensure a description of the event is detailed in the Unit Commander's Morning Report (UCMR)
21. Upon receipt of a [Use of Force Report](#) shall
- where critical incident stress may have occurred, comply with [08-04](#)
 - ensure the [TPS 105](#), [TPS 584](#) and [TPS 586](#), as applicable, are attached to the Use of Force Report
 - ensure the reports are accurate and complete
 - ensure that the Unit Investigating Supervisor and/or UCC has been notified
 - ensure that the supervisor has conducted a review when a probationary constable was involved in a use of force incident
 - if recommending additional training, complete the applicable section of the [Use of Force Report](#)
 - submit the completed reports to the Unit Commander prior to the completion of the tour of duty
 - comply with Procedure [15-03](#), if applicable

Unit Commander/Senior Officer

22. When in command of members who, in the course of their duties, may be required to use force on other persons shall ensure
- the members have successfully completed a training course on the use of force
 - at least once every 12 months, the members receive a training course on the use of force

23. When notified that a firearm discharge has occurred shall ensure the incident is investigated in accordance with this Procedure.
24. Upon being notified of a firearm discharge shall ensure a supervisory officer is assigned to support and assist PRS, as requested.
25. Upon receipt of a [Use of Force Report](#) and the [TPS 105](#), [TPS 584](#) and [TPS 586](#), as applicable, shall
 - where critical incident stress may have occurred, ensure compliance with Procedure [08-04](#)
 - ensure the forms are accurate and complete
 - ensure the Unit Investigating Supervisor and/or UCC has conducted a review of the incident and the Body Worn Camera footage of all officers involved under the area of their Command
 - if recommending additional training, complete the applicable section of the [Use of Force Report](#)
 - ensure the completed forms are distributed appropriately
 - ➔ *The original [TPS 586](#) shall be forwarded to PRS by the next business day.*
 - The applicable forms shall be forwarded to the Training Analyst – TPC within 72 hours of receipt.*
26. In addition to the duties described above, where a use of force results in serious injury or death, shall comply with Procedure [13-16](#).
27. When additional training is recommended for a member shall ensure
 - a TPS 649 is forwarded to the Unit Commander – TPC, and a copy is forwarded to the respective Staff Superintendent/Director
 - the member attends training as directed
 - all information pertaining to additional training is included in the member's personnel file, except the Use of Force Report
28. When receiving or making recommendations regarding training, equipment or policy issues about the use of force shall forward a TPS 649 to the [Training Analyst](#) at the TPC.

Officer in Charge – Toronto Police Operations Centre

29. Upon being notified of a firearm discharge by an officer from another law enforcement agency shall notify the Duty Senior Officer and on-call FDI forthwith.

Duty Senior Officer – Toronto Police Operations Centre

30. Upon being notified of a firearm discharge shall ensure the
 - incident is investigated in compliance with this Procedure
 - on-call FDI has been notified
31. In addition to the duties described above, where a use of force results in serious injury or death, shall comply with Procedure [13-16](#).

32. When becoming aware of a firearm discharge within the City of Toronto by a law enforcement officer from another law enforcement agency shall liaise with the agency and ensure all appropriate action is taken.

Firearm Discharge Investigator – Professional Standards

33. When advised that a firearm discharge incident has occurred shall
- take charge of the investigation
 - direct all required resources to ensure compliance with the additional investigative requirements
 - conduct a thorough investigation and submit the appropriate report
 - comply with Procedure [13–16](#)

Unit Commander – Toronto Police College

34. In addition to unit specific guidelines, shall designate a member as the Training Analyst to
- schedule and co-ordinate additional use of force training
 - review all [Use of Force Report](#), [TPS 105](#), [TPS 584](#) and [TPS 586](#) reports, as applicable, to identify individual and group training requirements
 - submit all mandatory information from completed Use of Force Reports electronically to the Ministry of the Solicitor General, as required
 - if individual training requirements are identified, conduct a further review of the use of force incident and direct appropriate remedial training through the applicable Unit Commander
 - if group training requirements are identified, conduct a further review of required training and make changes as appropriate
 - conduct ongoing review and evaluation of all use of force procedures, training and reporting
 - ensure that written records of Use of Force training taken by Service members are to be maintained by the TPC
 - submit an annual CEW report

Unit Commander – Professional Standards

35. The Unit Commander – Professional Standards shall ensure
- a database of use of force data from Part A of all Use of Force Reports is maintained
 - at least once every calendar year, a study, including an analysis of use of force trends for the entire Service, which does not contain data that identifies reporting police officers, is produced

Staff Superintendent – Professional Standards

36. Upon receipt of an administrative report for a firearm discharge, in addition to unit specific guidelines, shall
- ensure a thorough investigation has been conducted and appropriate reports submitted
 - ensure recommendations concerning policy or training are forwarded to the Incident Review Committee (IRC)
 - have final sign-off authority on the conduct portion of the investigation

Appendices

Supplementary Information

Governing Authorities

Federal: Criminal Code.

Provincial: Anti-Racism Act, 2017; Police Services Act; Police Services Act, O. Reg 3/99, Adequacy & Effectiveness of Police Services; Police Services Act, O. Reg. 268/10; Police Services Act, O. Reg. 926/90, Equipment and Use of Force, Special Investigations Unit Act, 2019.

Other: Ontario Use of Force Model; Policing Standards Manual.

Associated Governance

TPSB Policies: TPSB Policy Race-Based Data Collection, Analysis and Public Reporting; TPSB Policy Use of Force.

TPS Procedures:

- [04-02](#) Death Investigations
- [04-21](#) Gathering/Preserving Evidence
- [08-04](#) Members Involved in a Traumatic Critical Incident
- [10-06](#) Medical Emergencies
- [13-16](#) Special Investigations Unit
- [13-17](#) Notes and Reports
- [14-20](#) Auxiliary Members
- [15-02](#) Injury/Illness Reporting
- [15-03](#) Service Firearms
- [15-04](#) C-8 Rifle
- [15-05](#) Shotgun
- [15-06](#) Less Lethal Shotguns
- [15-08](#) MP5 Submachine Gun
- [15-09](#) Conducted Energy Weapon
- [15-10](#) Suspect Apprehension Pursuits
- [15-16](#) Uniform, Equipment and Appearance Standards
- [15-20](#) Body Worn Camera
- [16-07](#) Collection, Analysis and Reporting of Race and Identity-Based Data
- [17-03](#) Requests Made for Information Under the Municipal Freedom of Information and Protection of Privacy Act

Forms: [TPS 105](#) Injury/Illness Report; [TPS 584](#) Conducted Energy Weapon Use Report; [TPS 586](#) Firearm Discharged Report; TPS 649 Internal Correspondence; [Use of Force Report](#) Use of Force Report.

Definitions

For the purposes of this Procedure, the following definitions will apply:

Application of Force means within an incident in which physical force was used, an application of force is each individual type of physical force applied to a subject (e.g. empty hand, baton, displaying or discharging a CEW).

Authorized Range means a range

- operated by the Service, or;
- operated by another Ontario police service, or;
- that is a privately owned and provincially approved shooting range, or;
- operated by the Department of National Defence (DND).

Conducted Energy Weapon (CEW) means a weapon that primarily uses propelled wires to conduct energy that affects the sensory and/or motor functions of the central nervous system.

Dispatching of an Animal means the discharge of a firearm for the purpose of ending the life of an animal that is potentially dangerous, or is so badly injured that humanity dictates that its suffering be ended.

Firearm for the purposes of use of force, means a Service issued or authorized firearm.

Firearm Discharge means when a Service member discharges a firearm in the performance of their duty, and/or discharges a Service issued firearm at any time, intentionally or unintentionally, regardless of whether it causes injury or death. This does not include firearm discharges that occur at an authorized range or under the exemption provisions.

Firearm Discharge Investigator (FDI) means a detective or detective sergeant assigned to Professional Standards who has completed the accredited Firearm Discharge Investigators Course.

Handgun means a firearm that is designed, altered or intended to be aimed and fired by the action of one hand.

[Source: *Police Services Act*, O.Reg. 926/90, S.2].

Service Members' Perception Data means information derived from a member making a determination with respect to the race of an individual by observation, solely on the basis of that member's own perception.

Incident Review Committee (IRC) means a panel consisting of, but not limited to the:

- Unit Commander or designate – Specialized Emergency Response – Emergency Task Force
- Unit Commander or designate – Strategy & Risk Management
- Unit Commander or designate - Professional Standards
- Section Head – Toronto Police College (TPC) – Armament Section
- Section Head – TPC – In-Service Training Section
- Training Analyst – TPC – Armament Section
- Representative – East Field
- Representative – West Field
- Representative – Emergency Management & Public Order – Public Safety
- Representative – Analysis and Assessment Section
- Representative – Equity, Inclusion & Human Rights Section

The mandate of the (IRC) is:

- review incidents other than those listed in the exempted areas, where force was used by members of the Service
- assess the effectiveness of the Service's training, practices and associated Service Governance within the limitations of the SIU Act, and
- if applicable, report its findings to the Senior Management Team (SMT).

Physical contact means routine or procedural contact with an individual necessary to effectively accomplish a legitimate law enforcement objective which are unlikely to cause injury. Examples include guiding an individual into a police vehicle, holding the individual's arm while transporting, routinely handcuffing a non-resisting individual, and maneuvering or securing an individual for a frisk search. Physical contact alone does not constitute force.

Physical force means techniques intended to control or stop a subject's behaviour, which exceed mere physical contact (e.g. handcuffing a resisting individual, punches, armlocks, tackles, oleoresin capsicum (OC) aerosol spray, baton, firearms). Physical force includes drawing a firearm or displaying a Conducted Energy Weapon (C.E.W.), whether or not the firearm or C.E.W. were discharged at the subject.

Procedural Justice means a fair process that is designed to increase trust. A procedurally just interaction is characterized by treating individuals with respect and dignity, making decisions in a neutral, unbiased and transparent manner, giving individuals an opportunity to voice their side, and conveying trustworthy motives.

Unit Investigating Supervisor (in reference to **Use of Force**) means a supervisor assigned to the Unit quality control, or a Unit Complaint Coordinator (UCC).

CONSULTATIVE

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