

**MINUTES OF THE PUBLIC MEETING** of the Toronto Police Services Board held on **APRIL 25, 2002** at 1:30 PM in the Auditorium, 40 College Street, Toronto, Ontario.

**PRESENT:**

**Norman Gardner**, Chairman  
**Councillor Gloria Lindsay Luby**, Vice Chair  
**A. Milliken Heisey, Q.C.**, Member  
**Mayor Mel Lastman**, Member  
**Benson Lau, M.D.**, Member  
**Allan Leach**, Member

**ALSO PRESENT:**

**Julian Fantino**, Chief of Police  
**Albert Cohen**, Legal Services, City of Toronto  
**Deirdre Williams**, Board Administrator

**#P100.**

The Minutes of the Meeting held on **MARCH 27, 2002** were approved.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF THE  
TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P101.                   OUTSTANDING REPORTS - PUBLIC**

The Board was in receipt of the following report APRIL 9, 2002 from Norman Gardner, Chairman:

Subject:           OUTSTANDING REPORTS - PUBLIC

Recommendations:

It is recommended that:

- (1) the Board request the Chief of Police to provide the Board with the reasons for the delay in submitting each report requested from the Service and that he also provide new submission dates for each report.

Background:

At its meeting held on March 27, 2000 the Board agreed to review the list of outstanding reports on a monthly basis (Min. No. 113/00 refers). In accordance with that decision, I have attached the most recent list of outstanding public reports that were previously requested by the Board.

**Chairman Gardner noted that all of the reports, or requests for additional time to submit the reports, were submitted and were considered on the supplementary or walk-on agendas of the meeting today.**

**The Board received the foregoing.**

**Reports that were expected for the April 25, 2002 meeting:**

Board Reference	Issue - Pending Reports	Report Status	Recommendation Action Required
Memo – July 30/01 & P293/01 P32/02	<p><b>Proposed Amendments to <i>Municipal Act</i></b></p> <ul style="list-style-type: none"> <li><u>Issue:</u> review issues concerning drug-related problems and identify where the Board can propose amendments to the <i>Municipal Act</i></li> </ul>	<p>Report Due: Feb. 28/02            Extension Req's'd:            Extension Granted:            Revised Due Date:  <b>Status:.....Outstanding</b></p>	Chief of Police
#P357/01	<p><b>Woodbine Slots – Cost Recovery</b></p> <ul style="list-style-type: none"> <li><u>Issue:</u> provide comments on alternatives if the TPS is not successful in obtaining cost-recovery for police services at Woodbine Racetrack</li> </ul>	<p>Report Due: Mar. 27/02            Extension Req's'd:            Extension Granted:            Revised Due Date:  <b>Status:.....Outstanding</b></p>	Jerome Wiley, Criminal & Corporate Counsel
#P529/00 #P91/01 #P167/01	<p><b>CIPS enhancements – Searches of Persons</b></p> <ul style="list-style-type: none"> <li><u>Issue:</u> to provide quarterly reports on the implementation of CIPS enhancements into the new Records Management System and advise the Board if the Service is unable to provide electronic gathering of statistics by the third quarter of 2001</li> </ul>	<p>Report Due: Apr. 25/02            Extension Req's'd:            Extension Granted:            Revised Due Date:  <b>Status:.....Outstanding</b></p>	Chief of Police

**Reports that were expected for the April 25, 2002 meeting:**

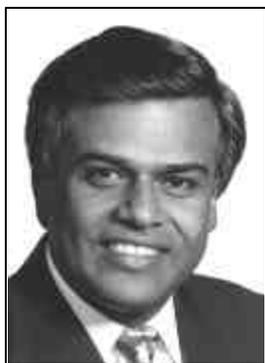
<b>Board Reference</b>	<b>Issue - Pending Reports</b>	<b>Report Status</b>	<b>Recommendation Action Required</b>
#P304/01 #P356/01	<p><b>Enhanced Emergency Management</b></p> <ul style="list-style-type: none"> <li>• <u>Issues:</u> to periodically report to the Board with respect to the Service's role in the City's enhanced emergency management initiative</li> <li>• quarterly commencing Apr. 2002</li> </ul>	Report Due: Apr. 25/02 Extension Req's'd: Extension Granted: Revised Due Date: <b>Status:.....Outstanding</b>	Chief of Police
#P337/98 #P491/99 #P8/00 #P476/00 #P121/01 #P289/01	<p><b>Audit – Sexual Assault Investigations</b></p> <ul style="list-style-type: none"> <li>• <u>Issue:</u> to provide semi-annual updates on the implementation of the City Auditor's recommendations</li> </ul> <p>Next semi-annual report to include:</p> <ul style="list-style-type: none"> <li>• describe how community is informed about the information line</li> <li>• review, with stakeholders, whether it is necessary to continue the information line</li> </ul>	Report Due: April 25/02 Extension Req's'd: Extension Granted: Revised Due Date: <b>Status:.....Outstanding</b>	Chief of Police

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**#P102. RESIGNATION – COUNCILLOR BAS BALKISSOON**

The Board was in receipt of a report APRIL 4, 2002 from Councillor Bas Balkissoon, with regard to his resignation as a member of the Board. A copy of Councillor Balkissoon's report is attached to this Minute for information.

The Board received the foregoing and requested that the City Clerk be notified of Councillor Balkissoon's resignation from the Board.



## COUNCILLOR BAS BALKISSOON

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Toronto City Hall  
100 Queen Street West  
Suite A10  
Toronto, Ontario  
M5H 2N2

Tel: (416) 392-1375  
Fax: (416) 392-1050  
councillor\_balkissoon@city.toronto.on.ca

April 4, 2002

To: City Clerk  
Mayor and members of Toronto Council  
Chairman and members of the Toronto Police Services Board

After serious consideration over the long weekend and with much reservation, I have decided to tender my resignation as Councils' appointee to the Toronto Police Services Board.

Recent events at the Board concerning an arbitration matter, coupled with the attached article from The Toronto Star, triggered my questioning the role of the Board expectations from both Council and the public, and whether my contribution as a member of this Board is of any real value as expected.

The Toronto Star article is related to a confidential report, which was deferred at the Board meeting last Wednesday because the author of outside legal opinion was not invited to the meeting. In view of the deferral, the confidential content and the significance of the report recommendations, I find it very troubling and problematic that prior to the Board taking a position, members would comment publicly on pertinent details of the report and their position on the report to The Toronto Star reporter. I believe the public release of the report details undermines the Board's and my ability to make a responsible decision. In my opinion, the recommendations before the Board have very serious long-term effects on the ability of the TPS and the Board to carry out its business.

The key player/players on the arbitration issue have full knowledge of Board procedure and I strongly believe that their actions on releasing details was intended to manipulate and/or undermine the Board. It was argued with unanimous support at an earlier meeting, both by the Chief of Police and outside legal Counsel that this arbitration is a challenge of the Chief's operational responsibilities. The Board has stood firm from our first involvement and stated their position was that the dispute was clearly over daily operational issues and therefore it is the responsibility of the Chief of Police.

The report recommendations are a reversal of a previously stated position. The Board's direction to the Chief, issued at its' February 2002 meeting was not followed. I have serious reservations of the insistence of embedding this agreement into the collective agreement between the Board and The Police Association. This is a major change to the collective agreement that should not be approved casually without the Board seeking a greater review by experts.

The Chairman of the Board has been advised of my concerns surrounding the handling of this issue and the misleading statement in the Toronto Star that this agreement has been negotiated with the arbitrator.

I have decided to resign at this time rather than at the end of my term in June 2002 and would clearly state I will not seek re-appointment to Toronto Police Services Board in June 2002.

The TPSB has an upcoming retreat planned in May where discussions will surround Board directions in the future. I do not believe it will serve any purpose to stay to the end of my term or attend this retreat if I am frustrated with the strength of the Board, unsatisfied with the continued resistance to change and now a lack of commitment to seeking re-appointment for another eighteen (18) months.

I believe it also unfair to state that this issue is the cause of my resignation. Therefore I provide an attachment on other issues and thoughts that have aided this decision.

At this time I truly believe I am not and cannot make a substantial contribution to the Board because of current strengths of the Board, its' functional structure and long standing methods of doing business. In my opinion the changes envision would take many years to change the culture and time is definitely against me to take on this enormous challenge.

Sincerely,

Bas Balkissoon  
Councillor Ward 41 Scarborough Rouge River

## **Attachment**

### **Councillor Balkissoon letter of Resignation.... Toronto Police Services Board**

Council in making the appointments to the Board passed a resolution requesting appointees to report on their input and achievements as a Board member during their 18 months.

The public at large and the community I represent expect that I can represent their concerns and views on Policing matters as it impacts our diverse community.

I recognized and accepted the ceremonial role of a Board Member in the many activities of the Toronto Police Services. I have come to believe that this role far exceeds my expectations. My desire was for the Board to have a greater role and more serious input into the function of civilian oversight of policing issues.

Early in my appointment, I confronted the issue of the Board receiving briefings on TPS operations in private. Many times these briefings related to items on a current or future agenda. I believe this practice is not viewed as open and accessible governance and objected along with my other council colleague. If the presentation was necessary then it should be done during the public part of the agenda. I felt my decision was being influenced by this practice and being in camera was inappropriate.

I challenged the Business Plan 2001; it was prepared by Corporate Planning without Board Members input. It did not have a meaningful action plan with clearly define **measured** objectives. I was led to believe there would be a revision and a subsequent report. The Business Plan 2002 was similar with very little reaction from other members, at this point I realised that there was no interest to change the way business was done and I would need a different mechanism to effect changes.

I have over time received many complaints from citizens about their request to appear before the Board and the responses they receive from the chairman's office. I have given these people advice on how to get their issues on the agenda but many feel frustrated that they should not have to be treated in this manner. There is frustration by many that the majority of Board does not wish to have deputation and as such screens and discourages public input.

I have not been able to effectively respond or assist the public on concerns expressed to me surrounding internal investigations of public complaints on policing matters. My only opinion would be the release to the public of the investigated facts and the actions taken but it is felt that this could identify people and is unacceptable. I believe the public deserves answers and or be convinced that complaints are taken seriously. The Board must resolve this issue to gain public confidence.

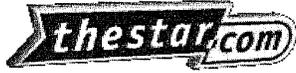
The Budget development approach of the Toronto Police Service reads “Budget has been developed using a modified zero-based approach. The objective of this method is to develop a budget that does not exceed the prior year’s budget, except where there are amounts that cannot be absorbed.”

There is no such acceptable or industry standard process called “modified zero-based”, you either are or you’re not. What it really means is that all savings gained through operational changes or capital investments may never ever come to the Board for its’ review or re-allocation, much less City Councils’ knowledge. (The City with its base budget may be headed in this same direction). This process is geared to always demand more funds when pressured to do business different or implement changes. It’s beyond me how the Board or City Council hopes to control cost and be accountable with this philosophy.

In considering the size (\$600M) of the budget of the Police Service, the staff complement and the fact that it serves 2.4 million people, I believe there is a need for more Board meetings and/or sub-committees to develop and review issues both from a budgeting and operational standpoint. The Chairman has continuously stated the board policy does not support sub-committees because members don’t attend meetings. I consider this a very poor reason and I suspect there are other reasons to the issue.

My opinion is based on the recent debates of the work performed by former members Councillor Shaw and Ms. Adelson and the services response to Board adopted recommendations as being implemented when in fact the action taken was mostly disagreement by the service. There was the issue of work of former member Mr. Lyons on strip search procedures, which was met with an almost similar type of response by the service. These issues can be and should be settled by committees that have the mandate to monitor recommendations and not advisory groups that struggle to get their voices heard because of status as advisory (We considered but disagree).

The current crop of Board members is all fairly new to the job and would have benefited if there was a better balance of new and experienced. The Chairman is the only experienced member with well over ten years. I give credit to the Chair for his passion, detailed knowledge and dedication to the job but sometimes this has hampered debate on new ideas and effecting change as requested by the public and members of City Council. E.g. Councillor Hall’s concerns on the release of data for security clearance. I feel the Service could search out a solution rather outline their role and mandate without care for the impact on peoples’ livelihood.



Mar. 29, 01:00 EDT

## Deal heals rift between police chief and union

Both sides would compromise under arbitrator's plan

Jennifer Quinn  
POLICE ISSUES REPORTER

Suddenly, the very public "family" fight between Julian Fantino and Craig Bromell appears to be over.

Thanks to an agreement hammered out by an arbitrator, the Toronto Police Association will now have access to police equipment and facilities. The command gets the assurance that any association communiqués to its members won't slander the chief or police management.

The agreement is being called a "win-win" deal by both sides.

"We had some issues that we had to work through, and even in a loving family situation, there's always the odd time a domestic erupts with disagreements," Fantino said yesterday.

"That's all this was — an in-house domestic that became very public and very aggravating. But I don't think I ever lost respect for the role of the association. I know I haven't."

The conflict became public after Fantino sent a letter to Bromell in late June of last year, declaring the police association could no longer use the force's fax machines or post notices on station bulletin boards, and that the union's directors — nearly all seconded cops — needed permission to enter police buildings.

The association believed the chief's order seriously impaired its ability to communicate with its 7,000 rank-and-file members, and the gloves were off.

There was a long, acrimonious arbitration — running from last August to November — as well as accusations of spying and dirty tricks. Two of the most powerful police leaders in Canada were thought publicly to be feuding. Now, that's all changing.

"Myself and the chief have been working to build a better professional relationship since about January," Bromell said yesterday. "I have learned a lot more about what goes on behind the scenes, and I've learned that it's best, under any circumstances, to be able to communicate with the chief and the chair (of the police services board).

"This is a step in the right direction."

The agreement, details of which were published in the current issue of the association's magazine

*Tour of Duty*, was drafted by arbitrator Owen Shime. It was in November, after more than a dozen sessions that were clearly going nowhere, that Shime put his foot down and suggested he work out something amenable to both sides.

It appears he's done just that.

The settlement contains concessions for both the association and the command: The association gets to communicate with its members through meetings in police buildings and by posting notices on bulletin boards in stations; the command and the board get assurances that any announcements will be "professionally worded" — they have to be approved by Bromell and must contain no mudslinging. Police managers will also be allowed to attend the union's meetings in their stations.

The agreement also settles one of the union's most basic grievances: The association will now be allowed to continue to use the force's internal fax and mail system to get information out to its members.

The bargain also includes the settling of a lawsuit launched by the police association against the chief, who had thought the union had hired private detectives to follow him.

The statement said that "the chief, at no time, has been the subject of surveillance or investigation conducted by or on behalf of the association. The chief accepts this statement," and the suit has been dropped.

The police services board has yet to ratify the agreement, though chair Norm Gardner and vice-chair Gloria Lindsay Luby feel the matter will be settled soon. It was to be discussed at an in-camera session Wednesday, but only five members attended, Gardner said.

Luby added that the members who were there wanted the chance to ask questions of the lawyer who had represented them at the arbitration hearing.

"It can be a very workable document," Luby said yesterday. "Certainly the chief seems very anxious to move forward on this, as does Norm (Gardner)."

With the police services board and the association entering an intense round of contract bargaining in coming weeks, it's important for there to be goodwill between the union and its civilian employer. Many of the issues addressed at the arbitration hearing will also likely find their way into contract talks.

"It's a win-win for both parties," Bromell said.

Fantino echoed that sentiment. "The spirit and intent that we have documented is really an ideal outcome, I believe, for everyone. It's a win-win for everyone."

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THE TORONTO STAR

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P103. SPECIAL FUND REQUEST – 2002 UNITED WAY CAMPAIGN**

The Board was in receipt of the following report MARCH 27, 2002 from Julian Fantino, Chief of Police:

Subject: 2002 UNITED WAY CAMPAIGN

Recommendation:

It is recommended that: The Board approve an expenditure from the Special Fund of \$7,500.00 to support the Toronto Police Service's 2002 United Way Campaign.

Background:

The Toronto Police Service's 2001 United Way Campaign was an outstanding success raising over \$373,000 which was well over the set goal. The special events held during the year increased awareness of the Service members' commitment to the community.

Last year the Board was not in a position to fund the campaign as it has historically done, due to financial constraints. The United Way Committee is requesting \$7,500, the same amount provided by the Board for the 2000 campaign, to run the 2002 Campaign. Any unused funds will be returned to the Board. Continued financial support by the Police Services Board will allow the Service to pursue initiatives that encourage participation not only from Service members but from the general public. The high profile of the Service in Toronto's United Way campaign benefits both the citizens of Toronto and the Service members who utilize the services provided by United Way.

Deputy Chief Steven Reesor who is the 2002 United Way Chair, will be in attendance at the Board meeting to respond to any questions the Board may have.

**The Board approved the foregoing.**

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**#P104. RESPONSE – IMPACT OF TERRORIST ACTIVITIES UPON THE  
TORONTO POLICE SERVICE**

The Board was in receipt of the attached correspondence MARCH 22, 2002 from The Honourable Lawrence MacAulay, Solicitor General of Canada, with regard to the impact of terrorist activities upon the Toronto Police Service.

Chairman Gardner advised that he is arranging a deputation by the Big 12 Chairs of the Ontario Association of Police Services Boards to the Sub-Committee on National Security.

Chief Fantino advised the Board that he has been corresponding with the federal government and has been asked to make a deputation to the Sub-Committee on National Security on behalf of municipal police services.

The Board received the foregoing.

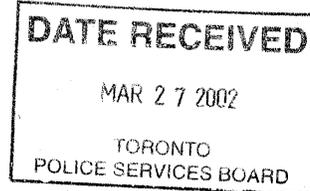
Solicitor General  
of Canada



Solliciteur général  
du Canada

Ottawa, Canada K1A 0P8

22 MAR 2002



Mr. Norman Gardner  
Chairman  
Toronto Police Services Board  
40 College Street  
Toronto, Ontario  
M5G 2J3

Dear Mr. Gardner:

Thank you for your letter of January 14, 2002, and enclosures, informing me of the resolution passed by the Toronto Police Services Board concerning the added workload for the Toronto Police Service arising from the terrorist events of September 11, 2001.

I recognize the enormous challenges that have faced the policing community in the days since September 11, and I applaud you for your dedication and perseverance in these difficult times.

Now, more than ever, we must work together to ensure the safety and security of our communities, with each level of government doing its part to implement new security measures. We all have a part to play in keeping Canadians safe, and our respective roles and responsibilities have not changed post-September 11.

The primary role of the federal government will be to lead the fight against terrorism at the national and international levels, which it is doing through its new legislation and budget.

Under Canada's Anti-Terrorism Plan, specific federal support for provinces, territories and municipalities includes:

- The Department of Justice's training packages for police and prosecutors regarding implementation of the Anti-Terrorism Act and the Act to amend the Criminal Code (organized crime and law enforcement) and to make consequential amendments to other Acts;

.../2

Canada

- Funding to support first responders and for chemical-biological-radiological-nuclear (CBRN) training, coordinated by the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP);
- The establishment of new Integrated National Security Enforcement Teams (INSETs) and increased numbers of Integrated Border Enforcement Teams (IBETs), both led by the Royal Canadian Mounted Police, with provision for the salaries of team members seconded from other jurisdictions to INSETs; and
- A federal funding formula to support extraordinary security costs incurred by jurisdictions hosting international events, such as the G-8 meeting in Kananaskis next June.

Of course, the substantial resources dedicated by the federal government to national security since September 11 will strengthen the criminal justice system on a national basis. In the wake of the September 11 attacks, we invested \$280 million in immediate measures to enhance policing, security and intelligence, in support of Canada's Anti-Terrorism Plan. All jurisdictions will benefit from the resulting tools, expertise, new or expanded programs and infrastructure. Most importantly, these benefits will continue over the long term.

Our ultimate goal is to ensure that our communities are as safe and secure as they can possibly be. It is by working together, using the tools and resources available to us, that we will reach this goal.

I trust that the foregoing information is of value to you. Thank you again for bringing this resolution to my attention.

Sincerely,



Lawrence MacAulay, P.C., M.P.

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**#P105. WASTE DIVERSION TARGETS**

The Board was in receipt of the following report APRIL 4, 2002 from Julian Fantino, Chief of Police:

Subject: WASTE DIVERSION TARGETS

Recommendation:

It is recommended that:

1. the Board receive this report; and
2. the Board forward this report to the Commissioner of Works and Emergency Services

Background :

The City of Toronto's Works Committee made the following recommendation that was approved by City Council at its meeting on June 26, 27 and 28, 2001:

“That every Agency, Board, Commission and Department submit to City Council January 1, 2002, through the office of the Commissioner of Works and Emergency Services, a plan to achieve, as a minimum, Council's diversion targets”.

Works and Emergency Services extended the deadline for the Waste Diversion Target Plan to May 1, 2002. The City's goal for waste diversion is to reduce all waste by 30% in 2003, 60% in 2006 and 100% in 2010. The Service disposed of 16 tonnes of waste in 2001 of which 12 tonnes was delivered directly to either a transfer station or to landfill and 4 tonnes was curb side pick up. This figure does not include the tonnage of shredding and cardboard currently disposed of by the Service's private contractor. The Service's shredding contractor disposed of approximately 200 tonnes of paper and cardboard in 2001.

To meet the minimum reductions for waste diversion, the Service must re-educate itself on waste management. The following chart reflects examples of things that would be implemented to meet the City's targets for waste reduction.

30% Diversion by 2003

- Set default on all photocopiers and printers to copy all documents double sided.
- Remove all paper towel dispensers in Police Headquarters washrooms and install hand dryers.
- Keep all appropriate documents/ records on computer disks or on CD to avoid paper copies.

#### 60% Diversion by 2006

- Create electronic message boards to inform members of Service functions, memorandums, etc. so all members can access this information from any workstation.
- Create an official electronic letterhead.
- Request that suppliers remove all packaging containers especially on large volume orders such as computer deliveries.
- Request that suppliers deliver goods without packaging or in returnable or reusable containers instead of cardboard boxes.

#### 100% Diversion by 2010

- All correspondence should be electronic.

#### Waste Removal

Each Agency, Board, Commission, and Department is required to purchase garbage bag tags at \$3.00 each for curbside pick-up commencing in 2002. The Service uses approximately 1600 bags per year and therefore, the total estimated cost per year for garbage bag tags is \$4,800.00. For 2002, this cost will be covered by Works and Emergency Services and commencing in 2003 will be included in the Service's operating budget. The closing of the Keele Valley Landfill site has increased all dumping fees. These fees have increased from \$12 per tonne to \$59 per tonne, for waste delivered directly to the landfill site or a transfer station, and to \$130 per tonne for curbside pick up. The Service estimates the costs associated for disposal fees in 2002 will be approximately \$1,232.00 and this amount will be absorbed within the 2002 caretaking and maintenance budget.

#### Implementation

The installation of hand dryers in Police Headquarters can commence in 2002 and be completed by 2003. Funding for this installation would come from the savings in paper towel purchases.

The remaining initiatives identified above to achieve a 30% and 60% diversion require further investigation and the development of a detailed plan. Service staff will explore these and report back to the Board. However, a 100% diversion may not be possible.

It is recommended that the Board receive this report and forward the report to the Commissioner of Works and Emergency Services.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance at the Board meeting to answer any questions.

**Chairman Gardner advised the Board that the City of Toronto – Works and Emergency Services will hire summer students to complete waste audits at all agencies, boards and commissions this year.**

**The Board approved the following Motion:**

**THAT the Board receive the foregoing report and request the Commissioner, Works and Emergency Services, to provide a copy of the audit to the Board for information once it is completed.**

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**#P106. CORPORATE & COMMUNITY DONATIONS ANNUAL REPORT 2001**

The Board was in receipt of the following report MARCH 19, 2002 from Julian Fantino, Chief of Police:

Subject: ANNUAL REPORT - 2001 CORPORATE & COMMUNITY  
DONATIONS

Recommendation:

It is recommended that: the Board receive the following report.

Background :

At its meeting of March 26, 1998, the Board approved a report from the Chief of Police regarding a policy with respect to the acceptance of donations to the Service and requested that regular updates be provided to the Board for its information. (Board Minute #113/98 refers)

Please find attached a chronological listing of all request submitted for the period of January 1, 2001 to December 31, 2001.

A total of nineteen (19) requests were received, all of which were approved.

All donations accepted were in compliance with the criteria as outlined in Service Procedure 18-08, governing corporate and community donations.

Superintendent Wayne Cotgreave of the Chief's Staff will be in attendance to respond to any questions, if required.

**The Board received the foregoing.**

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
Metro Toronto Harley-Davidson Retailers	Deputy Chief Michael Boyd	Donation of \$6,834.45 to assist TPS Winged Wheels Motorcycle Team with Community Traffic Safety Initiatives/Events.	Approved by: Police Services Board on February 22, 2001/Board Minute #P45/01 refers.
Home Depot	Staff Inspector Roy Whittle, 22 Division	Donation of \$189.54 to assist No. 22 Division and the community volunteers with their Graffiti Eradication Program.	Approved by: Julian Fantino, Chief of Police, on June 4, 2001.
Young Professionals Organization	Staff Inspector Tom Browning, Emergency Task Force	Donation of \$4,000.00 to the Emergency Task Force to offset the costs of purchasing a replacement Treadmill.	Approved by: Police Services Board on June 21, 2001/Board Minute #162/01 refers.
Kiwanis Club of Scarborough	Superintendent James Bamford, 42 Division	Donation of a Radar Speed Board valued at \$4,299.85 to assist the police auxiliary police and volunteers as a Community Traffic Safety Initiative in 42 Division.	Approved by: Police Services Board on June 21, 2001/Board Minute #165/01 refers.

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
St. Michael's Hospital	Superintendent Ron Taverner, 51 Division	Donation of computer and office equipment valued at \$15,700 to be used by the Mobile Crisis Intervention Team (MCIT).	Approved by: Police Services Board on June 21, 2001/Board Minute #178/01 refers.
Rogers AT&T	Superintendent Gary Grant, Traffic Services	Donation of Cellular Phones valued at \$1,100.00 to assist with the DWI Countermeasures Team Pilot Project until November 30, 2001.	Approved by: Julian Fantino, Chief of Police, on June 27, 2001.
Canadian Association of Special Investigation Units	Staff Inspector Rick Gauthier, Detective Services	Donation of one Sony Digital Mavica Camera to assist the Auto Squad in various investigations.	Approved by: Julian Fantino, Chief of Police, on July 30, 2001.
Cook-Reese Memorial Fund for Water Search & Safety	Acting Staff Inspector Rick White, Marine Unit	Donation of \$1,500.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police, on October 1, 2001.

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
HB Group Insurance	Acting Staff Inspector Rick White, Marine Unit	Donation of \$200.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police, on October 1, 2001.
Aqua-Lung Canada	Acting Staff Inspector Rick White, Marine Unit	Donation of \$500.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on October 5, 2001.
Cook-Reese Memorial Fund for Water Search & Safety	Staff Inspector Ed Hegney, Marine Unit	Donation of \$1,500.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on October 5, 2001.
HB Group Insurance	Staff Inspector Ed Hegney, Marine Unit	Donation of \$200.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on October 5, 2001.

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
Toronto Port Authority	Acting Staff Inspector Rick White, Marine Unit	Donation of \$500.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on October 5, 2001.
Cross Country Parts Distributors Ltd	Acting Staff Inspector Rick White, Marine Unit	Donation of \$500.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on October 5, 2001.
Compaq	Deputy Chief Michael Boyd, Policing Support Command	Donation of computer equipment valued at \$25,000.00 to be used by the Sexual Assault Squad's Sexual Exploitation Section in their fight against child pornography.	Approved by: Police Services Board on October 18, 2001/Board Minute #P281/01 refers.

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
The Henry White-Kinnear Foundation	Deputy Chief Steven Reesor, Policing Operations Command	Donation of \$2,000.00 to be used by the 33 Division Student/Police Liaison Committee for the Students With A Target Program (S	Approved by: Police Services Board on November 15, 2001/Board Minute #P305/01 refers.
Stellar Communications Group	Acting Staff Inspector Rick White, Marine Unit	Donation of \$200.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on November 29, 2001.
Code 3 Fire & Security Inc.	Acting Staff Inspector Rick White, Marine Unit	Donation of \$100.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001.	Approved by: Julian Fantino, Chief of Police on November 29, 2001.
Mississauga West Fire & Safety Equipment	Acting Staff Inspector Rick White, Marine Unit	Donation of \$250.00 to assist the Marine Unit with their Investigating the Water Related Death Seminar being held November 7 – 9, 2001	Approved by: Julian Fantino, Chief of Police on November 29, 2001.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P107. USE OF THE POLICE CREST ANNUAL REPORT 2001**

The Board was in receipt of the following report MARCH 20, 2002 from Julian Fantino, Chief of Police:

Subject: ANNUAL REPORT - USE OF THE TORONTO POLICE CREST

Recommendation:

It is recommended that: the Board receive the following report.

Background:

At its meeting of May 16, 1998, the Board approved a report from the Chief of Police regarding a policy pertaining to requests for the use of the Service Crest. (Board Minute #173/96 refers).

The Board also approved the following Motion:

**That, the Board designate authority to the Chair of the Police Services Board to approve requests for the use of the Service image, with an annual report submitted to the Board by the Chief of Police listing all requests for the use of the Service image.**

Please find attached a chronological listing of all requests submitted for the period of January 1, 2001 to December 31, 2001.

A total of nine (9) requests were submitted. Seven (7) requests were approved and two (2) requests were denied.

The Directive states: "that the Service crest and name will not be altered in any way and may be used for promotion of community or charitable activities and endorsing material for educational purposes". Two requests were denied because they did not meet the criteria.

Superintendent Wayne Cotgreave of the Chief's Staff will be in attendance at the Board meeting to respond to any questions, if required.

**The Board received the foregoing.**

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
	Superintendent Keith Forde, Community Policing Support Unit	Promotional materials, sweatshirts and t-shirts to be sold at the annual Chief of Police Dinner.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board on March 19, 2001.
	Police Constable John Fulton, Chair, Toronto Police Service Headquarters Fitness Committee	Reproduction of the Service crest to be used on specially- designed t-shirts worn by members of the Headquarters Fitness Committee.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board on April 30, 2001.
	Deputy Chief Michael Boyd, Policing Support Command	Use of the Service image on letterhead specifically for the South Central Sexual Assault and Child Abuse Investigators Training Committee.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board on June 18, 2001.
S.O.S. Copy Shoppe		Use of the Service image in the personal memento in the form of a framed prayer.	Denied: Julian Fantino, Chief of Police on July 3, 2001.
Bloor-Yorkville News		Use of the Service image in the summer issue of the Bloor-Yorkville News.	Denied: Julian Fantino, Chief of Police on July 3, 2001.

**CENTRAL DIRECTORY  
2001**

External Requester:	Internal Requester	Purpose	Decision & Date
	Deputy Chief Michael Boyd, Policing Support Command	Use of the Service image specifically on the newly created Caribana Police Float.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board on July 10, 2001.
	Deputy Chief Michael Boyd, Policing Support Command	Promotional material to support the 'City Watch' Community Safety Program.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board on August 31, 2001.
	Staff Superintendent David Dicks, Professional Standards	Use of the Service image on tickets for the IACP Volunteer Appreciation Party.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board.
Information & Privacy Commission	Frank Chen, Corporate Support Command	Use of the Service image on an educational document, which will be distributed to various law enforcement agencies across Canada.	Approved by: Norman Gardner, Chairman, Toronto Police Services Board.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P108. TORONTO TRANSIT COMMISSION – SPECIAL CONSTABLES  
ANNUAL REPORT 2001**

The Board was in receipt of the following report MARCH 26, 2002 from Julian Fantino, Chief of Police:

Subject: SPECIAL CONSTABLES ANNUAL REPORT 2001 - THE TORONTO  
TRANSIT COMMISSION

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

Section 54 of the agreement between the Police Services Board and the Toronto Transit Commission regarding special constables states that:

The Commission shall provide to the Board an annual report with statistical information including but not limited to information regarding enforcement activities, training, supervision, complaints, and other issues of concern to the parties and such further categories of information as may be requested from the Board from time to time.

Please find attached the 2001 Annual Report from the Toronto Transit Commission regarding special constables.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance at the meeting to respond to any questions that the Board may have.

**The Board received the foregoing report and approved the following Motion:**

**THAT the TTC, the University of Toronto and the Toronto Community Housing Corporation continue to submit annual reports to the Board on the progress of the Special Constables Program, and, taking into consideration the unique differences of the three organizations, the Board develop a standardized format for reporting and that this format, developed by Board staff, be approved by December 2002.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P109. UNIVERSITY OF TORONTO – SPECIAL CONSTABLES ANNUAL  
REPORT 2001**

The Board was in receipt of the following report MARCH 26, 2002 from Julian Fantino, Chief of Police:

Subject: SPECIAL CONSTABLES ANNUAL REPORT 2001 - UNIVERSITY OF  
TORONTO.

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

Section 54 of the agreement between the Police Services Board and the University of Toronto regarding special constables states that:

The University shall provide to the Board an annual report with statistical information including but not limited to information regarding enforcement activities, training, supervision, complaints and other issues of concern to the parties and such further categories of information as may be requested by the Board from time to time.

Please find attached the 2001 Annual Reports from the Scarborough and St. George Campuses of the University of Toronto regarding special constables.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance at the meeting to respond to any questions that the Board may have.

**The Board received the foregoing report and approved the following Motion:**

**THAT the University of Toronto, the Toronto Transit Commission and the Toronto Community Housing Corporation continue to submit annual reports to the Board on the progress of the Special Constables Program, and, taking into consideration the unique differences of the three organizations, the Board develop a standardized format for reporting and that this format, developed by Board staff, be approved by December 2002.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P110. TORONTO COMMUNITY HOUSING CORPORATION- SPECIAL  
CONSTABLES ANNUAL REPORT 2001**

The Board was in receipt of the following report MARCH 26, 2002 from Julian Fantino, Chief of Police:

Subject: SPECIAL CONSTABLES ANNUAL REPORT 2001 - TORONTO  
COMMUNITY HOUSING CORPORATION

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

Section 54 of the agreement between the Police Services Board and the Toronto Community Housing Corporation states that:

The TCHC shall provide to the Board an annual report with statistical information including but not limited to information regarding enforcement activities, training, supervision, complaints, and other issues of concern to the parties and such further categories of information as may be requested by the Board from time to time.

Please find attached the 2001 Annual Report from the Toronto Community Housing Corporation regarding special constables.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance at the meeting to respond to any questions that the Board may have.

**Sandra Nimmo, was in attendance and made a deputation to the Board about the Toronto Community Housing Corporation's Special Constables program. Ms. Nimmo also provided a written submission which is filed in the Board office.**

**Ms. Nimmo indicated that the residents of the TCHC had never been advised about the complaints system; how to file a complaint or that their complaints would be investigated.**

**The Board received the foregoing report and approved the following Motions:**

- 1. THAT the Toronto Community Housing Corporation, the Toronto Transit Commission and the University of Toronto continue to submit annual reports to the Board on the progress of the Special Constables Program, and, taking into consideration the unique differences of the three organizations, the Board develop a standardized format for reporting and that this format, developed by Board staff, be approved by December 2002; and**
  
- 2. THAT Ms. Nimmo's deputation be received and refer her written submission to Chief Fantino and that he review her concerns about the complaints system in conjunction with the terms of the Special Constables agreement and that he provide report to the Board on the results of his review.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P111. REPORT ON THE INTERNATIONAL ASSOC. OF CHIEFS OF  
POLICE – 19<sup>TH</sup> EUROPEAN EXECUTIVE POLICING  
CONFERENCE**

The Board was in receipt of the following report APRIL 23, 2002 Councillor Gloria Lindsay Luby, Vice Chair:

**Subject: Report on the International Association of Chiefs of Police  
19<sup>th</sup> European Executive Policing Conference  
March 17 - 19, 2002, Budapest**

This conference attracted almost 150 delegates from all parts of the world. Politicians came from Arnhem, The Netherlands to Zagreb in Croatia, from the U.S. Secret Service to the R.C.M.P., and from Interpol to Europol. It was a fascinating mix of opinions from many perspectives. It was also a pleasant surprise to meet once again several people who attended last September's I.A.C.P. Conference in Toronto and to hear glowing remarks of their experience.

The conference officially began on Sunday with a trip to the Police First Response Unit base. We were treated to an exciting presentation of Hungarian policing prowess featuring their mounted and specialty canine units, a simulated VIP kidnapping using three helicopters from which police descended, as well as a showcasing of their latest equipment and weaponry.

Monday and Tuesday featured speakers from many aspects of policing. The day's theme was *"The Task of Law Enforcement in Europe."* Dr. Peter Orbán, Police Lieutenant General and High Commissioner of the Hungarian National Police, gave introductory remarks on the strong desire of Hungary to be admitted to the European Union. He stated that Hungary belongs to the Central European Police Academy which consists of six countries whose officers work together to solve inter-state crimes. The European Union has organized crime as a priority and has developed a unified arrest warrant system. He said that 50% of crimes are solved in Hungary. Their success ratio goes up the more they communicate with the public.

Mr. Graham Barker of the Merseyside Police, reported on the British-Hungarian Police Co-operation and Twinning arrangements. Since Hungary became independent in 1989, Britain has worked with their police on crime, community policing (a basic cornerstone of British policing), training, drugs and strategic planning. As a new country, Hungary needed to develop a system of laws and policing infrastructure. The International Law Enforcement Academy has been instrumental in providing middle management training in organized crime and intelligence as well as basic police training. A new modular-based approach was developed featuring *train the trainer and tutor/mentoring*. Emphasis

was given to serving the public, not just enforcing the law. They assisted in developing the first true strategic plan in 1997, showing how this was different from the old communist 5-year plans. The new plan was called "*Along a Common Road.*" This approach has been successful in attracting higher calibre recruits.

The program did have its difficulties: language and culture, lack of basic training materials, staff changes, levels of information sharing, and difficulty in "implementing" recommendations without a great deal of diplomacy. However, because of limited British resources, this program in future will be targeted to specific outcomes to ensure that Hungary is prepared for European Union integration within a policing context.

The next speaker was from Europol which is an organization of 15 States headquartered in The Haig. They are operating under the Maastricht-Amsterdam structure of inter-governmental co-operation. In 1994 the drug unit was started, and in 1998, they signed a treaty on joint investigations. Inter-governmental co-operation is already cumbersome, but there is pressure to expand the group to 25 countries. The debate now centres on making parliamentary control more efficient.

Europol's mission is to support member states to combat organized crime. In the '90s, car thefts went up dramatically. After the iron curtain fell, activity in human trafficking increased. Individual member countries need to give Europol the tools to pursue their increased mandate on child pornography and money laundering.

A European Police Academy has been set up. One of the interesting problems they have is agreeing on definitions of the various types of crime. Edgar Hoover said "*the mob goes where the money is.*" Europol is tracking trans-border networks involved in the forging of bank credit cards (a huge industry) and money laundering which they estimate to be worth at least \$750 billion/year.

There are 45 liaison officers with specialized IT backgrounds to send out information to the 15-member bodies. They have found that intelligence information is often outdated because of late processing, and the difficulty of dealing with different languages. They need to have processed information designed for action.

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It is estimated there are 8,000 to 12,000 organized crime groups in Europe. There are at least 80 organized crime groups with multi-national co-operation (a global problem). The speaker also stated that Europol has identified new illegal drug laboratories in The Netherlands and Poland. Illegal trade no longer happens east/west, but is now occurring west/east as well.

There was a brief presentation on "***Integrated Quality Control of Police Forensic Laboratories.***" Quality assurance in Hungary is maintained by ensuring that all the common testing elements in the labs are based on ISO 9000 standards. There are also international standards as well as FBI and German standards for some of the equipment. A regular audit by a neutral third party is done to guarantee that the activities and outcomes are in line with the planned results.

Participants were then given a live demonstration of the work of police dogs in intelligence work. Scent identification dogs need to be certified for court purposes. Since biological scent changes very little over our lifetimes, these dogs are used in homicides, public order, traffic and property crimes. The meticulous work of dog and handler ensures that scents are secured. Scents can be stored for years in a closed sterile jar. Two dogs are used to confirm the scent. The result is captured in a report, with photo and videotape verification. Because scent dogs are used in evidence gathering, they are not employed in any other police activity.

Delegates were told about a relatively new International Law Enforcement Academy in Budapest. Sixteen hundred students can be trained in an 8-week program. Course development ensures that nothing taught is at cross-purposes to Europol or Interpol. Instructors come from Ukraine, Italy, France and the United States. English language training is mandatory. Academy training is proving useful for career purposes.

A presentation on “Disaster Victim ID” used footage from the horrific fireworks factory explosion in The Netherlands to make a dramatic impact. There were 39 key members of the DVI team consisting of officers, photographers, fingerprint experts, forensic pathologists, odontologists and anthropologists to identify the victims. This team trains two days a year in constant preparation for an emergency. The presenter explained there were two kinds of disaster:

1. Open-ended, for example a train wreck or fireworks explosion where there is no real record of who was there at the time. In this situation, lists of missing persons are developed for possible matches; and
2. the closed disaster such as an aircraft crash which has a passenger list. Here, a systematic approach is required for complete documentation.

Often teams work under the glare of the media. No doubt many of us thought about the DVI work that went into the September 11 tragedy.

The next day’s theme was “***Responses to International & Organized Crime.***” The first speaker was from Interpol and addressed the topic of “*International Terrorism.*” He explained that terrorism is a trans-border crime, committed by well-educated and well-equipped criminals. There are U.N. resolutions against terrorism with the intent of integrating these into the penal codes of countries to prevent the infiltration of criminal monies into the banks.

The European Union is attempting to harmonize criminal law in its member states as well as promoting the training of joint teams of investigators. They are also developing a European Arrest Warrant which can be enforced in member countries.

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Interpol has a general secretariat with 350 people. It has telecommunication links with 190 countries, and an information exchange with 61 countries. They would like to develop databases on weapons of mass destruction and on travel documents to prevent forgeries. They are also working on a co-ordinating unit to find fugitives. They have co-operative agreements with other organizations such as the G-7 regarding money laundering.

The speaker concluded that we must find a common solution to crime in a global society; we must harmonize administrative, criminal and procedural rules; we need increased co-operation among police services on police and judicial matters; there be close monitoring of the economic infrastructure of criminal organizations; and finally, that there be a fair balance between respect for human rights, the right to justice and the dignity of the individual.

The speaker from Russia gave a brief snapshot of their fight against terrorism. He stated that after the fall of communism, many criminals were given amnesty. A number of these have been subsequently re-charged. He highlighted several areas of concern, such as 80% of Russian icons and art work has left Russia with only a slight recovery around the world; the human trafficking of women and children, but matchmaking enterprises have sprung up to put a legal face on it; the very profitable black market in human organs; and terrorist groups trying to use moral or religious masks to cover their criminal activities. He ended by saying that a terrorist group even started up its own political party!

The final major presenter spoke on *‘New Methods of Fighting Organized Crime in South-East Europe.’* Europe has been transformed over the past 10 years. Human rights issues have widened, borders have opened, and weapons are silent at this time. Organized crime has thrived on the weakness of the new democracies which are busy developing institutions, legislation and law enforcement agencies! This lack of “tools”, ie., staffing, equipment, databases and information exchange means that these new countries cannot keep up with the co-operation among criminals.

The U.S. has donated over \$400,000 to assist SEE States to develop a new anti-crime centre. It now consists of a legal framework of rules, a security manual, and procedures for data information. The SECI Centre is located in Budapest with a joint co-operative committee on which each country has one vote. The Centre has three departments: Operations support, Legal and Administration/Secretariat, and task forces on witness protection, drug trafficking; consumer fraud, customs valuations fraud, and financial and computer crime. Since so many of the member countries are now democracies or even new countries, they have their work cut out for them.

## **Summary of my meetings with representatives from the City of Budapest:**

When Hungary gained its independence in 1989, the City of Budapest had 2 million people. Twelve years later it is down to 1.7 million. This is due in part to its aging population, with younger people moving to the outskirts for a lower cost of living. The wealthy also move away, preferring to live in larger villas in the country. The homeless population numbers approximately 3,000 to 5,000 in the spring and autumn, but doubles in the winter because most of the shelters are here. The subways are also used as shelters. Many of these people have alcohol or drug addictions. There are beggars on the street, many of whom are from Bulgaria and Romania. A portion of their proceeds go to the Mafia.

I then met with Mr. Danielisz, President, General Assembly of Budapest, who is an elected Councillor chairing the emergency services 10-member committee. Since 1995, the City has financially supported police activity. They spend 100 million forints for “good service”, 60 million for technical development and 70 million to assist police in getting local housing. The new police law gave both rights and obligations. For example, the Chief must consult with the local municipality on the force’s activities. He attends all committee meetings and presents an annual report to Council. If Council is dissatisfied with the performance of the force, the only sanction is that the Chief must give another presentation.

There are 10,000 police in Budapest with one-half in uniform. Budapest had 120,000 crimes in 2001, one-third of which were property, 8,000 car thefts and 50 murders. Drug crimes are increasing.

In addition to the local police, there is co-operation with the state police. 1,300 officers can be sent anywhere in Hungary to respond to critical needs. These officers are specialists in bombs and other forms of terrorism. In 1996, the Border Protection Law Committee was created to enhance police co-operation over airports and customs offices. This is important because illegal routes and markets can then be tracked.

### **Conclusion:**

I found the conference to be a stimulating one. Meeting informally with the delegates was also beneficial in that we discussed many issues and compared notes. Police forces worldwide have similar challenges in fighting global crime. Communications between police agencies is more important now than ever. I encourage the Toronto Police Service to continue further relations with our international colleagues.

**Councillor Gloria Lindsay Luby discussed this report with the Board**

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P112. CONTRACT AWARD FOR CAISSON WORK AT THE NEW NO. 51  
DIVISION**

The Board was in receipt of the following report APRIL 17, 2002 from Julian Fantino, Chief of Police:

Subject: CONTRACT AWARD FOR CAISSON WORK AT THE NEW 51  
DIVISION

Recommendation:

It is recommended that: the Board approve the award to Deep Foundation Contractors Inc. in the amount of \$568,769.20, all taxes included, and an additional \$60,000 for unforeseen extras for caisson work at the new 51 Division.

Background:

Construction of the new 51 Division, as per the approved Capital Program, at 296 Front Street is in progress.

On February 19, 2002 at the request of the Toronto Police Service, Purchasing Support Services, the City of Toronto, Management Services, Purchasing and Materials Supply Division issued a "Request for Quotation" (RFQ 3907-02-5043) for caisson work at the new 51 Division site. The tender closed on March 12, 2002 and five (5) quotations were received.

Deep Foundations Contractors Inc. being the lowest bidder was found to be in compliance with the tender documents.

The Chief Administrative Officer, Corporate Support Command has certified to the availability of funds in the TPS Capital Program to complete this part of the project. Therefore, it is recommended that the Board approve the award of the caisson work for the new 51 Division to Deep Foundations Contractors Inc.

Following this award, the Contractor will start work immediately. The planned completion date for 51 Division is June 2003.

Mr. Frank Chen, CAO Corporate Support Command will be in attendance to answer any questions.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P113. REQUEST FOR EXTENSION OF TIME TO SUBMIT THE  
FOLLOWING REPORT: THE NEW *MUNICIPAL ACT* – ONTARIO  
BILL 111**

The Board was in receipt of the following report APRIL 17, 2002 from Julian Fantino, Chief of Police:

Subject: REQUEST FOR TIME EXTENSION TO SUBMIT REPORT - EFFECT  
OF THE PROPOSED NEW MUNICIPAL ACT - ONTARIO BILL 111  
ON THE TORONTO POLICE SERVICE

Recommendation:

It is recommended that: the Board approve an extension of four months to submit a report detailing the impact of the proposed changes to the Municipal Act, on the Toronto Police Service's ability to address various concerns in the City of Toronto.

Background:

Since July 2001, the Board received a number of deputations, regarding the need for increased street level drug enforcement, particularly within No. 51 and 52 Divisions. The Board also received a report dated June 26, 2001, from the Chief of Police, entitled "Response to Increased Levels of Street Level Drug Enforcement Required". This report addressed several Motions approved by the Board at its meeting on April 19, 2001 (Board Minutes P110/01, P157/01 and P197/01, refer). The Board subsequently requested the Service's assistance in addressing the following Motion:

**That the Police Services Board and the City of Toronto request the province to provide enabling legislation to assist the Municipality in addressing drug-related problems in relation to the amendments to the Municipal Act.**

In order to correctly assess and respond to this issue, the Chief of Police requested a time extension, which the Board approved at its meeting on October 18, 2001 (Board Minute No. P293, refers).

Since that time, a broad based consultation process has been developed and the Toronto Police Service has worked co-operatively with external agencies and members of the public to assess the impact that the proposed changes will have on the Service's ability to address various concerns within the City of Toronto.

Through consultations with Counsellor Kyle Rae, members of his constituency office, City of Toronto Legal Department and members of the Toronto Police Service, it has been determined that the magnitude of this issue far exceeds original expectations. Further discussions and research will be necessary and additional time will be required to adequately assess the issue and to develop an appropriate response.

Therefore, I recommend that the Board approve an additional extension of four months to complete the report, for submission to the September 2002, Board meeting.

Staff Superintendent David Dicks of Professional Standards will be in attendance to answer any questions concerning this report.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P114. APPOINTMENT OF PROBATIONARY CONSTABLES – RECRUIT  
CLASS 02-01**

The Board was in receipt of the following report APRIL 24, 2002 from Julian Fantino, Chief of Police:

Subject: Appointment of Probationary Constables - Recruit Class 02-01

Recommendation:

It is recommended that:

- (1) The Board approve draft By-law No. 143 attached, regarding amendments to Service Rule 2.2.9, with the understanding that this will be for an interim period pending resumption of the OPC recruit training program, and;
- (2) The candidates who successfully complete the BCT training provided by the Training and Education Unit be appointed as Probationary Constables.

Background:

The Ontario Public Service Employees Union (OPSEU) has been on strike since March 13, 2002 and the Ontario Police College (OPC) has had to suspend the Basic Constable Training (BCT) Course until the dispute is resolved.

Usually, recruits attend the OPC for the 12-week (BCT) Program followed by a 5-week 'Post-Aylmer' training period held at C. O. Bick College. They are then appointed as constables and assigned to divisions for ten weeks of field training with a designated coach officer.

In this case the 110 TPS recruits were in the 9th week of the (BCT) Course. There remained 15 days of BCT training to be completed including the graduation day. The TPS has asked the Ministry of the Solicitor General for accreditation to allow the Service to complete the official OPC BCT Program. This request is currently being reviewed by the Ministry.

Human Resources and Training and Education examined several options to deal with this situation if the strike continues. The goal is to deploy 110 much-needed police officers to front-line policing as field trainees as soon as possible. Timely deployment will also eliminate the undesirable gap between classroom learning and field application, which the recruits will experience if the delay in their training continues.

### *Police Services Act Provisions*

Section 44(2) of the Police Services Act provides that: “The police officer shall complete the initial period of training *within six months of the day of appointment.*” There is therefore no provincial law precluding the appointment of recruits as police officers before they have successfully completed the OPC program. In fact, Windsor, Ottawa and the Ontario Provincial Police appoint their members as constables before they attend the OPC program.

### *Toronto Police Service Rules*

Toronto Police Service Rule 2.2.9 provides that:

Prior to their appointment as fourth class constables, cadets-in-training are required to successfully complete the applicable training program conducted at the Ontario Police College and C.O. Bick College.

Inability to successfully complete such a program will be considered by the Board as sufficient reason for dispensing with the services of a cadet-in-training.

Nothing herein shall be construed as restricting or limiting the powers of the Board in dispensing with the services of a cadet-in-training.

The purpose of this rule is to facilitate the Service in dispensing with the services of a member who fails to complete recruit training. While this is a prudent approach, the Probationary Constables Committee process is also in place to deal with recommendations to dispense with the services of any probationary constable who has not successfully completed his or her recruit training. Such failures are rare. In the past two years, only two cadets have been terminated for failing to successfully complete recruit training. The risks to the community and officer safety posed by any unnecessary delay in the deployment of the 110 members of this class are far more significant.

### *Toronto Police Service Training Plan*

Prior to recommending appointment, the Training and Education Unit will ensure that the recruits successfully complete training in BCT academic subjects along with use of force, and police vehicle operations in compliance with the Use of Force (O. Reg. 926) and Suspect Apprehension Pursuits (O. Reg. 546/99) regulations. The recruits will be trained and evaluated according to equivalent or higher standards and processes as those used in the OPC BCT Course. The instructors evaluating the recruits all hold current Ontario Police College accreditation in the subject areas being assessed.

As of Friday April 19, 2002 the recruits will have completed the five-week Post Aylmer Program. Training and Education has designed an additional three-week Toronto Basic Constable Training Course containing remaining OPC BCT material, which commenced on Monday April 22, 2002. The curriculum is based on the OPC BCT Course. The staff of the Training and Education Unit will deliver it, supplemented by seven TPS instructors who were on secondment to the OPC Basic Constable program at the time the strike began.

Every recruit has been surveyed to determine what portions of the OPC program he or she has completed and whether there is any remedial training needed. In addition, the instructors have reviewed the individual recruit files to ensure there are no conduct or performance issues that need to be addressed. Every recruit will be individually tested, observed and evaluated to ensure that he or she is competent and confident in their ability to apply the material taught. Training and Education will maintain accurate and detailed records of the course of study and individual recruit performance.

Upon successful completion of this special course, the cadets-in-training would be appointed as Probationary Police Constables to undergo field training under the direct supervision of trained coach officers. Recruits who are unable to complete the program will remain as cadets-in-training pending the successful completion of remedial training.

Labour Relations has been consulted on this matter and has advised that there are no impediments in the collective agreements to proceeding with this option. There is also no additional salary impact on the budget, insofar as the cadets-in-training will be appointed as constables at about the same time as they would have been had they attended at Aylmer.

At the end of the strike, the Ministry may grant accreditation or insist that the recruits return to the OPC (within six months of the day of appointment) to complete the OPC BCT Course. The recruits will continue in field training until such time as the Ministry grants accreditation for the Toronto Police Service program or the recruits complete the OPC program.

It is therefore recommended that the Board approve draft By-law No. 143 as attached, to permit the Service to proceed with this option. This request is made with the understanding that this will be for an interim period pending resumption of the OPC program. At that time, a request will be made to repeal this by-law and pass a new one to restore the current requirements. This option and the by-law have been reviewed by Mr. Albert Cohen, Director, Litigation, City of Toronto Legal Services, who has concurred in their content.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to respond to any questions the Board may have in regard to this matter.

**Chief Fantino advised the Board that the request to amend the Rules by deleting section 2.2.9 pertaining to training is an interim measure only until Basic Constable Training classes resume at the Ontario Police College.**

**The Board approved the foregoing.**

# **TORONTO POLICE SERVICES BOARD**

## **BY-LAW NO. 143**

### **To amend By-law No. 99 establishing rules for the effective management of the Metropolitan Toronto Police Service**

#### **The Toronto Police Services Board HEREBY ENACTS as follows:**

1. By-law No. 99, a by-law “To make rules for the effective management of the Metropolitan Toronto Police Service” is amended by deleting section 2.2.9 of the Rules attached as Schedule “A” to the By-law and forming part thereof and substituting the following:

#### **2.2.9 TRAINING PROGRAM**

Cadets-in-training are required to successfully complete the applicable training program conducted at the Ontario Police College and C.O. Bick College.

Inability to successfully complete such a program will be considered by the Board as sufficient reason for dispensing with the services of a cadet-in-training.

Nothing herein shall be construed as restricting or limiting the powers of the Board in dispensing with the services of a cadet-in-training.

2. This by-law shall come into force on the date of its enactment.

**ENACTED AND PASSED THIS 25th day of April 2002.**

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Norman Gardner  
Chairman

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P115. GRAFFITI ERADICATION PROGRAM YEAR-END REVIEW**

The Board was in receipt of the following report APRIL 9, 2002 from Julian Fantino, Chief of Police:

Subject: GRAFFITI ERADICATION PROGRAM YEAR-END REVIEW

Recommendation:

It is recommended that: the Board receive a presentation outlining the Toronto Police Services Graffiti Eradication Program.

Background:

The Graffiti Eradication Program is a Toronto Police Service-wide initiative focusing on the reduction of crime, fear and physical disorder as it relates to graffiti. The program consists of five integral parts; eradication, education, empowerment, enforcement and economic development. The mission of the program involves efforts towards galvanizing Service and community personnel to work co-operatively to combat graffiti using the five part program.

Staff Sergeant Heinz Kuck will make a brief presentation on the program's initial design and development, as well as its total eradication, education, and enforcement results during the year 2001.

Deputy Chief Steven Reesor, Policing Operations Command will be in attendance to answer any questions the Board may have arising from this presentation.

**Staff Sergeant Heinz Kuck, Graffiti Eradication Co-ordinator, was in attendance and made a presentation to the Board on the results of the Toronto Police Service's 2001 Graffiti Eradication Program.**

**The Board received the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P116. REVIEW OF THE POLICE REFERENCE CHECK PROGRAM &  
RECORD RETENTION SCHEDULE**

The Board was in receipt of the following report APRIL 5, 2002 from Julian Fantino, Chief of Police:

Subject: REVIEW OF THE POLICE REFERENCE CHECK PROGRAM AND  
RECORD RETENTION SCHEDULE

Recommendation:

It is recommended that:

- (1) the Board accept this report as the conclusive response to the current issues surrounding record retention and disclosure of information within the Police Reference Check Program;
- (2) the Board provide this report to the Administration Committee pursuant to its request of March 13, 2002.

Background :

At its meeting on September 25, 2001, the Police Services Board considered issues related to the Police Reference Check Program (PRCP) and Record Retention Schedule (Board Minute #P245/01 refers).

Deputations were received from Councillor Suzan Hall, Mr. Michael Moon, Mr. Ted Berger, Ms. Beverley McAleese, and Ms. Terry Daly, following which the Board approved the following motions:

1. *However, the Service will explore measures to establish processes that will identify parties involved in situations outlined in the circumstances listed above to ensure their information is not released through the PRCP and that the foregoing report from Chief Fantino be referred back to the Service and that it explore ways to resolve the concerns expressed by the deputants today and that a report be provided to the Board in six months;*
2. THAT the report noted in Motion No. 1 also include any limitation periods that may be applied to charges for which records are retained; and

3. THAT the deputations and written submissions be received.

(With reference to Motion #1, the preamble in italics was added at the Police Services Board meeting of October 18, 2001, Board Minute #P277/01 refers).

The following identifies each issue as presented by the deputants, and the rationale and Service's position for each:

Issue #1 – Councillor Suzan Hall

**Where a person has been charged with any criminal offence and has been convicted, the Record of Arrest would be retained permanently and the Occurrence Report, according to Schedule A (of the Record Retention Schedule); disclosure of one or both would be allowed.**

*The Record of Arrest information is retained. The Service does not wish to retain all records relating to every criminal offence, and divides issues into major and minor as per the Record of Retention schedule. Limitations: Record of Retention Schedule and the Young Offenders records retention and release, which is controlled by legislation.*

Issue #2 – Councillor Suzan Hall

**Where a person has been arrested but not charged with a criminal offence, neither the Record of Arrest nor the Occurrence Report should be held beyond five (5) years; and neither should be included as part of the Police Reference Check Program disclosure package.**

*“No charge” Records of Arrest are retained in accordance with the Record of Retention Schedule and divided into major and minor issues. Generally, they are not released except where an investigation into a major offence is involved (i.e. sexual assaults, etc). If the major offence is relevant to the position being sought, the investigating officer is contacted to approve or deny disclosure.*

*Limitations: Record of Retention Schedule*

Issue #3 – Councillor Suzan Hall

**Where a person has been arrested and charged with a major criminal offence, and then subsequently had the charges withdrawn or was acquitted at trial, the Record of Arrest and the accompanying Occurrence Report could be disclosed for a period of five (5) years following the incident for sexual and/or paedophile offences. However, to justify retention and disclosure beyond that time it would be incumbent upon the Toronto Police Service to negate the following conditions: (1) a court has found that the person should not have been arrested; (2) a court has found that someone else committed the triggering offence; (3) a court has affirmatively found that the arrested person did not in fact commit the triggering offence.**

*The Service cannot agree to a five year “cap” on disclosure of non-conviction dispositions, particularly for sexual and/or paedophile offences. Experience has proven that cases are often withdrawn or acquittals registered for technical reasons which certainly do not reflect non-involvement. The PRCP process deals with the vulnerable and it is crucial to maintain this process for their protection. The Service cannot accept a situation where a “reverse onus” applies to the retention of records. This would introduce a significant administration burden it could not support. A process has been implemented with the PRCP to remove disclosure if an individual is charged with a crime for which later a confession, DNA or similar evidence confirms innocence resulting in another being charged.*

*Limitations: Record of Retention Schedule and challenges sharing information with the various levels involved with the administration of justice.*

#### Issue #4 – Councillor Suzan Hall

**Where a person has been charged with any other offence than those categorized as a major offence and the charge or charges are withdrawn, or he or she was acquitted at a trial, the accompanying Record of Arrest and Occurrence Report should be retained for no more than five (5) years and should not be disclosed under the PRCP.**

*Charged offences (other than major offences) are destroyed after five years, unless there are conditions attached to sentencing, i.e. court orders, etc. These are disclosed through the PRCP until they are destroyed. The Program is designed to protect the vulnerable, and although sex and violence offences are the primary considerations, other integrity issues are involved. For example, an individual may have a significant history of non-conviction dispositions for break and enters or thefts. The Service considers this a very appropriate part of the PRCP for the vulnerable where, for example, the individual applies for a position of trust in a seniors’ home. The Service discloses the information to the individual, who would then deal with the agency/employer to assess suitability.*

*Limitations: the Young Offenders Act.*

#### Issue #5 – Councillor Suzan Hall

**Non-release of no charge records of arrest.**

*Page four of the original Police Services Board report (#P245/01) under “Record” identifies a no charge record of arrest as a record. The next column confirms the PRCP program does not release “no charge records” except under the conditions identified in Issue #2, above.*

*Limitations: Record Retention Schedule.*

Issue #6 – Mr. Michael Moon

**Rights infringement under Human Rights legislation.**

*Ontario Human Rights legislation is written to prevent discrimination against employees in an employer/employee relationship. The Service is not the employer or the prospective employer relating to disclosure. The Service, in fact, has implemented a process to protect an individual's information by non-disclosure to a prospective agency requiring the screening. Release therefore becomes an issue between the applicant and the employer, rather than an issue between the Toronto Police Service and the applicant. Limitations: Ontario Human Rights legislation.*

Issue #7 – Mr. Michael Moon

**Disclosure of records supporting convictions under the Criminal Records Act.**

*The Criminal Records Act is federal legislation, and although it does contain requirements for the retention and destruction of documents in relation to recorded convictions, it only refers to retention and destruction within federal institutions. It does NOT apply to records held exclusively by municipal police agencies or non-conviction dispositions. Limitations: Criminal Records Act.*

Issue #8 – Mr. Ted Berger

**Retention and release of major offences with non-conviction dispositions.**

*The Service response is identical to that provided for Issue #3: The Service cannot agree to a five year "cap" on disclosure of non-conviction dispositions, particularly for sexual and/or paedophile offences. Experience has proven that cases are often withdrawn or acquittals registered for technical reasons which certainly do not reflect non-involvement. The PRCP process deals with the vulnerable and it is crucial to maintain this process for their protection. The Service cannot accept a situation where a "reverse onus" applies to the retention of records. This would introduce a significant administration burden it could not support. A process has been implemented with the PRCP to remove disclosure if an individual is charged with a crime for which later a confession, DNA or similar evidence confirms innocence resulting in another being charged.*

*Limitations: Record of Retention Schedule and challenges sharing information with the various levels involved with the administration of justice.*

Issue #9 – Ms. Beverley McAleese

**Disclosure of withdrawn charges through the PRCP.**

*A withdrawn charge is a non-conviction disposition. An individual has the opportunity to have a file destroyed, as per Board policy, which destroys their criminal fingerprints and photographs. Underlying records are maintained and disclosed only through the PRCP process when dealing with children or the vulnerable. Notice of the retention of these records is given to the individual as part of the destruction process.*

*Limitations: Record Retention Schedule and Board File Destruction Policy.*

Issue #10 – Ms. Beverley McAleese

**Interference with ability to become bonded, access high-paying jobs, become licensed, suffer travel restrictions or work for social service agencies.**

*The PRCP is not related to bonding or licensing for employment. The clearance letter process provides this service, providing only checks for criminal convictions or outstanding charges. Similarly, travel visas require only a clearance letter. The PRCP is designed to drill down further into local police records and provide a more in-depth check when dealing with the vulnerable, not for these circumstances. The Service enters into Memorandums of Understanding with all the users of the PRCP which clearly states their responsibilities to restrict use of the PRCP process for positions with the vulnerable. The Service is unaware of any inappropriate use.*

*Limitations: Federal Pardons process to seal criminal history; Board destruction process to destroy first non-conviction disposition for first time offenders; Record Retention Schedule.*

Issue #11 – Ms. Terry Daly

**Outlining the entire process adopted by her agency for selecting suitable employees or volunteers to work with the vulnerable.**

*Ms. Daly provides a balanced perspective on the use of information provided through the PRCP. She emphasizes that information is only a small component of the total package considered. Each applicant is judged on an individual basis, taking into account: the nature of the offence; the relevance to the specific role; time since conviction; efforts towards rehabilitation; accomplishment of person since offence and other extenuating circumstances, if applicable.*

The Toronto Police Service has obligations to all the citizens in our city. Balancing the needs of the individual, with the expectations of the community groups we represent, is a very sensitive task. With this in mind, I believe the Police Reference Check Program delivers an effective, proactive program to protect children and the vulnerable, at the same time meeting the needs of the community at large. It is a specialized process delivered with carefully crafted controls and under special circumstances. For example, privacy is maintained through the disclosure process. Specific details are released only to the individual, not the agency/employer (who only receive notification a release has been made).

The program provides agencies with one essential component of a larger process enabling overall evaluation of the suitability of people delivering service to the very people we are sworn to protect.

I therefore recommend that the Board accept this report as the conclusive response to current issues surrounding record retention and disclosure of information within the Police Reference Check Program. Further that the Board provides a copy of this report to the Administrative Committee pursuant to their request of March 13, 2002.

Mr. Frank Chen, Chief Administrative Officer, will be in attendance to address any questions the Board may have regarding this issue.

**The Board was also in receipt of the attached correspondence dated April 24, 2002 from Councillor Suzan Hall, Ward 1 – Etobicoke North, City of Toronto.**

**The Board approved the following Motions:**

- 1. THAT the Board defer consideration of the foregoing report from Chief Fantino to the June 27, 2002 meeting;**
- 2. THAT the persons who made deputations regarding the Police Reference Check Program and Record Retention Schedule at the September 25, 2001 meeting be notified by the Board and advised that Chief Fantino's response to their deputations will be considered at the June 27, 2002 meeting;**
- 3. THAT, prior to the June 27, 2002 meeting, Service staff schedule a meeting with Board members to review all issues regarding the Police Reference Check Program and Record Retention Schedule;**
- 4. THAT a comprehensive package outlining all the issues regarding the Police Reference Check Program and Record Retention Schedule, including previous Board Minutes, be provided to the Board for information at the June meeting;**
- 5. THAT the correspondence from Councillor Hall be received; and**
- 6. THAT, in future, all persons making deputations at Board meetings on any matters be notified by the Board office if further reports on the same issues or responses to the deputations are considered by the Board.**



Ward 1 - Etobicoke North  
100 Queen Street West,  
2<sup>nd</sup> Floor, Suite C54  
Toronto, Ontario  
M5H 2N2

**Suzan Hall**

**City Councillor**  
Tel : (416) 392-0205  
Fax : (416) 392-4120  
councillor\_hall@city.toronto.on.ca



**DATE RECEIVED**  
APR 25 2002  
TORONTO  
POLICE SERVICES BOARD

April 24, 2002

VIA FACSIMILE

Chair Norman Gardner  
Toronto Police Services Board  
40 College Street, 7<sup>th</sup> Floor  
Toronto, Ontario  
M5G 2J3

Dear Chair Gardner:

**RE: Request for Deferral - Item #14 - Police Services Board Meeting**

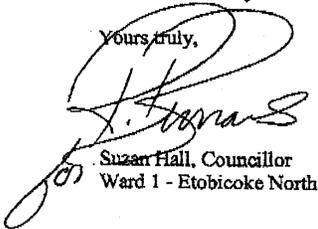
I am writing to request deferral of Item #14 - Review of the Police Reference Check Program and Retention Schedule, to the next meeting of the Board scheduled for May 30, 2002.

I have been advised that some of the parties who attended the September 25, 2001, meeting and made deputations were not notified that this item was going to be dealt with at the April 25, 2002, Board meeting. Whose responsibility is it to notify people who have come before the Board and are awaiting responses? Is it the responsibility of the Police Services Board office or the author of the report?

Accordingly, I would request that this item be deferred for a month and that all parties mentioned in the report be notified.

I look forward to your immediate response as the Police Services Board meeting is tomorrow.

Yours truly,

  
Suzan Hall, Councillor  
Ward 1 - Etobicoke North

Constituency Office - 996 Albion Road  
Toronto, Ontario - M9V 1A6

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P117. BIKE WEEK 2002**

The Board was in receipt of the following report APRIL 9, 2002 from A. Milliken Heisey, Q.C., Member:

Subject: Bike Week 2002

Recommendation:

It is recommended that, if feasible, the Chief of Police encourage and organize a contingent of Service members to join, as participants, in the Bike Week rides noted in the following report.

Background :

The 13<sup>th</sup> annual Bike Week celebration will be held from June 1, 2002 to June 9, 2002. Bike Week, co-ordinated by the City of Toronto, is a celebration of bicycle culture that brings together communities from across the city and showcases Toronto's cycling infrastructure and resources. Bike Week focuses on the use of the bicycle as a healthy and environmentally friendly form of transportation.

As in past years, the City of Toronto has invited Toronto Police Bicycle patrol officers to assist with 3 group rides during Bike Week. The officers are requested to help safely guide the cyclists through the City during these rides – the official launch of Bike Week with City Councillors, a morning commute ride and an afternoon commute ride.

The organizers of Bike Week appreciate the past participation of the Service and also invite Board members to take part in this year's Launch and group commute rides. Our Service has a strong commitment to the use of bicycle patrols and both officers and community members are enthusiastic about this style of policing. I therefore recommend, in addition to assigning officers to ensure the safety of the rides, that the Chief of Police encourage and organize a contingent of Service members to join, as participants, in the Bike Week rides noted in the following report.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P118. AMENDMENT TO PURCHASE ORDER 6006506 FOR THE  
PURCHASE OF TWO-PIECE RAINSUITS**

The Board was in receipt of the following report APRIL 8, 2002 from Julian Fantino, Chief of Police:

Subject: Amendment to Purchase Order 6006506 for the Purchase of Two-Piece Rainsuits

Recommendation:

It is recommended that: the Board approve an amendment to Purchase Order 6006506 from 1,335 two-piece rainsuits to 2,285, at an approximate additional cost of \$262,000.00, including taxes, to be ordered as and if required for the period ending December 31, 2002.

Background :

The Board, at its meeting of September 25, 2001 (Board Minute P266/01, refers), awarded the quotation to Outdoor Outfits Limited for the supply and delivery of two-piece rainsuits. The original order did not include Parking Enforcement Officers and approximately half of the additional quantity is for these staff. The cost of these will be funded from the 2002 operating budget of the Parking Enforcement Unit. The remaining increase in quantity is required to outfit additional Constables returning to uniform duties, new recruits and replacements of damaged rainsuits. The 2002 Service operating budget includes funding for these.

I therefore recommend that the Board approve an amendment to Purchase Order 6006506 (Board Minute P266/01) for these additional rainsuits for the period ending December 31, 2002.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer any questions.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P119. QUARTERLY REPORT: STATUS ON THE IMPLEMENTATION  
OF "CIPS" ENHANCEMENTS RELATED TO THE GATHERING  
OF STATISTICS FOR COMPLETE SEARCHES**

The Board was in receipt of the following report MARCH 19, 2002 from Julian Fantino, Chief of Police:

Subject: STATUS REPORT ON THE IMPLEMENTATION OF "CIPS"  
ENHANCEMENTS RELATED TO THE GATHERING OF  
STATISTICS FOR COMPLETE SEARCH

Recommendation:

It is recommended that the Board receive this report and that further reports be suspended until December 2002 when data on Complete Search will be available from the eCOPS system, which is scheduled for roll out starting the fourth quarter of 2002.

Background:

At its meeting on 2000.12.14, the Board directed quarterly status reports (Board Minute P529/00 refers), as follows:

“THAT the Chief provide the Board with quarterly reports on the implementation of CIPS enhancements into the new Records Management System and advise the Board if the Service is unable to provide electronic gathering of statistics by the third quarter of 2001.”

At its meeting on 2001.06.21, the Board directed that the next status report to be received by the Board would be at its December, 2001 meeting and quarterly thereafter (Board Minute P167/01 refers).

CIPS (Criminal Information Processing System) is the computerized case preparation system used by the Service to record all arrest information and has been identified as the best medium for collecting data relating to complete searches.

Information Technology Services (ITS) advises that CIPS functionality will be incorporated into the Service's new Records Management System called eCOPS (Enterprise Case and Occurrence Management System). eCOPS is currently targeted to be rolled out from November 2002 through May 2003. At this time, reporting of complete search statistics will be automated.

As an interim measure, pending the deployment of eCOPS, a complete search template has been added to the CIPS application. This template allows the Service to collect complete search statistics.

It is recommended that the Board receive this quarterly status report. Further, it is recommended that the next quarterly report be provided in December 2002, at the start of the rollout.

Mr. Frank Chen, Chief Administrative Officer, Corporate Support Command, will be in attendance to answer questions from Board members.

**The Board approved the foregoing.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P120. 2001 PUBLIC SECTOR SALARY DISCLOSURE**

The Board was in receipt of the following report APRIL 3, 2002 from Julian Fantino, Chief of Police:

Subject: PUBLIC SECTOR SALARY DISCLOSURE

Recommendation:

It is recommended that: the Board receive this report for information.

Background:

In accordance with the *Public Sector Salary Disclosure Act, 1996*, the Toronto Police Service is required to disclose the names, positions, salaries and taxable benefits of employees who were paid \$100,000 or more in a year. This information is submitted to the City of Toronto Finance Department to be included in a corporate report filed with the Ministry of Municipal Affairs and Housing.

In 2001, eighteen (18) staff whose base salary is normally under \$100,000 earned over \$100,000 when their base salary is combined with premium pay (see Attachment A for details). Several factors have contributed in these personnel reaching the legislated disclosure level. These are:

- The events of September 11, 2001 created the need for increased security. As a result, a large number of officers, especially those in high risk areas of the City, were required to work more overtime than usual. Although this occurred Service-wide, the impact was greater to a few members.
- Investigative officers had unusually high case loads because of the significant number of retirements occurring in 2001. In many cases, these officers remained the sole Case Manager in their Investigative Offices.
- Detectives working in the Toronto Drug Squad were classified as Expert Witnesses by the Courts and used frequently, causing large increases in overtime and court pay.
- Officers from Traffic Services participated in several initiatives which were funded by grants from the Province of Ontario, community groups and corporate sponsors. The Solicitor General RIDE Program, Community RIDE and the RSVP Program are initiatives whereby officers sign up to perform duties during their off duty time, much like paid duties.

As part of the Chief's monitoring and control mandate, the Toronto Police Service has established aggressive strategies to control premium pay expenditures. For example, overtime incurred must be of an emergent nature and be authorized by a Supervisor. Unit Commanders are responsible and accountable for the controllable costs such as premium pay. During the monthly variance reporting process, a review of the actuals against the budget figures is provided to each Unit Commander to assist them in identifying problems so that corrective action may be taken.

Unit Commanders receive the appropriate information to access and further control or curtail undue increases by:

- Monitoring officer court attendance;
- Reducing police witness attendance, where possible;
- Requesting staff to use lieu time to avoid large cash payouts.

However, it is difficult to foresee overtime for special events as these costs are estimated based on past experiences and are subject to change. In many cases, overtime court attendance is not within the control of TPS, but controlled by outside sources. Based on our experiences, officers appearing in court do not get to testify a majority of the time, but TPS is required to pay the callback minimum.

Mr. Frank Chen, Chief Administrative Officer, will be available at the Board meeting to answer any questions the Board may have.

**The Board received the foregoing.**

**Attachment A**

<b>RECORD OF EMPLOYEES' 2001 SALARIES AND BENEFITS</b>							
<b>Cal Year</b>	<b>Sector</b>	<b>Employer</b>	<b>Surname</b>	<b>Given Name</b>	<b>Position</b>	<b>Salary Paid</b>	<b>Taxable Benefits</b>
2001	Other	Toronto Police Service	BAMFORD	JOHN	Superintendent	\$ 114,570.56	\$ 6,647.50
			BARWELL	DAVID	Detective	\$ 103,045.87	\$ 223.69
			BEAUCHESNE	JOSEPH	Police Legal Advisor	\$ 125,669.35	\$ 509.93
			BLAIR	WILLIAM	Staff Superintendent	\$ 117,462.44	\$ 7,313.29
			BONE	STEPHEN	Detective	\$ 100,349.43	\$ 223.92
			BOYD	MARGO	Superintendent	\$ 105,977.53	\$ 2,006.95
			BOYD	MICHAEL	Deputy Chief	\$ 155,391.81	\$ 6,196.50
			BRIGGS	IAN	Detective	\$ 100,833.31	\$ 223.47
			BROWN	ALLEN	Detective	\$ 100,193.30	\$ 224.14
			BROWNING	THOMAS	Staff Inspector	\$ 102,603.08	\$ 9,356.84
			BRUCE	ALEXANDER	Staff Inspector	\$ 102,603.08	\$ 7,725.88
			CALIFARETTI	SANDRA	Manager, Fin'l Mgmt	\$ 100,485.95	\$ 302.29
			CANN	LOYALL	Deputy Chief	\$ 142,808.18	\$ 329.30
			CENZURA	KENNETH	Superintendent	\$ 105,438.65	\$ 9,721.95
			CHEN	FRANCIS	Chief Administrative Officer	\$ 150,319.43	\$ 8,267.55
			CIANI	MARIA	Manager, Labour Relations	\$ 107,087.87	\$ 322.73

## Attachment A

RECORD OF EMPLOYEES' 2001 SALARIES AND BENEFITS							
Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
2001	Other	Toronto Police Service	CLEVELAND	MICHAEL	Staff Superintendent	\$ 117,462.44	\$ 6,146.32
			COSTABILE	GINO	Senior Police Constable	\$ 100,488.07	\$ 200.07
			COTGREAVE	WAYNE	Superintendent	\$ 105,265.41	\$ 314.98
			COWLING	KEITH	Staff Superintendent	\$ 117,462.44	\$ 6,799.53
			CRISTOFARO	ANGELO	Director, Finance & Admin	\$ 126,089.37	\$ 501.18
			CUSHING	GEORGE	Staff Inspector	\$ 102,603.08	\$ 8,381.96
			DALZIEL	THOMAS	Staff Inspector	\$ 102,603.08	\$ 9,955.28
			DAVIS	KARL	Staff Inspector	\$ 102,603.08	\$ 8,915.24
			DENNIS	JOHN	Superintendent	\$ 114,570.56	\$ 12,611.31
			DICK	JANE	Superintendent	\$ 102,569.36	\$ 398.51
			DICKS	WILLIAM	Staff Superintendent	\$ 117,843.63	\$ 5,623.81
			DIDANIELI	ROBERTO	Detective	\$ 103,979.95	\$ 222.70
			DURIANCIK	STEPHEN	Senior Police Constable	\$ 102,883.26	\$ 201.70
			FAIRCLOUGH	SAMUEL	Staff Superintendent	\$ 117,462.44	\$ 8,451.56
			FAIRMAN	PAULA	Manager, Comp. & Benefits	\$ 105,396.48	\$ 425.02

## Attachment A

RECORD OF EMPLOYEES' 2001 SALARIES AND BENEFITS							
Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
2001	Other	Toronto Police Service	FANTINO	JULIAN	Chief of Police	\$ 180,982.68	\$ 761.37
			FERNANDES	SELWYN	Staff Inspector	\$ 102,603.08	\$ 6,325.97
			FORDE	KEITH	Superintendent	\$ 105,499.13	\$ 8,008.27
			FORDHAM	WILLIAM	Staff Inspector	\$ 102,603.08	\$ 6,412.56
			GIBSON	WILLIAM	Director, Human Resources	\$ 138,871.37	\$ 7,882.48
			GILBERT	EMORY	Staff Superintendent	\$ 117,321.33	\$ 6,359.53
			GOTTSCHALK	PAUL	Superintendent	\$ 114,570.56	\$ 10,376.27
			GRANT	GARY	Superintendent	\$ 114,570.56	\$ 6,630.44
			GRANT	STEPHEN	Inspector	\$ 108,516.44	\$ 388.08
			GRIFFITHS	ALAN	Superintendent	\$ 114,570.56	\$ 8,504.75
			GROSVENOR	SUSAN	Staff Inspector	\$ 102,694.00	\$ 11,092.60
			HARRIS	STEPHEN	Staff Inspector	\$ 102,603.08	\$ 9,475.08
			HEGNEY	EDWARD	Staff Inspector	\$ 102,603.08	\$ 6,429.72
			HENDERSON	NORMAN	Administrator, Flt & Mtls Mgmt	\$ 114,682.08	\$ 463.50
			HOEY	STANLEY	Superintendent	\$ 111,337.73	\$ 10,188.38
			HOLDRIDGE	WILLIAM	Superintendent	\$ 114,570.56	\$ 8,832.67
			HUNTER	JOSEPH	Deputy Chief	\$ 144,834.20	\$ 329.30
			JONES	DOUGLAS	Senior Police	\$ 106,575.61	\$ 200.07

					Constable		
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**Attachment A**

<b>RECORD OF EMPLOYEES' 2001 SALARIES AND BENEFITS</b>							
<b>Cal Year</b>	<b>Sector</b>	<b>Employer</b>	<b>Surname</b>	<b>Given Name</b>	<b>Position</b>	<b>Salary Paid</b>	<b>Taxable Benefits</b>
2001	Other	Toronto Police Service	KENNEDY	STEVEN	Manager, Radio&Electronics Svs	\$ 106,968.93	\$ 431.05
			KIJEWSKI	KRISTINE	Director, Corporate Planning	\$ 114,682.08	\$ 463.50
			MACCHIUSI	JOHN	Manager, Systems Operations	\$ 106,968.93	\$ 431.05
			MAHER	AIDAN	Superintendent	\$ 114,570.56	\$ 7,169.03
			MANTLE	DONALD	Superintendent	\$ 114,570.56	\$ 8,674.03
			MARGETSON	JOHN	Plainclothes Officer	\$ 106,993.88	\$ 209.17
			MARRIER	STEVEN	Superintendent	\$ 109,139.74	\$ 14,691.69
			MATTHEWS	RAYMOND	Detective	\$ 122,278.51	\$ 223.86
			MCGUIRE	JEFFREY	Inspector	\$ 100,814.63	\$ 247.31
			MCCLOUGHLIN	SHANE	Detective	\$ 101,757.29	\$ 224.14
			MELLOR	JOHN	Superintendent	\$ 108,692.24	\$ 9,525.21
			PAGE	HOWARD	Detective	\$ 106,376.90	\$ 223.69
			PAPROSKI	GLENN	Superintendent	\$ 114,570.56	\$ 11,473.87
			PARKIN	JAMES	Superintendent	\$ 114,570.56	\$ 7,986.43
			PARSONS	STUART	Plainclothes Officer	\$ 101,366.75	\$ 202.05



## Attachment A

RECORD OF EMPLOYEES' 2001 SALARIES AND BENEFITS							
Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
2001	Other	Toronto Police Service	PERLSTEIN	DAN	Program Manager	\$ 101,395.60	\$ 305.24
			PERRIN	RODNEY	Staff Inspector	\$ 102,603.08	\$ 7,949.81
			PILKINGTON	ROY	Superintendent	\$ 103,168.97	\$ 6,743.39
			REESOR	STEVEN	Deputy Chief	\$ 155,391.81	\$ 8,124.92
			REYNOLDS	DOUGLAS	Superintendent	\$ 114,570.56	\$ 9,741.15
			ROSS	DANIEL	Sergeant	\$ 108,832.97	\$ 223.69
			SCOTT	GORDON	Detective	\$ 113,734.91	\$ 223.42
			STEWART	EDWARD	Staff Inspector	\$ 102,603.08	\$ 9,348.52
			STINSON	ROBERT	Dir, Info Tech Services	\$ 139,857.01	\$ 569.04
			STRATHDEE	ROBERT	Superintendent	\$ 114,570.56	\$ 8,073.39
			STYRA	DANA	Manager, Quality Assurance	\$ 107,291.89	\$ 431.05
			TAVERNER	RONALD	Superintendent	\$ 114,570.56	\$ 7,877.30
			VAN ANDEL	PHILLIP	Detective	\$ 101,429.19	\$ 223.42
			VIRANI	ABDULHAMEED	Senior Police Constable	\$ 101,634.85	\$ 199.77
			WATSON	MARLENE	Staff Inspector	\$ 102,603.08	\$ 8,333.94
			WHITTLE	ROY	Staff Inspector	\$ 102,603.08	\$ 8,739.40
			WILEY	JEROME	Sr Counsel to Chief of Police	\$ 146,321.89	\$ 40.72



## Attachment A

RECORD OF EMPLOYEES' 2001 SALARIES AND BENEFITS							
Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
2001	Other	Toronto Police Service	WOODHOUSE	MARTIN	Detective	\$ 116,429.08	\$ 223.69
			WYBOURN	ERIKA	Manager, Information Systems	\$ 103,466.68	\$ 415.87
			YARENKO	JOHN	Detective	\$ 104,405.90	\$ 224.14

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I certify that the information provided on this record is correct in accordance with the *Public Sector Salary Disclosure Act, 1996*

SANDRA CALIFARETTI  
Name

Manager, Financial Management  
Position Title

(416) 808-7912  
Phone Number

March 7, 2002  
Date

Prepared under the *Public Sector Salary Disclosure Act, 1996*

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P121. QUARTERLY REPORT: ENHANCED EMERGENCY  
MANAGEMENT**

The Board was in receipt of the following report APRIL 2, 2002 from Julian Fantino, Chief of Police:

Subject: ENHANCED EMERGENCY MANAGEMENT

Recommendation:

It is recommended that: the Board receive the following report for information.

Background:

At its meeting of December 13, 2001, (Minute P356/01 refers) the Board directed that the Service provide quarterly reports, commencing April 2002, to the Board on the progress of the enhanced emergency management plan or until the Board determines that reporting is no longer required.

As part of the 2002 budget process, I am now pleased to advise the Board that both the Provincial and Federal levels of government have come on board, resulting in the following funding commitments being made for the year 2002.

Capital Budget:

<u>Program</u>	<u>City Share</u>	<u>Federal Share</u>	<u>Provincial Share</u>
HUSAR	\$867,000.00	\$350,000.00	\$100,000.00 Mar/02 \$300,000.00 Mar/03

Ongoing Operating Budget:

<u>Program</u>	<u>City Share</u>	<u>Federal Share</u>	<u>Provincial Share</u>
CBRN	\$700,000.00	0	\$150,000.00 (OFM)
Health	\$551,000.00	\$172,000.00	0
Health (EOC)	\$479,000.00	\$359,000.00	0

Total Commitments:

<u>City Share</u>	<u>Federal Share</u>	<u>Provincial Share</u>
\$2,597,000.00	\$881,000.00	\$550,000.00

All three levels of government have also indicated they will commit funding to the years 2003 and 2004 as well for these programs.

The initial stages of developing the Heavy Urban Search and Rescue (HUSAR), Chemical Biological Radiological Nuclear (CBRN) programs and the Emergency Planning teams are under way with the co-operation and joint involvement of the emergency service agencies within the city, including Fire, Ambulance, Police, Public Health, Works and Emergency Services. The above funding numbers are destined for this joint project.

There were a number of projects identified in the original Enhanced Emergency Plan that have since been removed from the plan and are now being incorporated into the respective agencies budget processes.

The projects that were removed are:

- Intelligence support
- Multi-agency helicopter (withdrawn)
- Hiring of 55 fire-fighters
- Harmonization of EMS radio system
- Hiring of 12 additional tactical paramedics

I will continue to report on the progress of these programs as the Board directs.

**Chairman Gardner advised the Board that the foregoing report was withdrawn at the request of Chief Fantino and that a revised report would be submitted for consideration at the June 27, 2002 meeting.**

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P122. SEMI-ANNUAL REPORT: IMPLEMENTATION OF THE  
RECOMMENDATIONS FROM THE “REVIEW OF THE  
INVESTIGATION OF SEXUAL ASSAULTS”**

The Board was in receipt of the following report APRIL 25, 2002 from Julian Fantino, Chief of Police:

Subject: SEMI ANNUAL REPORT UPDATE ON THE IMPLEMENTATION OF  
THE CITY AUDITOR’S RECOMMENDATIONS

Recommendation:

It is recommended that:

- (1) the Board receive this report for information, and
- (2) a copy be forwarded to the City of Toronto Audit Committee.

Background :

At it’s meeting on April 19, 2001, the Board received a comprehensive report responding to the 57 recommendations from the City Auditor’s Report entitled “Review of the Investigation of Sexual Assaults – Toronto Police Service.” (BM #P121/01 refers).

At it’s meeting on October 18, 2001, the Board received an update report on the status of outstanding and ongoing recommendations. (BM #P289/01) Several questions were generated by Board members that are addressed in this update.

I will take this opportunity to update the Board on the status of the outstanding recommendation. I will also update the Board on the status of several ongoing recommendations where further information is available.

Current Status of Outstanding Recommendation:

Recommendation #29:

*(29) The Sexual Assault Squad be required to conduct a long-term analysis in regard to the projected requirements for police officers trained in the investigation of sexual assaults. This analysis take into account potential retirees over the next number of years as well as the anticipated demands for such trained officers. This analysis be used to determine the adequacy or otherwise of the current training schedule and, where appropriate, the training schedule be amended.*

Update: 2002-04-25:

The issue of demographics and succession planning has been identified as a priority in the Toronto Police Service Priorities 2002-2004. It appears under the Human Resource Development section and reads:

*Given Service demographics and expected retirement levels, develop succession planning processes for units requiring specialized skills.*

Strategies to address this priority on a Service wide basis are currently being developed.

The Sexual Assault Squad has developed a strategic selection model for the selection of officers for the Unit. This model outlines the competencies and training required for an officer to be considered and selected in the Unit. The strategic selection model is applied during an interview process. Currently 72 officers are trained annually in the Sexual Assault Child Abuse Course. This number has proven sufficient to create a pool of trained officers to staff the Sexual Assault Squad and the divisional units requiring this training both now, and into the foreseeable future. The Training Unit has undertaken to do a course analysis of the Sexual Assault and Child Abuse Course and as part of this review will determine if the amount of training is sufficient. The Training Unit has worked closely with the Sexual Assault Squad to ensure there is adequate training and will respond if more training is required.

#### Current Status of Ongoing Recommendations:

Recommendation #5:

*(5) The Chief of Police undertake a review of the mandate of the Sexual Assault Squad. Consideration be given to expanding the mandate of the squad to include those cases where the offender is known and where penetration has taken place or has been attempted.*

Update: 2002-04-25:

Previous changes to the mandate of the Sexual Assault Squad were based on features identified by the auditor's report (victim/offender relationship and the element of penetration). This mandate is reflected in the current Directive 05-05. (See Appendix A) This mandate was worked with for the past year and deficiencies were found that showed that the mandate had the unintended effect of limiting notification of the Sexual Assault Squad of offences that posed a risk to the community. Often predatory sex offenders demonstrate escalating behaviour and attempts at sexual assaults that fall short of penetration. According to the current mandate the Sexual Assault Squad was not required to be notified in such cases. This is inconsistent with what is known about sex offender behaviour and the Major Case Management definitions emanating out of the Campbell Inquiry.

The mandate of the Sexual Assault Squad has again been revised to address three issues, the risk to the community, offender behaviour, and Major Case Management standards/definitions. When reviewing an occurrence to determine if the Sexual Assault Squad will investigate, the behaviour displayed by an offender is considered. The mandate also now includes the standards set by the Province through Major Case Management. (See Appendix B.)

These changes to the mandate will ensure that members of the Sexual Assault Squad investigate occurrences based on a broader standard that takes into consideration the elements of risk displayed by the offender's behaviour. This will result in more occurrences being investigated by the Sexual Assault Squad consistent with the Auditor's recommendations.

Recommendation #11:

(11) The Sexual Assault Squad give consideration to the establishment of a Sexual Assault Hot Line. The establishment of such a hot line be set up after consultations with key stakeholders who work in the area of sexual assault. The availability of such a hot line be widely communicated to women in the community.

Update: 2002.04.25:

Within Toronto there are many ways for the victim of a sexual assault to receive information and assistance. The available options include direct contact with the police through the 911 service or the general police contact number (416-808-2222). Investigators from the Sexual Assault Squad are available 24 hours a day 7 days a week. Contact is also available through Divisions and Divisional Investigators, Crimestoppers and the Internet (e-mail). The resources of Victim Services of Toronto Inc (a victim support unit working in conjunction with but independent of police) are available through the Police or through a public access line (416-808-7066).

The information line addressed in the previous board report (BM #P121/01 Refers) is still operating to address inquiries from the Gay, Lesbian, Bi-sexual and Transsexual/Transgender community. This is currently being publicised, in conjunction with members of the Sexual Assault Squad, by resources within these communities and a poster campaign is being developed to advertise the availability of this service.

Community organizations also provide resources and information to victims. Contact phone numbers for a variety of agencies are provided on the front page of the telephone book under the following headings: Sexual Assault Victims, Assault Victims and Distress Centres.

The Toronto Police Service is committed to providing support and information to victims but the costs associated to providing a 24 hours 7 day a week information line staffed by highly trained individuals is prohibitive. The level of training involved in staffing such a line would require the training and expertise of a fully qualified sexual assault investigator. Depending on shift schedules this would require an additional 8 officers with this expertise. If an information line was implemented it is imperative that the public

be informed of the existence of the service. This would entail a sustained advertising campaign that is not within the financial resources of the Service at this time. It should be noted that investigators are available throughout the Service 24 hours 7 day a week including investigators from the Sexual Assault Squad.

The Sexual Assault Squad has given consideration to the development of an information line. At this time the financial and personnel resources to support such an initiative are not available.

Recommendation #12:

*(12) The Chief of Police direct all first-response officers immediately that policies and procedures be complied with. First officers responding to sexual assault incidents be specifically directed that they collect only basic information concerning the assault from the woman who has been sexually assaulted. The extent of what constitutes a “basic information” should be clearly articulated in the form of a detailed interview checklist. The Sexual Assault Squad is required to develop a detailed interview checklist in order to assist officers during the initial interview. Only officers with specific training in sexual assault investigations are allowed to conduct detailed interviews with women who have been sexually assaulted. The Sexual Assault Squad is charged with the responsibility of ensuring that directives are complied with.*

Update: 2002.04.25

The Toronto Police Service Procedure for the investigation of Sexual Assaults (Criminal Investigations : 05:05 – Sexual Assault - See Appendix A) has been revised and includes many of the Recommendations from the Auditor’s report. The Procedure is detailed and informative and in effect acts as a checklist for officers. The responsibilities of the first responding officer are outlined and information requirements are specified. A separate checklist will not be developed.

Recommendation #25:

(25) The Sexual Assault Squad evaluate its management of information needs in consultation with the Information and Technology Divisions of both the Toronto Police Service and the City of Toronto. These needs be addressed through the budget process on a priority basis.

Update 2002.04-25:

A comprehensive review of the role of analysts within the Toronto Police Service has been conducted by Policing Support Command. This review included the analytical requirements of the Sexual Assault Squad in conjunction with the needs of the Service. As a result of this review, recommendations were presented to Command that included issues of resources, training and staffing. Currently submissions are being made for Civilian staff to support the Powercase program required under the Major Case Management Model. Service wide initiatives such as E-Cops and hardware replacement will address many of the management information needs of the Sexual Assault Squad. Provincial computer software systems such as the Sex Offender Registry and ViCLAS

are now available within the Sexual Assault Squad and are being regularly used. This will be an ongoing process as new systems and equipment are being developed.

Recommendation #27:

*(27) The present accounting structure be revised in order to accurately account for all costs relating to training activities through the service. These costs to include expenditures incurred at the C.O. Bick College, expenditures incurred at the Sexual Assault Squad, including all costs relating to attendance at outside training courses, including conferences and any expenditures relating to decentralised training at the divisional level.*

Update: 2002.04.25

The accounting structure to track costs associated to training expenditures throughout the Service is being reviewed by the Training and Education Unit. A new system known as TRMS will be put into use by the end of December 2002.

The Training and Education Unit has taken on the responsibility for recording all training throughout the Service. The TRMS system will enable the Service to accurately account for all delivery and student costs relating to training activities through out the Service.

New Initiatives:

I would like to take this opportunity to provide information to the Police Services Board about initiatives undertaken in the Sexual Assault Squad to better serve the citizens of Toronto.

It has been proposed that the name of the Sexual Assault Squad be changed to Sex Crimes Unit. This is due to the variety of investigative sections that now operate within the Unit. The scope of this unit has expanded to recognize that offences that had previously been considered morality or vice issues are actually the victimization and exploitation of the most vulnerable people in our community. The Child Prostitution Unit, previously called The Juvenile Task Force (JTF), specifically addresses the needs of young people who are involved in the sex-trade. Recently the Sexual Exploitation Unit (SEU) has been added to the Unit. This unit specifically addresses the exploitation of children and focuses on the expanding problem of child pornography on the Internet.

The new name more appropriately reflects the variety of activities within the Unit that are all directed towards reducing the sexual abuse of victims. The bringing together of these units allows an integration of expertise. For example in a case of a person who has been arrested for child pornography, the experts from the SEU will take care of the technical investigation while the investigators from the Sexual Assault Squad will interview, and follow up with, the children in the pornographers life. Studies have shown that 40% of those possessing child pornography are also abusing children. Of the last 17 people arrested by the Sexual Exploitation Section for possessing child pornography, 7 have also been charged with sexually assaulting children following this integrated approach.

The Unit has also initiated an “Unsolved (Cold) Case Section”. There will be a regular review of all outstanding investigations that have been assigned to the Sexual Assault Squad since its inception in 1989. Two Detectives have been dedicated to this review process. The first stage is a review, with the assistance of all members of the Unit, of the outstanding investigations to determine if there is a need for further DNA testing. The next stage will be to review files for the potential of further investigative steps.

Deputy Chief Michael Boyd, Policing Support Command, will be in attendance to answer any questions the Board may have.

**Anna Willats was in attendance and made a deputation to the Board with respect to the new organizational structure of the Sexual Assault Squad and the proposed name change to Sex Crimes Unit.**

**The Board received Ms. Willats’ deputation and the foregoing report.**

## APPENDIX "A"

# CRIMINAL INVESTIGATIONS

## 05 – 05     Sexual Assault

New

Amended

Reviewed – No Amendments

Issued:                    RO 2000.12.21-2563

### Rationale

The following procedure outlines the responsibilities of individuals involved in the investigation of a complaint of Sexual Assault. The procedure is to ensure an investigation is conducted in a timely and effective manner balancing the needs of both the victim/complainant with the requirements of the investigation.

Recent changes reflect the impact of the recommendations of the 1999 audit report by the City of Toronto entitled "Review of the Investigation of Sexual Assaults – Toronto Police Service" and the recommendations of the Police Services Act Regulation 03/99: Adequacy and Effectiveness of Police Services.

### Governing Authorities

#### **Federal**

Criminal Code  
Canada Evidence Act  
DNA Identification Act

#### **Provincial**

Police Services Act, Adequacy Standards Regulation (03/99)  
Freedom of Information Act  
Community Safety Act, Ontario Regulation (265/98)  
Police Services Act, Ontario Regulation (550/96)

### Associated Policies or Procedures

<b>Number</b>	<b>Name</b>
01-01	Arrest
04-09	Interpreters
04-21	Gathering and Preserving Evidence
04-24	Victim Impact Statements
05-06	Child Abuse
05-19	Violent Crime Linkage Analysis (ViCLAS)
08-03	Communicable Diseases
08-07	Contamination and De-contamination
09-01	Property – General
17-02	Major News Reports
17-04	Community Safety Notification
17-07	CPIC Alert System

## Forms

<b>NUMBER</b>	<b>NAME</b>	<b>Authorization Level</b>
	ViCLAS submission form	
CAO 142.1	Victim Impact Statement	
TPS 100	Record of Arrest	
TPS 101	Supplementary Record of Arrest	
TPS 201	General Occurrence	
TPS 205	Supplementary Report	
TPS 205	Centre of Forensic Science submission form	
TPS 210	Modus Operandi Sheet	
TPS 240	FIS submission form	
TPS 405	Property Receipt	

## Definitions

<b>Divisional Investigator:</b>	means an officer assigned to investigate occurrences at the divisional level but who is not accredited to investigate occurrences of sexual assault.
<b>Penetration</b>	means any part of the offender's body or any other object penetrating the body of the victim and includes any attempts thereof.
<b>SACC</b>	means a Sexual Assault Care Centre designated for the treatment and examination of victims of sexual assault. There are four SACC's serving the Toronto area: (a) Scarborough Hospital (Grace Division) (b) Sunnybrook and Women's College Health Sciences Centre, Women's College Campus (c) Hospital for Sick Children (d) Trillium Health Centre, Mississauga Campus
<b>Sexual Assault:</b>	means the offence as defined by the Criminal Code
<b>Sexual Assault Investigator:</b>	means an officer who is accredited to investigate occurrences of sexual assault.
<b>Sexual Assault Squad Investigator:</b>	means a sexual assault investigator assigned to duties at the Sexual Assault Squad.
<b>Unfounded</b>	means the conclusion made following a thorough police investigation that a matter is concluded because no violation of the law took place or was attempted
<b>ViCLAS</b>	means the national database operated by the R.C.M.P. for the purpose of linking occurrences of designated offences across Canada.

## **PROCEDURE**

### **Assignment of Investigators**

A sexual assault investigator will be assigned as the lead investigator in all sexual assault cases. In cases where the victim/complainant is under sixteen (16) years of age, a child sexual abuse investigator shall conduct the investigation in compliance with Procedure 05-06.

Where a sexual assault meets the threshold criteria as a Major Case under the Ontario Major Case Investigation guidelines, an accredited Major Case Manager should head the investigation. All sexual assault investigators must be aware of the requirements of the Major Case Management Manual.

### **Sexual Assault Mandate**

The role of the Sexual Assault Squad (SAS) is set out in the published unit mandate. Highlights of the mandate are provided here.

The Sexual Assault Squad (SAS) shall be contacted when an investigation is commenced into each of the circumstances listed below. Upon notification, the Sexual Assault Squad will attend and take charge of the investigation where:

- (a) The offender is a stranger, or there is no established relationship between the victim and the offender, (i.e. offence occurred during or immediately after an initial date or meeting), **and**
- (b) The offence involves any form of penetration, or attempt at penetration, **or**
- (c) Any series of sexual assaults (2 or more linked offences) committed by an offender described in a) above, **and**
- (d) Offences that meet the above criteria where an arrest is made.

**The Unit Commander – SAS, may take charge of any sexual assault investigation regardless of the age of the victim having regard for the nature and circumstances of the offence.**

**NOTE:** *Members of the Sexual Assault Squad are available on duty between 0700 to 2400 h. daily.*

*After business hours, the on call SAS investigator can be contacted through the Duty Operations Centre - Duty Desk.*

### **Victim Interview**

All officers involved in a sexual assault investigation must be aware of the impact on the victim/complainant of repeatedly having to recount the occurrence. Officers will attempt to minimize the impact by interviewing the victim/complainant only when necessary for the purposes of the investigation.

In order to reduce the number of times the victim/complainant must discuss the incident, the first responding officer shall briefly interview the victim/complainant in relation to the details of the sexual assault, obtaining only basic information concerning the incident.

Only a sexual assault investigator shall conduct detailed interviews with the victim/complainant.

Investigators may consider using the interview suite located at The Sunnybrook and Women's College Health Sciences Centre, Women's College Campus. The key can be obtained from the Headquarters Duty Desk or the security office located in the emergency section of the hospital.

The investigator may wish to delay the interview based on careful consideration of the condition of the victim/complainant and the information and evidence that is already available. Where operationally possible every effort should be made to provide an interviewer of the victim/complainant's preferred gender.

### **SACC Facilities**

<b>Name of Facility</b>	<b>Location</b>	<b>Age of Victim/Complainant</b>
Scarborough Hospital (Grace Division)	42 Div. (3030 Birchmount)	12 years and older
Sunnybrook and Women's College Health Sciences Centre	52 Div. (76 Grenville)	16 years and older
Hospital for Sick Children	52 Division (555 University)	under 16 years
Trillium Health Centre – Mississauga	Peel Region (Hwy 10/Queensway)	Any age

**NOTE:** *With the closure of the emergency department at the Queensway Hospital, victim/complainants from Toronto that may have formerly used that facility are being referred to the Mississauga campus of the Trillium Health Centre.*

*Assistance may be obtained from the Peel Regional Police regarding liaison with the SACC located at the Trillium Health Centre.*

### **ViCLAS**

The Provincial ViCLAS Centre is responsible for submissions made by agencies within the Province of Ontario. All submissions for criteria offences investigated by the Toronto Police Service will be processed through the ViCLAS co-ordinator at SAS in compliance with Procedure 05-19.

### **Police Officer**

1. Upon arrival at the scene of a sexual assault shall:
  - Notify the communications operator
  - Request a supervisor attend the scene
  - Interview the victim/complainant briefly and ascertain the basic details of the assault, a description of the suspect and any other relevant information

**NOTE:** *The interviewing officer should ensure suitable privacy wherever possible and conduct the interview in a tactful and sensitive manner.*

- Contact the Multilingual Community Interpreter Services (MCIS) when interpreting services are required for victims, complying with Procedure 04-09 where MCIS is unable to assist

**NOTE:** *Family members should not be used as translators and intimate details of the sexual assault should not be obtained in the presence of family members. Defer intimate details of the assault until a translator is available.*

- Preserve the crime scene for physical and trace evidence and permit only those persons designated by the investigator to enter the crime scene

**NOTE:** *Officers shall maintain the security and integrity of the crime scene until advised to release it by the investigating officer or a supervisor.*

- Comply with Procedure 04-21 in the gathering and preserving of evidence

- where a report is made within seventy-two hours of the incident, advise the victim/complainant of the importance of attending a hospital with a Sexual Assault Care Centre for the purposes of personal safety and security as well as the gathering of potential forensic evidence

- where a report is made after seventy-two hours of the occurrence, encourage the victim/complainant to seek medical attention for the purpose of personal safety and security

**NOTE:** *The investigator may still consider encouraging the victim to attend a Sexual Assault Care Centre for the purposes of medical treatment and the gathering of potential forensic evidence*

- request the victim/complainant to postpone voiding whenever possible until after the medical examination

**NOTE:** *If voiding is necessary before the medical examination, the victim/complainant should be advised to avoid wiping the genital area or to save the tissue for later submission with the sexual assault kit.*

- Advise the victim/complainant that bathing and changing clothes is possible as soon as a medical examination is completed

- Arrange for the victim/complainant to obtain a change of clothing

- Ensure the victim/complainant is transported to one of the Sexual Assault Care Centres, unless injuries sustained in the assault are life threatening

**NOTE:** *If transportation by ambulance is not necessary, officers are encouraged to consider the use of an unmarked vehicle when transporting the victim/complainant to a SACC.*

- Accompany the victim/complainant to the treatment facility

**NOTE:** *The officer who conducts the initial investigation shall, where operationally possible, wait for the victim/complainant until the completion of the medical examination at the SACC, in order to reduce the necessity for the victim to recount the occurrence.*

2. Upon receiving sufficient information shall
  - Advise the communications operator of relevant information for broadcast such as the description of the offender (if available), direction of travel, etc.
  - Generate a CPIC Alert Message in compliance with Procedure 17-07 where violence or injury has occurred, the suspect can be identified, or an accurate suspect description is available
  - Contact the divisional investigative office to determine:
    - the availability of a divisional sexual assault investigator, and
    - if the occurrence meets the criteria for contacting the Sexual Assault Squad
  - request additional assistance, as required
3. Record in the memorandum book details of the preliminary investigation including
  - results of the preliminary interview of the victim/complainant including
    - description of the suspect
    - complaints of injury
    - any visible injuries
    - the physical and emotional condition of the victim/complainant

**NOTE:** *A person's initial reaction to sexual assault will vary. It is not unusual for a victim/complainant to appear calm and composed.*

  - Results of the preliminary contact with the suspect including
    - all spontaneous statements
    - condition of clothing (normal, disheveled, bloodstained, torn etc)
    - signs of a violent struggle (injuries)
    - signs of drug or alcohol use
4. Where the suspect is apprehended shall
  - comply with Procedure 01-01
  - secure any evidence or weapons found on suspect
  - refrain from unnecessary conversation with the suspect
5. If the suspect is not arrested shall
  - in all cases, complete a detailed TPS 201, TPS 205 and TPS 210, leaving the 'motivation' box on the TPS 201 empty
  - refrain from making any conclusions in the report on the validity or truth of the complaint
  - comply with the directive entitled 'Major news reports' (17-02), at the direction of the assigned investigator

### Supervisory Officer

5. Upon being notified of a sexual assault shall attend at the scene and provide guidance and assistance in the preliminary investigation, ensuring that all necessary action is taken.

### Divisional Investigator

6. Upon being notified of a sexual assault shall determine if a divisional sexual assault investigator is available and
  - if available, advise of the circumstances
  - if not available, consult with the Sexual Assault Squad and proceed as directed

### Divisional Sexual Assault Investigator

7. Upon being notified of a sexual assault shall
  - attend at the scene without delay and take charge of the investigation

**NOTE:** *The investigator is required to attend the scene in order to ensure that the preliminary investigation is conducted appropriately.*

  - Upon determining that the assault meets the criteria, immediately notify a Sexual Assault Squad investigator
  - Request the attendance of an investigator from Forensic Identification Services (FIS)
  - Ensure the complainant is afforded privacy and consideration
  - Accompany the victim/complainant to the medical facility, or attend at the facility if the victim/complainant is already there

**NOTE:** *Sexual Assault Evidence Kits are stocked by SACC facilities. If the victim/complainant is treated at another facility, the SACC team from Sunnybrook and Women's College Health Sciences Centre will attend to the victim at that facility.*

  - Consult with the attending doctor or SACC nurse.
  - Offer the victim/complainant the option of having a person of his/her choice or a member of Victim Services present for support

**NOTE:** *Where the victim/complainant has special needs (i.e. translation, sign language, physical and other disabilities, or cultural differences) the appropriate individual or agency should be contacted for assistance.*

  - Advise both the victim/complainant and any support person present that the latter
    - may be asked to leave if the victim/complainant so desires
    - must not interfere in the investigation
    - may be required to testify in court

- when operationally possible, offer the victim/complainant the option of a male or female sexual assault investigator for the purposes of the interview
- take possession of all forensic evidence collected by the medical staff, including a copy of the Sexual Assault History Form, Forensic Evidence Form, and the General Examination Form
- if an SAS investigator is not attending, conduct a thorough interview with the victim/complainant and obtain either a video taped, tape recorded or signed, written statement

**NOTE:** *When deemed appropriate an investigator may consider administering a sworn statement.*

- Ensure the victim/complainant has transportation from the hospital or police facility
- Arrange for photographs of the victim/complainant at the appropriate time

**NOTE:** *Forensic Identification Services (FIS) must be advised prior to the victim/complainant's attendance if a photographer of the same gender is required.*

8. Where any evidence is seized shall:

- Ensure it is properly packaged and labeled in accordance with the appropriate directive entitled 'Property - general' (09-01)
- Include the job number on the TPS 240 when submitting the Sexual Assault Evidence Kit to FIS

**NOTE:** *When submitting any property, the submitting officer will ensure that the name, rank, badge number and contact number for case manager is clearly marked on appropriate forms.*

- Comply with Procedures 08-03 and 08-07 when dealing with evidence that poses a bio-hazard

**NOTE:** *FIS is available to advise investigators on the handling, drying and storage of evidence that poses a biohazard.*

- Ensure property submitted to FIS is retrieved in a timely fashion, if necessary
- Ensure the results of the analysis by the Centre for Forensic Sciences are recorded on a Supplementary Report (TPS 205)
- Ensure samples from the Sexual Assault Evidence Kit and other appropriate forensic evidence are not destroyed prior to the conclusion of the case and appeal period

**NOTE:** *Where no suspect is developed, it is the policy of the Centre of Forensic Science to hold exhibits for one year. After this period, if a request from the investigating officer is not received, the exhibits will be destroyed.*

9. Where it is determined that the victim/complainant recently had sexual intercourse, shall arrange to obtain blood and saliva samples from the partner for the purpose of comparisons.  
  
**NOTE:** *The Centre of Forensic Sciences (in accordance with Bill C-3, DNA Identification Act) can now retain DNA profiles generated from crime scene material on a databank that can be compared nationally to offender and crime scene samples.*
10. If the suspect is arrested shall attempt to obtain control samples from the suspect to be used for comparison.
11. Where a warning to an individual or a group of individuals or the community is deemed necessary, shall ensure that the release of information is in accordance with Procedures 17-02 and 17-04
12. Complete a ViCLAS report as outlined in Procedure 05-19
13. Where the complaint is believed to be unfounded, shall consult with the Detective Sergeant who may submit a report to the file concurring with that conclusion or require additional investigation to continue.
14. Should consider the use of the Behavioural Assessment Section where appropriate, in accordance with Procedure 17-04, Community Safety Notifications
15. In order to ensure an ongoing communication with the victim/complainant shall:
  - Provide the victim/complainant with the name, rank and badge number of the case manager
  - Advise the victim/complainant to contact the Detective Sergeant in the absence of the case manager
  - Ensure consistent and regular contact is maintained with the victim/complainant throughout the investigative and legal process
  - Ensure the victim/complainant is advised in a timely manner of developments or changes of status including bail conditions, court dates or dispositions
  - Ensure the victim/complainant is aware of the court's expectations of a witness and the services available through victim/witness support agencies
  - Invite the victim/complainant to complete a Victim Impact Statement (CAO 142.1) in compliance with Procedure 04-24
16. Shall ensure the Property and Evidence Management Unit is advised about any change of status of property marked as evidence from a sexual assault.
17. Wherever possible, the case manager will continue the investigation to its conclusion or will ensure an orderly transition for the victim between investigators due to transfer or reassignment.

### **Sexual Assault Squad Investigator**

18. When notified of a sexual assault shall, in addition to complying with unit specific guidelines
  - Respond to and take charge of the investigation as mandated
  - Offer advice, assistance and follow-up investigation, as required
19. Shall notify the Unit Commander - SAS or designate of occurrences produced by divisional members that are incomplete or inappropriate in their content.

### **Officer in Charge**

20. Upon receiving information concerning a sexual assault shall:
  - Request the attendance of a
    - divisional sexual assault investigator from the unit, or if unavailable
    - divisional sexual assault investigator from another unit, or if unavailable
    - divisional investigator from the unit or another unit

**NOTE:** *A Sexual Assault Squad investigator may attend as a last resort*
21. When a victim/complainant of a sexual assault is interviewed in a police facility shall ensure reasonable privacy is afforded the person.
22. Upon receiving a TPS 201, a TPS 210 and TPS 205 for a sexual assault, or for any other occurrence that appears to be sexually motivated, shall
  - review the occurrence for completeness, appropriate language, and supported conclusions
  - return incomplete occurrences to the author for correction
  - sign approved occurrences
  - forward a copy of the occurrence to the SAS
23. Shall ensure that a copy of any TPS 100 and TPS 101 relating to a sexual offence are forwarded to SAS

### **Detective Sergeant**

24. When in charge of a divisional detective office shall
  - ensure, wherever possible, sexual assault case managers who are transferred or assigned to different duties within the service retain control of the investigations including contact with the victim/complainant until the conclusion of the case
  - ensure divisional investigators are deployed in a manner which maximizes their availability on each shift
  - ensure the follow-up investigation of a sexual assault is thorough and undertaken promptly
  - answer any victim/complainant inquiries when the case manager is unavailable

- consult with case managers regarding reports of sexual assault that are felt to be unfounded and determine if further investigation is required
- ensure a ViCLAS submission is completed as prescribed by Procedure 05-19

## **APPENDIX B**



**INTERNAL CORRESPONDENCE**

TPS 649  
1998/011

TO: Chief J. Fantino FROM: S/Insp. G. Ellis  
Sexual Assault Squad  
DATE: 2002/03/18  
YYYY/MM/DD

RE: New mandate, name change and restructuring for Sexual Assault Squad

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The correspondence attached to this document deals with three issues regarding:

- Changing the name of the Sexual Assault Squad to the Sex Crimes Unit
- Changing the existing mandate
- Restructuring of the squad and changes to the organizational chart

1) The name "Sexual Assault Squad" does not accurately reflect the various functions of the unit including; Behavioural Assessment, High Risk Release, Threat Assessment, Polygraph, ViCLAS, Community Co-ordinator, Unsolved (Cold Case), Child Pornography and Child Prostitution. Changing the name from the Sexual Assault Squad to the Sex Crimes Unit is in keeping with the 90 Day Review, Recommendation 18.083.0. (See Appendix 1)

2) The proposed new mandate for the unit was a much more complicated process. (See Appendix 2) Under the new mandate the triggering mechanism for the squad taking charge of an investigation will be based on "risk assessment" rather than "penetration". The classifications for cases to be assigned to the squad are also in keeping with the Ontario Major Case Management System Investigative Standards for threshold offences.

Under the old mandate some of our most serious offenders were not being investigated by this unit because "penetration" was not achieved. A good example would be a break and enter at night where sexual assault was clearly the motive. If the victim was successful in fighting off the offender, or the offender was interrupted during the attack, this case would be assigned to a divisional sexual assault investigator. Under the new mandate, based on a "risk assessment" of the offender behaviour, this case would be assigned to the Sexual Assault Squad.

Developing the proposal to its current state involved a great deal of consultation, both internally and externally, with the major stakeholders effected by the change. The following is a list of individuals and groups who have been involved in the process of developing the new mandate for the “Sex Crimes Unit”.

- A series of meetings with the Unit Commander of the Sexual Assault Squad and the four Detective Sergeants in charge of the various sub-units.
- A series of meetings with all members of the Sexual Assault Squad.
- A meeting with all Detective Sergeants from the field for their input and feedback.
- A Meeting with Chuck Lawrence and Detective Sergeant Steve Perkins from Training and Education.
- A meeting with the SAS Community Advisory Committee
- A meeting with the Ontario Office for Victims of Crime
- Consultation and feedback from S/Supt. Rocky Cleveland – Policing Support
- Consultation and feedback from Deputy Chief Mike Boyd – Policing Support Command
- Consultation with Deputy Chief Steve Reesor – Policing Operations Command
- Consultation with Field S/Supt’s and all Unit Commanders

3) The organizational chart for the proposed Sex Crimes Unit is broken down into three sub-units: Sexual Assault Squad, Behavioural Assessment Section and Child Exploitation Section. There are two major changes included in the restructuring of the Sexual Assault Squad. (See Appendix 3 for organizational chart)

The first is the development of the Unsolved Case Section (Cold Case), which falls under the sub-unit – Sexual Assault Squad.

The second is the amalgamation of the Child Exploitation Unit and the Juvenile Task Force. The Child Exploitation Unit will now include the Child Pornography Section and the Child Prostitution Section (formerly the Juvenile Task Force)

The new organizational chart is modified to reflect the above changes and to identify specific areas of responsibility within the Sex Crimes Unit.

# Mandate

## *Sex Crimes Unit*

2002-04-04



## *Mandate*

### **SEX CRIMES UNIT**

#### ***Purpose or Mission:***

The purpose of the Sex Crimes Unit is to contribute to the achievement of the Toronto Police Service's missions, goals and objectives by:

- Enforcing laws dealing with sex crimes
- Preventing sex crimes
- Enhancing public safety
- Providing assistance to victims

Accordingly, in addition to compliance with the Police Services Act of Ontario and the Toronto Police Service's rules, directives and policies, the Sex Crimes Unit, under the direction of the Deputy Chief, Policing Support Command, is responsible for:

Providing support, advice, or taking the lead in investigations into sexual assaults in the City of Toronto.

The determination of whether or not the Sex Crimes Unit will take charge of an investigation will be based on a risk assessment. The Sex Crimes Unit shall be notified of any sexual assault where:

There is ongoing risk to the community when the offender is unknown and the investigation to determine the identification of the offender is beyond the resources available at the divisional level, and/or;

the offence is of a particular heinous nature and includes one or more of the following criteria:

- The occurrence involves an offence under Section 272 or 273 of the Criminal Code (Sexual Assault with a Weapon, Sexual Assault Causing Bodily Harm, Wounds, Maims, Disfigures or Endangers Life);
- The offender is known to have been or is suspected to have been previously involved in a similar offence;
- In any case involving multiple victims;
- In any case involving multiple sexual acts, the use of restraints, bondage, or wearing of a disguise by the offender;
- In any case where the offender records the offence in any manner;
- When in the commission of a sexual assault, the administration of a noxious substance or drug is used to incapacitate the victim;

- When the offender removes and keeps any personal item from the victim;
- When the offender uses scripting by having the victim engage in prompted dialogue;
- When the offender uses a con or ruse, including dating services and the internet, to lure the victim;
- Any sexual assault linked to another sexual assault within the same or any other jurisdiction;
- Any criminal offence, by an unknown offender, where sexual assault appears to have been the motive;

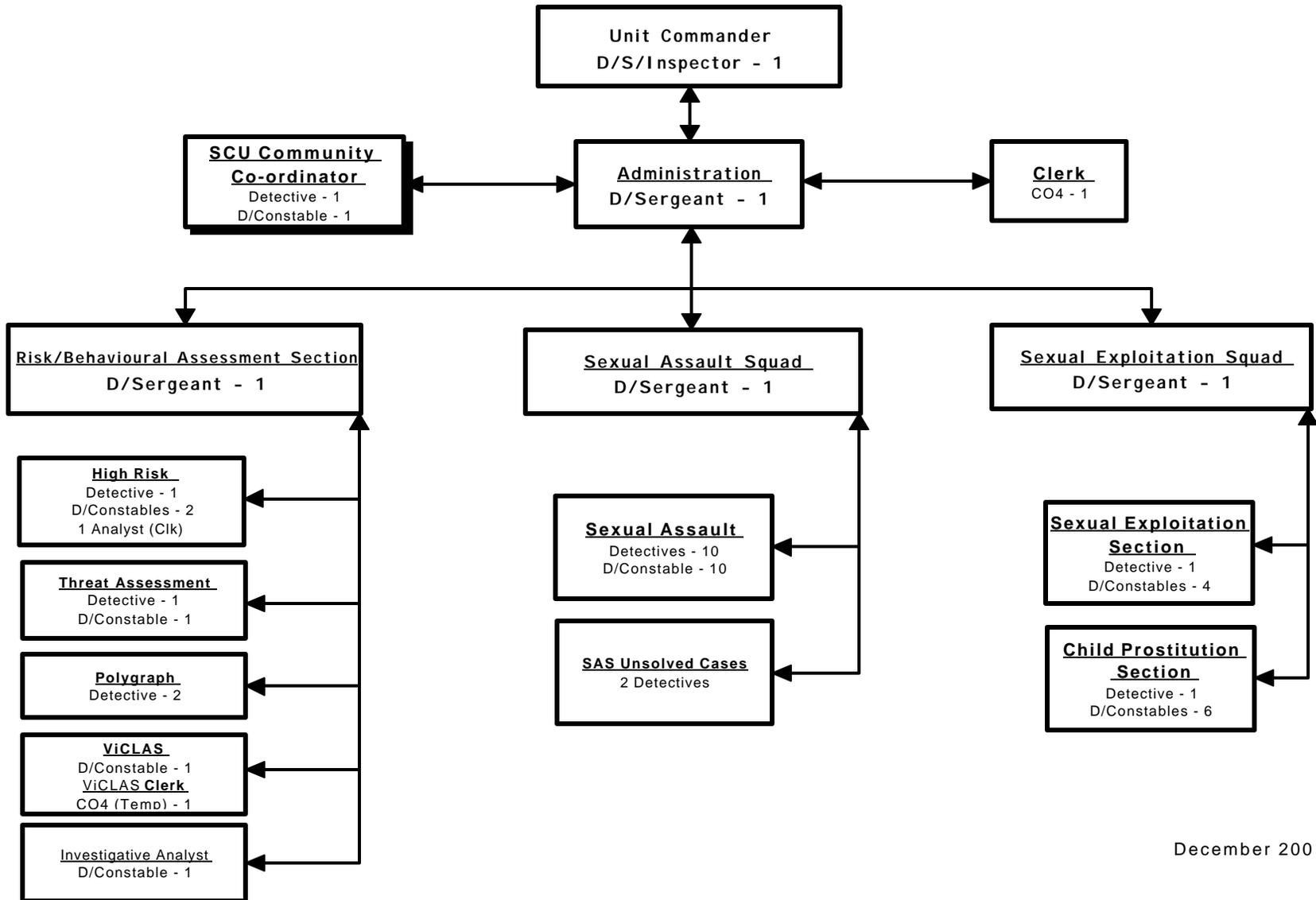
Furthermore, the Unit Commander of the Sex Crimes Unit may, at his or her discretion, take charge of any sexual assault investigation.

Divisional Sexual Assault Investigators will be responsible for investigations that do not fall within the mandate of the Sex Crimes Unit. Historical familial sexual assaults and those where the suspect is known will generally be handled by the divisional sexual assault investigators.

In addition to the above, the Sex Crimes Unit will also be responsible for:

- Conducting all sexual assault investigations according to the Major Case Management Model
- The review of unsolved cases in conjunction with the Centre for Forensic Sciences;
- Analyzing all sexual assault cases in Toronto and assist in both investigations and crime prevention initiatives;
- Recording, co-ordinating and maintaining the Violent Crime Linkage Analysis System (ViCLAS);
- Working with community groups including sexual assault care centers, victim support groups, women's advocacy groups, and Children's Aid Societies in all aspects of sexual assault investigations and the treatment of victims;
- Maintaining liaison with the Ministry of the Solicitor General for program and policy & procedure development regarding sexual assault investigations;
- Providing specialized investigative assistance to other units in all areas of sexual assault investigations including search warrants and the collection of DNA evidence;
- Providing educational resources on all aspects of sexual assault investigations to law enforcement, other agencies, workers and the community;
- Liaison with Court Services for the monitoring the Sex Offender Registry
- Perform such duties as directed by the Chief of Police

# TORONTO POLICE SERVICE SEX CRIMES UNIT (PROPOSED)



**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P123. RESPONSE: REQUEST TO ESTABLISH LEGISLATION  
GOVERNING SEARCHES OF PERSONS**

The Board was in receipt of the attached correspondence APRIL 8, 2002 from Wendy Fedec, Executive Director, Canadian Association of Police Boards (“CAPB”), in response to the Board’s request that the CAPB support the Board’s recommendation that legislation be established to govern searches of persons.

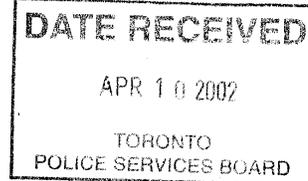
The Board received the foregoing.



Canadian Association of Police Boards  
Association canadienne des commissions de police

8 April 2002

Mr. Bas Balkissoon  
Acting Chair  
Toronto Police Services Board  
40 College Street  
Toronto, ON M5G 2J3



Dear Mr. Balkissoon:

**Re: Requests for Legislation Governing Search of Persons**

Thank you for your letter dated 21 March 2002 requesting that the Canadian Association of Police Boards (CAPB) consider supporting your Board's resolution on the above-noted matter, and that it send similar recommendations to the federal and provincial governments.

The CAPB Board of Directors will be meeting in June to review resolutions submitted for consideration at the Annual General Meeting being held in conjunction with the CAPB's Annual Conference in Ottawa from August 21-24. I will ensure your Board's resolution is included in their review and that it is forwarded to the full membership for consideration in August.

I trust this is satisfactory. Should you require additional information, please do not hesitate to contact me.

I look forward to perhaps meeting you at the Annual Meeting and Conference this August.

Sincerely,

Wendy Fedec  
Executive Director

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P124. IMPACT OF THE OPSEU STRIKE ON THE ONTARIO POLICE  
COLLEGE**

The Board was in receipt of the attached correspondence APRIL 5, 2002 from Tom Laughren, President, Ontario Association of Police Services Boards, with regard to the impact of the Ontario Public Service Employees Union ("OPSEU") labour strike on the ability to provide police recruit training at the Ontario Police College.

Deputy Chief Michael Boyd, Policing Support Command, was in attendance and updated the Board on the impact of the OPSEU strike on the Toronto Police Service. The Court Services Unit is experiencing the greatest impact with overtime costs due to delays in transferring prisoners to and from courts increasing to \$7000.00 per day.

The Board received the foregoing.

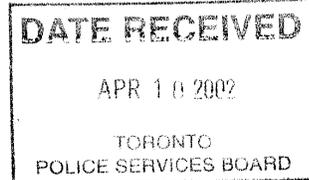


## Ontario Association of **POLICE SERVICES BOARDS**

April 5, 2002

By Facsimile and Regular Mail

The Hon. David Turnbull  
Solicitor General  
25 Grosvenor Street, 11<sup>th</sup> Floor,  
Toronto, ON M7A 1Y6



Dear Minister:

I am writing to express concern on behalf of the Ontario Association of Police Services Boards about the impact the labour disruption involving OPSEU workers is having on the operations of the Ontario Police College.

As you know, the OAPSB is a very strong supporter of OPC. It has maintained historically, that at a minimum, OPC should deliver recruit training for all police services in Ontario, based on the premise of the College being adequately resourced, and able to meet the needs of police services for new recruits.

The rationale for this position is quite simple. The OAPSB believes that one common training facility, operated by the province, provides for the most cost-effective method of training new police officers, a key consideration especially for Boards representing smaller police services. Of equal importance is the OAPSB's view that use of OPC for recruit training ensures the maintenance of a province-wide standard of education and understanding for recruit officers. We believe this is essential and is consistent with the government's actions in introducing the Adequacy Standards Regulation.

It is our understanding that the ongoing labour disruption by OPSEU has effectively brought operations at OPC to a halt. This has come at a critical time as OPC was, with the assistance of your government, increasing capacity to deal with the influx of new recruits required to cope with vacancies created by retirements and to deal with new demands on the system. It is our understanding that this has led to a number of proposals to replace or supplant the training provided by OPC through other measures.

The conundrum facing the police community and your Ministry is very clear. There is the need to train new police officers in a timely manner. However, there is also the need to retain, in our view, a system that has worked well, and has been of assistance to police services throughout Ontario.

10 Peel Centre Drive, Brampton, ON L6T 4B9  
Tel: (905) 458-1488 1 (800) 831-7727 Fax: (905) 458-2260 Email: [admin@oapsb.ca](mailto:admin@oapsb.ca)

The OAPSB believes, that in the absence of a broad policy review that would support a permanent change in alternate training delivery, any solution to this pressing issue must center on maintaining the OPC as the sole training facility for recruit training. Without knowing fully the factors that would have to be taken into account, under the current circumstances, to make this occur, it would be inappropriate to offer solutions at this time. However, on behalf of our membership, I would support an immediate meeting of the key stakeholders, to determine what collective action can be taken to address this matter.

I very much appreciate your consideration of this request, and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Laughren', with a long horizontal stroke extending to the right.

T. Laughren  
President

cc. Vice-President and Members  
Mr. R. Hollingworth, Assistant Deputy Minister

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P125. CORRESPONDENCE**

The Board was in receipt of a summary of the public correspondence received in the Board office between March 9, 2002 and April 8, 2002. A copy of the summary is on file in the Board office.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P126. CHIEF'S ORDER – GRIEVANCE RESOLUTION**

Chairman Gardner advised that during the in-camera session of the Board meeting today, the Board approved Minutes of Settlement resolving the grievance filed by the Toronto Police Association following Chief Fantino's order giving directions affecting communications between the Association and its members in the workplace.

A copy of the news release which was issued by the Board with respect to this matter is appended for information.



## Toronto Police Services Board

[www.torontopoliceboard.on.ca](http://www.torontopoliceboard.on.ca)

**For immediate release**

April 25, 2002

### **Police Board Ratified The Chief's Order Arbitration**

The Toronto Police Services Board today ratified the Chief's Order Arbitration. With the Board's external solicitor in attendance, a vote was taken and the Board members approved the Minutes of Settlement.

- 30 -

Contact: Cindy Harrison  
416-808-8090

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An index of agenda items can be found on the Board's website at [www.torontopoliceboard.on.ca](http://www.torontopoliceboard.on.ca). Video copy of this meeting and all other Board meetings can be obtained from the Video Services Unit for a nominal fee. Call 80V-IDEO (416-808-4336) for further information.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE PUBLIC MEETING OF  
THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 25, 2002**

**#P127. ADJOURNMENT**

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Norman Gardner  
Chairman