



PUBLIC MEETING AGENDA
Wednesday, May 14, 2025 at 9:00AM
Livestreaming at
<https://youtube.com/live/zcBoknNUpjs?feature=share>

Call to Order

Indigenous Land Acknowledgement

Declaration of Interests under the Code of Conduct for Members of a Police Service Board Regulation and the *Municipal Conflict of Interest Act*.

Chief's Monthly Verbal Update

1. Confirmation of the Minutes from the regular public meeting held on April 10, 2025 and of the special meeting held on April 25, 2025.

Items for Consideration

2. April 21, 2025 from Myron Demkiw, Chief of Police
Re: Senior Officer Uniform Promotions
3. May 1, 2025 from Councillor Lily Cheng, Board Member and ARAP Co-Chair
Re: Update from the Board's Anti-Racism Advisory Panel (ARAP)
4. April 3, 2025 from Dubi Kanengisser, Executive Director
Re: Quality Assurance and Improvement Program Summary of 2024 Activities

5. April 3, 2025 from Dubi Kanengisser, Executive Director
Re: Review of the Citizen Online Report Entry System - 2024
6. March 4, 2025 from Myron Demkiw, Chief of Police
Re: Contract Extension and Increase with G2S Pickin' Patch Inc. for Geographic Information System Services
7. **Hate Crime**
 - 7.1 **2024 Annual Hate Crime Statistical Presentation**
 - 7.2 March 31, 2025 from Myron Demkiw, Chief of Police
Re: Toronto Police Service 2024 Annual Hate Crime Statistical Report
8. March 31, 2025 from Myron Demkiw, Chief of Police
Re: Annual Report: Police Towing Contract - January 2024 to December 2024
9. April 3, 2025 from Myron Demkiw, Chief of Police
Re: 2024 Professionalism and Accountability Annual Report – May 2025
10. March 28, 2025 from Myron Demkiw, Chief of Police
Re: Annual Report: 2024 Annual People Report: Recruitment, Appointments and Promotions; Auxiliary Members – Termination of Appointments; Secondments; Secondary Activities; and Cumulative Legal Costs for Labour Relations Counsel and Legal Indemnification
11. March 28, 2025 from Myron Demkiw, Chief of Police
Re: Semi-Annual Report: Publication of Expenses – July 1 to December 31, 2024
12. **Public Central Joint Health and Safety Committee Meeting Minutes from the meeting held on January 23, 2025**

13. Chief's Administrative Investigation Reports

- 13.1 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief's Administrative Investigation into the Custody Death of Complainant 2024.50
- 13.2 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief's Administrative Investigation into the Firearm Discharged at a Person – Complainant 2024.55
- 13.3 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief Administrative Investigation of the Alleged Sexual Assault to Complainant 2024.59
- 13.4 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief's Administrative Investigation into the Custody Death of Complainant 2024.61
- 13.5 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief Administrative Investigation of the Custody Injury of Complainant 2024.62
- 13.6 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief Administrative Investigation of the Alleged Sexual Assault to Complainant 2024.65
- 13.7 March 5, 2025 from Myron Demkiw, Chief of Police
Re: Chief Administrative Investigation of the Custody Injury of Complainant 2024.67

Please note that the Board will move in camera shortly after commencing the meeting for consideration of confidential items, which will now take place prior to attending to the held public agenda items. **It is estimated that the regular public meeting will resume at approximately 1:00PM.**

The Police Service Board will move *in-camera* for consideration of confidential matters pursuant to Section 44 (1) of the *Community Safety and Policing Act* (CSPA).

MOTION

That the Toronto Police Service Board move In Camera before attending to any held public items, to discuss the following subject matters in accordance with Section 44(2) of the *Community Safety and Policing Act*, 2019:

- 1. Investigative Matters**
- 2. Operational Needs**
- 3. Labour Relations Matters**

Adjournment

Next Meeting

Regular Board Meeting

Thursday, June 12, 2025

Hybrid Board Meeting – at Police Headquarters, 40 College Street or virtually via WebEx

Members of the Toronto Police Service Board

Shelley Carroll, Chair
Amber Morley, Member & Deputy Mayor
Lily Cheng, Member & Councillor
Nick Migliore, Member

Chris Brillinger, Vice-Chair
Lisa Kostakis, Member
Ann Morgan, Member



1. Confirmation of the Minutes from the regular public meeting held on April 10, 2025



PUBLIC MEETING MINUTES

Thursday, April 10, at 9:00AM

Livestreamed at: <https://youtube.com/live/0SB2hq-ocl8?feature=share>

The following *draft* Minutes of the hybrid public meeting of the Toronto Police Service Board that was held on April 10, 2025, are subject to approval at its next regularly scheduled meeting.

Attendance:

The following Members were present:

Shelley Carroll, Chair and Councillor
Chris Brillinger, Vice-Chair
Ann Morgan, Member
Nick Migliore, Member
Amber Morley, Deputy Mayor and Councillor
Lily Cheng, Member and Councillor - virtual

The following individuals were also present:

Myron Demkiw, Chief of Police, Toronto Police Service
Dubi Kanengisser, Executive Director, Toronto Police Service Board
Diana Achim, Board Administrator, Toronto Police Service Board
Jane Burton, Solicitor, City of Toronto – Legal Services Division

Declarations:

There was one declaration of interest under the Code of Conduct for Members of a Police Service Board Regulation and the *Municipal Conflict of Interest Act*.

Board Member Nick Migliore declared a conflict of interest relating to agenda item 3 - *Request for Special Funds – Toronto Crime Stoppers 27th Annual Chief of Police Dinner* as he is part of the Toronto Crime Stoppers Board.

**This is an Extract from the Minutes of the Public Meeting of the Toronto
Police Service Board that was held on April 10, 2025**

P2025-0410-0.1. Remarks

Chair Carroll made the following remarks:

I want to begin by acknowledging the deep concern and hurt that many in our community have expressed regarding the recent episode of a podcast under Project Olive Branch. These comments do not reflect the position of the Board, and, as you will see that the Chief will address this too, momentarily. It is clear that this has caused significant distress, and I want you to know that your voices have been heard. We take these concerns seriously, and your feedback is invaluable.

This comes at a time when our city has seen a troubling rise in antisemitism. Jewish Torontonians have faced hateful incidents in their schools, workplaces, and places of worship that have left them understandably on edge. These are unacceptable acts that threaten the sense of safety and inclusion we all deserve, and we must remain firm in our commitment to combating antisemitism in all its forms.

As the civilian oversight body for the Toronto Police Service, our role is to ensure that policing in Toronto reflects the values of our communities and operates with accountability. However, I want to clarify why this matter is not on today's public agenda. As this issue involves identifiable individuals, privacy legislation and the Community Safety and Policing Act (CSPA) prevent us from addressing it in this forum.

That said, I want to reassure you that the concerns raised—both by the public and those directly impacted—are informing the path forward. The Chief will speak to the specific actions he has taken over the last several weeks and he has the Board's full support in this respect. It is important that all public communications from the Service align with its core mission: protecting public safety while fostering inclusion and public trust.

At the same time, I must also acknowledge that Service members have faced deeply troubling Islamophobic attacks in response. No one—especially those who serve our city—should be subjected to hate and harassment based on their faith. Islamophobia, like antisemitism, has no place in Toronto, and we must all be vigilant in pushing back against it.

This is an ongoing conversation, and we remain committed to listening and responding. Thank you for making your voices heard and for your continued engagement.

**This is an Extract from the Minutes of the Public Meeting of the Toronto
Police Service Board that was held on April 10, 2025**

P2025-0410-0.2. Chief's Monthly Verbal Update

Chief Myron Demkiw, Deputy Chief Pogue, Deputy Chief Johnson, and Chief Superintendent Jacqueline Baus provided updates to the Board.

For a more detailed account of the Chief's update, see the YouTube recording starting at minute 4:37:22 here:

https://www.youtube.com/live/0SB2hq-ocl8?si=SJZgVoZrinQ1lo_B&t=16639

The Board received the update.

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-1.0. Board Minutes

Confirmation of the Minutes from the regular public meeting held on March 4, 2025.

Deputation: Kris Langenfeld (virtual)

The Board received the deputation and approved the Minutes.

Moved by: A. Morley

Seconded by: A. Morgan

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-2.0. Senior Officer Uniform Promotions and Rank Title Change

The Board was in receipt of a report dated February 28, 2025, from Myron Demkiw, Chief of Police.

Recommendations:

It is recommended that the Toronto Police Service Board (Board):

1. Approve the eligibility list of four (4) Staff Superintendents as set out under Appendix 'A'; three (3) to be appointed effective April 10, 2025, and one (1) to be placed on a list for future promotion.
2. Approve a change in rank title from Staff Superintendent to Chief Superintendent, effective April 10, 2025.

Chief Demkiw made remarks and introduced the new Chief Superintendents, and Board Members congratulated them. For a detailed account of the remarks and of the discussion of the Board, see the YouTube recording starting at minute 5:01:41 here:

<https://www.youtube.com/live/0SB2hq-ocl8?si=MHZRFgMe7mq42wLn&t=18096>

Deputation: Kris Langenfeld (virtual)

The Board received the deputation and approved the foregoing report.

Moved by: C. Brillinger
Seconded by: A. Morgan

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-3.0. Request for Special Funds – Toronto Crime Stoppers 27th Annual Chief of Police Dinner

The Board was in receipt of a report dated February 25, 2025, from Dubi Kanengisser, Executive Director.

Recommendation:

It is recommended that, as an exception to its Special Fund Policy, the Toronto Police Service Board (Board) approve funding in the amount of \$6,500 to sponsor the Toronto Crime Stoppers 27th Annual Chief of Police Dinner

The Board approved the foregoing report.

Moved by: S. Carroll
Seconded by: A. Morgan

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-4.0. Request for Funds: Youth in Policing Luncheon and Awards

The Board was in receipt of a report dated February 20, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that the Toronto Police Service Board (Board) approve an expenditure in the amount of \$6 thousand (K) from the Board's Special Fund, less the return of any funds not used, to support the Annual Youth In Policing Initiative (Y.I.P.I.) graduation luncheons.

The Board approved the foregoing report.

Moved by: S. Carroll
Seconded by: C. Brillinger

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-5.0 Request for Funds – Annual Community Events 2025

The Board was in receipt of a report dated April 10, 2024 from Myron Demkiw, Chief of Police.

This report recommends that the Toronto Police Service Board (the Board) approve an expenditure in the amount of \$48,000 from the Board's Special Fund, less the return of any funds not used, to support the annual community events and initiatives listed within this report.

Board Members discussed this item. For a detailed account of the Board's discussion, see the YouTube recording starting at minute 5:21:28 here:

https://www.youtube.com/live/0SB2hq-ocl8?si=nFTJ3i0m_424U7KN&t=19286

Vice-Chair Brillinger moved the following Motion which was seconded by Deputy Mayor Morley:

That the Board direct the Chief to undertake a comprehensive review of the annual funding requests submitted to the Special Fund for Community Events. This review should include the following key areas:

- 1. An evaluation of how funded community events contribute to measurable engagement outcomes within the community and among stakeholders; and**
- 2. An assessment of how these funding requests can be incorporated into the Service's annual budget to ensure long-term sustainable financial planning, while achieving strategic objectives.**

The Board approved the Motion and the foregoing report.

Moved by: C. Brillinger

Seconded by: L. Kostakis

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-6.0 Contract Awards for Vehicle Towing and Storage Services

The Board was in receipt of a report dated February 21, 2025 from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that the Toronto Police Service Board (Board):

1. Approve the following contract awards for Vehicle Towing & Storage Services for a three-year term commencing June 1, 2025 to May 31 2028, plus two, one-year option periods:
 - Downtown Zone - J.P. Towing Service & Storage Ltd. (J.P.Towing);
 - West Zone - 1105729 Ontario Inc. O/A Classic Towing (ClassicTowing);
 - Central Zone - 1512081 Ontario Ltd. O/A Abrams Towing (Abrams Towing); and
 - East Zone - Williams Towing Service Ltd. (Williams Towing);
2. Authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form;
3. Authorize the Chief of Police to exercise the additional two, one-year options on each contract subject to satisfactory performance by the respective service providers and continuing business need;
4. Authorize the Chief to make any arrangements necessary to ensure the adequate provision of ongoing vehicle towing and storages services in all zones in the event a service provider is unable or unprepared to perform or continue performing their contract; and authorize the Chief to execute any agreements, extensions, amendments or other documents necessary to give effect to recommendations 3) and 4).

Board Members discussed this item. For a detailed account of the Board's discussion, see the YouTube recording starting at minute 5:45:42 here:

<https://www.youtube.com/live/0SB2hq-ocl8?si=wGScqxlfSnHb8hlj&t=20742>

Deputation: Kris Langenfeld (virtual)

The Board received the deputation and approved the foregoing report.

Moved by: L. Cheng
Seconded by: L. Kostakis

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-7.0 Budget Variance reports

P2025-0410-7.1. 2024 Operating Budget Variance for the Toronto Police Service, Period Ending December 31, 2024

The Board was in receipt of a report dated March 10, 2025, from Myron Demkiw, Chief of Police.

Recommendations.

This report recommends that the Toronto Police Service Board (Board):

1. Approve the following 2024 in-year budget adjustments with revised net and gross amounts:
 - an in-year budget increase of \$61.4 Million (M) gross and net fully funded through a transfer from City of Toronto's (City) Non-Program Budget, to reflect the financial impact of the 2024 collective agreement;
 - an in-year budget increase of \$2.0M gross and \$0.0 net, fully funded through the City's Major Special Event Reserve Fund, to provide necessary additional funds for International Federation of Association Football (F.I.F.A.). related expenditures; and
 - the revised 2024 net budget of \$1,235.3M, and gross budget of \$1,424.9M.
2. Forward a copy of this report to the City Chief Financial Officer and Treasurer for information and inclusion in the variance reporting to the City's Budget Committee.

Deputy Mayor Morley moved the following Motion which was seconded by Board Member Kostakis:

That the Board request that the Government of Canada provide \$19.5 million in funding to the Toronto Police Service to offset the costs of Project Resolute up to December 31, 2024, and in recognition of Toronto's unique policing needs as a diverse global city with obligations to protect a broad range of public, community and diplomatic infrastructure.

P2025-0410-7.2. Capital Budget Variance Report for the Toronto Police Service, Period Ending December 31, 2024

The Board was in receipt of a report dated March 1, 2025, from Myron Demkiw, Chief of Police.

Recommendations:

This report recommends that the Toronto Police Service Board (Board):

1. Approve a 2024 cash flow adjustment of \$71 Thousand (K) to the State of Good Repair (S.O.G.R.) project in 2024:
 - Transfer \$17K from the Mobile Command Centre project; and
 - Transfer \$54K from the Analytics Centre of Excellence (A.N.C.O.E.)

program; Enterprise Business Intelligence (E.B.I.) and Global Search project.

2. Forward a copy of this report to the City of Toronto's (City) Chief Financial Officer and Treasurer, for inclusion in the City's overall capital variance report to the City's Budget Committee.

P2025-0410-7.3. 2024 Operating Budget Variance for the Toronto Police Service Parking Enforcement Unit, Period Ending December 31, 2024

The Board was in receipt of a report dated February 28, 2025, from Myron Demkiw, Chief of Police.

Recommendations:

This report recommends that the Toronto Police Service Board (Board):

1. Approve an in-year budget increase of \$2.1 Million (M) gross and net fully funded through a transfer from the City of Toronto's (City) Non-Program Budget to reflect the financial impact of the 2024 collective agreement for a revised net budget of \$53.4M and gross budget of \$54.9M: and
2. Forward a copy of this report to the City of Toronto (City) Chief Financial Officer and Treasurer for information and inclusion in the variance reporting to the City's Budget Committee.

P2025-0410-7.4. 2024 Operating Budget Variance Report for the Toronto Police Service Board, Period Ending December 31, 2024

The Board was in receipt of a report dated February 28, 2025 from Dubi Kanengisser, Executive Director.

Recommendations:

This report recommends that the Toronto Police Service Board (Board):

1. Approve an in-year budget adjustment in 2024 as follows: an in-year budget increase of \$88.7 Thousand (K) gross and net, fully funded by a transfer from City of Toronto's Non-Program, to reflect the financial impact of the 2024 collective agreement; and
2. Forward a copy to the City of Toronto (City) Chief Financial Officer and Treasurer for information and inclusion in the variance reporting to the City's Budget Committee.

Deputations: Matthew Taub (in person)
John Sewell (written submission only)
Toronto Police Accountability Coalition

Board Members discussed this item. For a detailed account of the Board's discussion, see the YouTube recording starting at minute 5:58:16 here:

<https://www.youtube.com/live/0SB2hq-ocl8?si=lbDLqm3ersgwmv78&t=21494>

The Board approved the Motion, received the deputations and approved the foregoing reports.

Moved by: C. Brillinger
Seconded by: S. Carroll

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-8.0 Semi-Annual Report: Toronto Police Service Board Special Fund Unaudited Statement: July to December 2024

The Board was in receipt of a report dated March 4, 2025, from Dubi Kanengisser, Executive Director.

Recommendation:

It is recommended that the Board receive the report on the Toronto Police Service Board's Special Fund unaudited statement for the period of July to December 2024.

The Board received the foregoing report.

Moved by: S. Carroll
Seconded by: L. Kostakis

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-9.0 Annual Report: 2024 Parking Enforcement Unit – Parking Violation Notices Issuance

The Board was in receipt of a report dated April 10, 2025, from Myron Demkiw, Chief of Police.

Recommendations:

This report recommends that the Toronto Police Service Board (Board):

1. Receive the following report; and

2. Forward a copy of this report to the City of Toronto (City) General Government Committee, for its meeting in June 2025, to be considered in conjunction with the City of Toronto Administrative Penalty System – 2024 Activity Report.

The Board approved the foregoing report.

Moved by: C. Brillinger
Seconded by: S. Carroll

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-10.0 Annual Report: Write-off of Uncollectible Accounts Receivable Balances January 1, 2024 to December 31, 2024

The Board was in receipt of a report dated February 20, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that Toronto Police Service Board (Board) receive this report of the 2024 Write-off of Uncollectible Accounts in the amount of \$47,536.83.

Deputation: Derek Moran (in person)

The Board received the deputation and the foregoing report.

Moved by: L. Kostakis
Seconded by: A. Morgan

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-11.0 Consulting Expenditures

P2025-0410-11.1 Annual Report: 2024 Toronto Police Service's Consulting Expenditures

The Board was in receipt of a report dated February 20, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

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

P2025-0410-11.2 Annual Report: Toronto Police Service Board's 2024 Consulting Expenditures

The Board was in receipt of a report dated February 4, 2025, from Dubi Kanengisser, Executive Director.

Recommendation:

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

Deputations: Derek Moran (in person)
Nicole Corrado (written submission only)

The Board received the deputations and the foregoing reports.

Moved by: A. Morley
Seconded by: L. Kostakis

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-12.0 Use of Image**P2025-0410-12.1 Annual Report – 2024 Use of the Toronto Police Service Image**

The Board was in receipt of a report dated March 10, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

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

P2025-0410-12.2 Annual Report – 2024 Use of the Toronto Police Service Board's Image

The Board was in receipt of a report dated January 22, 2025, from Dubi Kanengisser, Executive Director.

Recommendation:

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

The Board received the foregoing reports.

Moved by: S. Carroll
Seconded by: A. Morgan

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-13.0 Amendment to Board By-law No. 162 (Committees By-law) – Appointments Committee

The Board was in receipt of a report dated March 21, 2025, from Dubi Kanengisser, Executive Director.

Recommendations:

This report recommends that the Toronto Police Service Board (the Board) amend By-law No. 162 (Committees By-law) by replacing section 2.1 with the following section:

“2.1 The Board establish a committee named Appointments Committee, and delegates to this Committee:

(a) The power to appoint Members of the Service as police officers, special constables and auxiliary officers, except for appointments to the rank of Inspector and above, which shall be approved by the Board; and

(b) The power to suspend the appointment of special constables, whether Service Members or employed by an external authorized special constable employer or end such a suspension.”

The Board approved the foregoing report.

Moved by: N. Migliore
Seconded by: S. Carroll

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-14.0 Annual Report: 2024 Activities and Expenditures of Community Consultative Groups

The Board was in receipt of a report dated March 17, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (the Board) approve expenditures in the amount of \$29,000 from the Board’s Special Fund, less the return of any funds not used, to support the 2025 community consultative groups listed within this report.

Deputation: Nicole Corrado (written submission only)

The Board received the written deputation and approved the foregoing report.

Moved by: L. Kostakis
Seconded by: C. Brillinger

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-15.0 Annual Report: Suspended Police Officers – January 1, 2024 to December 31, 2024

The Board was in receipt of a report dated February 17, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Deputation: Daniel Tate (virtual)

The Board received the deputation and the foregoing report.

Moved by: N. Migliore
Seconded by: C. Brillinger

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-16.0. Chief's Administrative Investigation Reports

P2025-0410-16.1. Chief's Administrative Investigation into the Alleged Sexual Assault to Complainant 2024.41

The Board was in receipt of a report dated February 6, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive the following report.

P2025-0410-16.2. Chief's Administrative Investigation into the Vehicle Injury of Complainant 2024.43

The Board was in receipt of a report dated February 6, 2025 from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive the following report.

P2025-0410-16.3. Chief Administrative Investigation of the Custody Injury of Complainant 2024.44

The Board was in receipt of a report dated February 6, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive the following report.

P2025-0410-16.4. Chief Administrative Investigation of the Vehicle Injury of Complainant 2024.52

The Board was in receipt of a report dated February 6, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive the following report.

P2025-0410-16.5. Chief Administrative Investigation of the Custody Injury of Complainant 2024.53

The Board was in receipt of a report dated February 6, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive the following report.

P2025-0410-16.6. Chief Administrative Investigation of the Vehicle Injury of Complainant 2024.58

The Board was in receipt of a report dated February 6, 2025 from Myron Demkiw, Chief of Police.

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive the following report.

The Board received the foregoing reports.

Moved by: L. Kostakis
Seconded by: S. Carroll

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-17.0 Recommendation for Board Ratification of Collective Bargaining Settlement with the Toronto Police Senior Officers' Organization dated March 7, 2025

The Board was in receipt of a report dated March 17, 2025, from Shelley Carroll, Chair.

Recommendation:

This report recommends that the Toronto Police Service Board (Board):

1. Ratify the Collective Bargaining Memorandum of Settlement reached between the Board and the Toronto Police Senior Officers' Organization (S.O.O.) on March 7, 2025;
2. Apply the same monetary settlement, inclusive of wage and benefit enhancements, negotiated with the S.O.O., to Excluded staff; and
3. Apply the same wage increase negotiated with the S.O.O. to the salary rates for the Chief and members of Command.

Board Members discussed the report. For a detailed account of the discussion, see the YouTube recording starting at minute 6:38:25 here:

<https://www.youtube.com/live/0SB2hq-ocl8?si=fPH5qZz3T4wacVT1&t=23902>

The Board approved the foregoing report and confidential appendix.

Moved by: S. Carroll
Seconded by: N. Migliore

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-18.0 Special Constable Appointments and Re-Appointments – April 2025

The Board was in receipt of a report dated March 24, 2025, from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that the Toronto Police Service Board (Board) approve the agency-initiated appointment and re-appointment requests for the individuals listed in this report as special constables for the Toronto Transit Commission (T.T.C.).

Chair Carroll moved the following Motion which was seconded by Board Member Kostakis:

That the Board remove Special Constable Adam Vozza from consideration.

The Board approved the Motion and the foregoing report.

Moved by: S. Carroll
Seconded by: N. Migliore

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-19.0 Authorization for the Chief to Participate in Governmental Advocacy on Towing Industry Matters

The Board was in receipt of a walk-on report dated April 9, 2025, from Shelley Carroll, Chair.

Recommendation:

This report recommends that the Board authorize the Chief of Police, in consultation with the Chair, to engage with the Government of Ontario to promote policies that enhance public safety through changes to provincial laws, regulations, and operational policies and procedures related to the towing industry.

Board Members discussed the walk-on report. For a detailed account of the discussion, see the YouTube recording starting at minute 6:43:20 here:
<https://www.youtube.com/live/0SB2hq-ocl8?si=vyH83GhnnK8zPttv&t=24198>

The Board approved the foregoing report.

Moved by: S. Carroll
Seconded by: C. Brillinger

This is an Extract from the Minutes of the Public Meeting of the Toronto Police Service Board that was held on April 10, 2025

P2025-0410-20.0. Confidential

At the beginning of the meeting, Chair Carroll moved the following Motion, which was seconded by Member Migliore.

MOTION

THAT the Toronto Police Service Board adjourn the public portion of its meeting to move *in camera* to discuss the following subject matters in accordance with Section 44(1) and (2) of the *Community Safety and Policing Act, 2019*:

1. **Investigative Matters**
2. **Operational Needs**
3. **Labour Relations Matters**
4. **Human Resources Matters**

The Board adjourned the public portion of the meeting and reconvened *in camera* meeting for consideration of confidential matters pursuant to Section 44(1) of the *Community Safety and Policing Act, 2019* (C.S.P.A) until 1PM, when it returned to continue the public portion of the meeting.

The following Members attended the confidential meeting:

Shelley Carroll, Chair and Councillor
Chris Brillinger, Vice-Chair
Ann Morgan, Member
Nick Migliore, Member
Amber Morley, Deputy Mayor and Councillor
Lily Cheng, Member and Councillor - virtual

Next Board Meeting

Regular Public Meeting

Date: May 14, 2025

Location: 40 College Street, Auditorium

Minutes Approved by:

-original signed-

Shelley Carroll
Chair

Members of the Toronto Police Service Board

Shelley Carroll, Chair
Amber Morley, Deputy Mayor & Member
Lily Cheng, Member & Councillor
Nick Migliore, Member

Chris Brillinger, Vice-Chair
Lisa Kostakis, Member
Ann Morgan, Member



SPECIAL PUBLIC MEETING MINUTES

Friday, April 25, 2025 at 9:00AM virtual

<https://youtube.com/live/WcuDHXqXwYg?feature=share>

The following *draft* Minutes of the virtual special public meeting of the Toronto Police Service Board that was held on April 25, 2025, are subject to approval at its next regularly scheduled meeting.

Attendance:

The following Members were virtually present:

Shelley Carroll, Chair and Councillor
Chris Brillinger, Vice-Chair
Ann Morgan, Member
Lisa Kostakis, Member
Nick Migliore, Member
Amber Morley, Deputy Mayor and Councillor
Lily Cheng, Member and Councillor

Declarations:

There was no declaration of interest under the Code of Conduct for Members of a Police Service Board Regulation and the *Municipal Conflict of Interest Act*.

**This is an Extract from the Minutes of the Special Public Meeting of the
Toronto Police Service Board that was held on April 25, 2025**

**P2025-0425-1.0. Recommendation for Board Ratification of Collective
Bargaining Settlement with the Toronto Police Association
dated April 11, 2025 (*with confidential Appendix*)**

The Board was in receipt of a report dated April 23, 2025 from Shelley Carroll, Chair.

Recommendation:

This report recommends that the Toronto Police Service Board (Board) ratify the Collective Bargaining Memorandum of Settlement reached between the Board and the Toronto Police Association (T.P.A.) on April 11, 2025.

For a detailed account of the discussion of the Board, see the YouTube recording starting at minute 7:34 here:

<https://www.youtube.com/live/WcuDhXqXwYg?si=EUpg2A0Asr-j2hG1&t=454>

Chair Carroll moved the following Motion which was seconded by Member Kostakis:

That the Toronto Police Service Board move *in camera* to discuss the confidential appendix which relates to a labour relations matter, in accordance with Section 44(2)(d) of the *Community Safety and Policing Act, 2019*.

Board moved *in camera* to discuss the confidential appendix, and then resumed the public meeting to consider the report.

The Board approved the foregoing report and confidential appendix.

Moved by: S. Carroll
Seconded by: C. Brillinger

A Motion to adjourn the meeting was moved by Member Kostakis and seconded by Member Morley.

Next Regular Board Meeting

Regular Public Meeting

Date: May 14, 2025

Location: 40 College Street, Auditorium

Minutes Approved by:

-original signed-

Shelley Carroll
Chair

Members of the Toronto Police Service Board

Shelley Carroll, Chair
Amber Morley, Deputy Mayor & Member
Lily Cheng, Member & Councillor
Nick Migliore, Member

Chris Brillinger, Vice-Chair
Lisa Kostakis, Member
Ann Morgan, Member



PUBLIC REPORT

April 23, 2025

To: Members
Toronto Police Service Board

From: Councillor Shelley Carroll
Chair

Subject: Recommendation for Board Ratification of Collective Bargaining Settlement with the Toronto Police Association dated April 11, 2025

Purpose: ☐ Information Purposes Only ☒ Seeking Decision

Recommendation(s):

This report recommends that the Toronto Police Service Board (Board) ratify the Collective Bargaining Memorandum of Settlement reached between the Board and the Toronto Police Association (T.P.A.) on April 11, 2025.

Financial Implications:

The financial implications relating to the recommendation contained within this report will have a budget impact of \$263.9M for a five-year term between January 1, 2025 and December 31, 2029, inclusive of all wage, benefit, and other compensation increases for uniform and civilian T.P.A. members.

The City of Toronto has allocated funding for 2025 to the City's Corporate Accounts to cover the cost of the negotiated salary settlement. Upon approval of this report, an in-year budget adjustment will be made to reflect the 2025 collective agreement impact.

Summary:

The six Uniform and Civilian Collective Agreements between the Board and the T.P.A. expired on December 31, 2024. The Association provided notice to the Board of its intent to negotiate new collective agreements on December 3, 2024.

On February 27, 2025, the Board's bargaining team met with the T.P.A. to begin collective bargaining for renewed collective agreements and to exchange proposals. The parties subsequently met several times in April, 2025, and reached a tentative agreement on the evening of April 11, 2025.

The tentative bargaining settlement is subject to ratification by both parties. The T.P.A. completed its ratification process on April 23, 2025.

Discussion:

If ratified by both the Board and the T.P.A., the bargaining settlement will renew the Uniform and Civilian Collective Agreements in force between the Board and the T.P.A. for a five-year term, from January 1, 2025 to December 31, 2029.

Highlights of the settlement include:

- Five-year term from January 1, 2025, to December 31, 2029.
- A compounded wage increase of 17.66% over the five-year term (compounded average of 3.53% per year).
- Market rate adjustments to the salary rates of Special Constables, Communications Operators, and Supervisors in 2027 and 2028.
- Expansion of Specialty Pay to include the ranks of Detective and Detective Sergeant, and members of the Police Dog Services and Emergency Task Force units in 2026.
- Expansion of the Priority Response Unit Patrol Allowance to members of the Public Safety Response Team in recognition of their role as a multi-function support unit to frontline policing in 2026.
- The replacement of Civilian Service Pay with Civilian Retention Pay based on 3/6/9% of the A09 Step 4 base salary for civilians with 10/17/25 years of service in 2029, respectively.
- Increased top-up to 95% for 17 week Pregnancy Leave period.
- Extended Health and Retirement Benefits:
 - Increased maximum coverage for vision care and eye exams beginning in 2025 and ending in 2029.
 - Increased annual and per visit maximums for massage therapy in 2026 and 2028.
 - Increased annual maximum for physiotherapy in 2025.

- Phased introduction of an active member Health Care Spending Account beginning in 2026 and ending in 2029.
- Effective for members retiring on or after January 1, 2028, extension of post-retirement benefits (Medi-Pak) to age 75 and elimination of the existing retiree Health Care Spending Account.
- Enhanced disability management practices, including mandatory pension and life insurance waivers for Members in receipt of Central Sick Leave Bank (Long-Term Disability) and Workplace Safety and Insurance Board benefits, and improved sick leave administration.
- Increases to the Clothing Expense Reimbursement, Tool Expense Reimbursement, and Transportation Allowance.
- Enhanced controls for legal indemnification of Uniform members, including new hourly rate caps.
- Remaining Divisional Criminal Investigative Bureaus working the Compressed Work Week shift schedule will transition to new revised shift schedules in all Divisions by 2026.
- Enhanced Paid Duty language requiring the T.P.A. to provide notice and reasons to the Board for increases in paid duty rates.
- Administrative improvements to bereavement leave, acting pay administration, civilian internal transfer processes, and job evaluation processes, to enhance fairness and equity.
- Letter from the President of the T.P.A. to the Chair of the Board and the Chief of Police regarding the ongoing partnership between the parties, which will be incorporated into the renewed collective agreements.
 - The letter affirms the T.P.A.'s commitment to the improved delivery and effectiveness of police services in Toronto, and the need for an efficient, professional, and modernized police service.
 - The T.P.A. recognizes recent significant Board investments in hiring and the need for sustainable staffing practices, including reducing premium pay.
 - The T.P.A. recognizes ongoing modernization initiatives including the transition from the old Compressed Work Week to new more efficient shift schedules, clarity regarding the deployment of two officer patrol cars and the removal of outdated M.O.U. language, the management of paid duties, and enhanced career and leadership development opportunities for members in the context of the changing demographics of the Service and the City of Toronto.

The renewed five-year collective agreements will provide the labour relations stability needed to allow the Board to continue to work effectively with the Service and the T.P.A. This collaboration will address the opportunities and challenges of improving community safety and accelerating the modernization of the Service to meet the complex and evolving nature of policing in Toronto. The settlement also ensures that

the Service remains a world leader in policing by attracting and retaining talented members and supporting their health and wellbeing, while balancing fiscal responsibility and sustainability.

A negotiated settlement is always an achievement between an employer and its association. It ensures labour relations predictability and stability, and signifies a good working relationship between the parties. These elements are not achieved lightly, or easily.

Conclusion:

The conclusion of negotiations resulting in five-year collective agreements is a significant achievement for the Board and the T.P.A. in the current policing environment. It is recommended that the Board ratify the Collective Bargaining Memorandum of Settlement between the Board and the T.P.A. dated April 11, 2025.

Peter Mowat, Manager of Labour Relations, will be in attendance to answer any questions that Board members may have regarding this report.

Reason for Confidential Information

This report includes a confidential attachment containing a confidential Memorandum of Settlement and related subject matter pertaining to labour relations and employee negotiations.

Respectfully submitted,

Councillor Shelley Carroll
Chair

Attachments

Confidential Attachment - Board Ratification of Collective Bargaining Settlement with the Toronto Police Association dated April 11, 2025



2. Senior Officer Uniform Promotions



PUBLIC REPORT

April 21, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Senior Officer Uniform Promotions

Purpose: ☐ Information Purposes Only ☒ Seeking Decision

Recommendation:

It is recommended that the Toronto Police Service Board (Board) approve the eligibility list of 16 Superintendents as set out under Appendix 'A' whom will be placed on a promotional list effective May 14, 2025.

Financial Implications:

The Superintendent positions cited in this report are approved positions within the Toronto Police Service's (Service) uniform establishment. Funds for filling these vacant positions are included in the Service's approved 2025 operating budget.

Summary:

The purpose of this report is to recommend the promotion of 16 Officers to the rank of Superintendent as listed in Appendix 'A' whom will be placed on a promotional list effective May 14, 2025.

Discussion:

As part of the ongoing commitment to review the Service's human resource and people management practices to increase trust, transparency and professionalism, the Superintendent process contained new elements, since it was last administered in 2022. The promotional process steps are outlined below with an asterisk (*) next to steps that were newly introduced in 2025:

- Expression of interest through the submission of a professional resume and cover letter; *
- Submission of two (2) letters of recommendation/support from either a community partner representative or a third-party stakeholder who can attest to their leadership and impact on the community; *
- Commitment to completing socio-demographic census; *
- Requirement to have completed the Intercultural Development Inventory; or commitment to complete it in 2025; *
- Participation in a Command-level interview;
- Updated background check by the Professional Standards Unit;
- Joint discussion and review between Command and Chief Superintendents.*

A total of 36 candidates submitted an expression of interest with a cover letter and resume outlining their qualifications, along with two letters of support from community partner representative or a third-party stakeholder. All 36 candidates were invited for an interview scheduled between March 29 and April 2, 2025, with a panel comprised of Chief Myron Demkiw, Deputy Chief Robert Johnson, Deputy Chief Lauren Pogue, Chief Administrative Officer Svina Dhaliwal and Chief Transformation Officer Colin Stairs.

Candidates were expected to demonstrate exemplary commitment to the Core Values, goals and objectives of the Service, particularly in relation to improving trust in and within the Service, accelerating police reform and professionalization and supporting safer communities. They were asked to highlight their skills in community relationships, leadership, strategic thinking, planning, operations and administration.

On average, candidates in this process had 28.7 years with the Toronto Police Service and were in supervisory roles (at the ranks of Sergeant and higher) for an average of 17.3 years. The Command Team, in consultation with the Chief Superintendents, considered each candidate's interview and career history, as well as a summary of each candidate's key leadership skills and abilities.

Following the completion of this process, 16 candidates were identified and placed on a Superintendent eligibility list. The average years of service for the successful candidates is 29.4 years and the average years in a supervisory role is 17.6 years. Of

note, over 80% of the successful candidates have a post-secondary degree, with an additional successful candidate working to complete their degree currently.

In light of a small applicant pool, detailed socio-demographic information is provided to the Board through a confidential attachment. At the conclusion of this current process, there will be a total complement of 37 Superintendents (including those on the eligibility list). 30% of these Superintendents would be considered to have a racialized background and 19% are female.

Conclusion:

The Board is therefore being requested to approve the eligibility list of 16 Superintendents as set out under Appendix 'A'; 16 of whom will be placed on a promotional list effective May 14, 2025. Appendix 'B' contains a brief biography for each of the candidates on the promotional list.

Chief Administrative Officer Svina Dhaliwal will be in attendance to respond to any questions that the Board may have in regard to this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police

Attachments:

Appendix A: Promotions to the Rank of Superintendent
Appendix B: Brief Biography of Each of the Candidates

Appendix A

Promotions to the Rank of Superintendent

SURNAME	GIVEN	BADGE
ABDEL-MALIK	Maher	7670
CORREA	David	5157
CRONE	Timothy	4725
DONAIS	Bradley	8015
ECKLUND	David	5053
FORDE	Ryan	86872
GURR	Jack	5407
HARRIS	Richard	5321
JACKSON	Catherine	229
KRAWCZYK	Paul	7451
NICHOLS	Heather	5244
OLSZEWSKI	Michelle	89887
PAOLETTA	Anthony	99473
PRENTICE	Stefan	7585
PURCHES	Scott	5183
YOUNG	Craig	6145

Appendix B

RECOMMENDATION

Promotion to Superintendent

Police Services Board Meeting – May 14, 2025

Name, Rank and Badge No.: Maher ABDEL-MALIK, Inspector (7670)

Unit: 41 Division

Date Promoted to Current Rank: April 25, 2023

Length of Service: 25 Years, 9 Months

Career History:

Unit
41 Division
Toronto Police Operations Centre (T.P.O.C.)
Bail & Parole
Emergency Management & Public Order
Intelligence Services
Specialized Investigations Section
32 Division
Hold Up Squad
Homicide Squad
55 Division
42 Division

Management and Supervisory Training:

Course
University of Chicago – Police Leadership Academy
Paul Butler Presentations, L.L.C. - Leadership Training
FBI Introduction to Intelligence Theory & Application for Law Enforcement Supervisors
Change Management Certification
University of Waterloo - Leading People to Effectiveness
Occupational Health and Safety for Supervisors

Post Secondary Certificates & Degrees:

Certificate / Degree
University of Toronto Bachelor of Arts: Major in Criminology/Minor in Sociology/Philosophy (In Progress)
University of Waterloo - Leading People to Effectiveness (Certificate)

Awards:

Award	Date
Unit Commander Award	2022
Police Exemplary Service Medal	2020
Unit Commander Award	2016
Teamwork Commendation Award	2015
Unit Commander Award	2015
Unit Commander Commendation	2012
Unit Commander Commendation	2011
Unit Commander Award	2010
Unit Commander Commendation	2008
Unit Commander Award	2007
Unit Commander Award	2006
Teamwork Commendation Award	2006
Unit Commander Award	2006
Unit Commander Award	2005
Unit Commander Award	2004
Excellence Award	2001

Promotion to Superintendent
Police Services Board Meeting – May 14, 2025

Name, Rank and Badge No.: David CORREA, Inspector (5157)
Unit: Intelligence Services
Date Promoted to Current Rank: February 28, 2022
Length of Service: 29 Years

Career History:

Unit
Intelligence Services
55 Division
Toronto Police Operations Centre (T.P.O.C.)
Sex Crimes Unit
14 Division
Integrated Gun & Gang Task Force (I.G.G.T.F.)
33 Division

Management and Supervisory Training:

Course
Advanced Leadership
Incident Management System 200
Incident Management System 100
Fair and Impartial Policing
Occupational Health and Safety
Supervisory Leadership Part 2

Post Secondary Certificates & Degrees:

Certificate / Degree
Seneca College - Law Enforcement Degree

Awards:

Award	Date
Teamwork Award	2016
Unit Commander Award	2014
Teamwork Award	2014
Unit Commander Award	2007

Unit Commander Award	2007
Unit Commander Award	2007
Teamwork Award	2005
Unit Commander Award	2005
Unit Commander Award	2004
Unit Commander Award	2003
Unit Commander Award	2002

Promotion to Superintendent
Police Services Board Meeting – May 14, 2025

Name, Rank and Badge No.: Timothy CRONE, Inspector (4725)
Unit: 52 Division
Date Promoted to Current Rank: January 17, 2014
Length of Service: 38 years

Career History:

Unit
52 Division
Southwest District Command (11, 12, 22 Divisions)
Emergency Management & Public Order
Specialized Emergency Response
32 Division
Toronto Police Operations Centre (T.P.O.C.)
International Policing Operations: Afghanistan
Mounted Unit
51 Division
Emergency Task Force
53 Division

Management and Supervisory Training:

Course
Association of Canadian Incident Commanders – C.P.C. - IMS 400 Incident Commander
Association of Canadian Incident Commanders – C.P.C. - IMS 300 Incident Commander
Association of Canadian Incident Commanders – C.P.C. - Advanced Crisis Resolution & Hostage Negotiator
Association of Canadian Incident Commanders – C.P.C. - Advanced Leadership and Management
Interpol - International Security Sector Reform Masterclass
Ontario Police College - Public Order Commander & Assessor
Ontario Police College - Project Management Leadership
Supervisory Leadership & Scene Management

Post Secondary Certificates & Degrees:

Certificate / Degree
University of Western Ontario

Awards:

Award	Date
King Charles III Coronation Medal	2025
Police Exemplary Service Medal 30 Year Bar	2017
25 Year Service Watch Presentation	2012
Queen Elizabeth Diamond Jubilee Medal	2012
Eupol Afghanistan Campaign Medal	2012
Canada Overseas Peacekeeping Medal	2013
Police Exemplary Service Medal	2007

Promotion to Superintendent
Police Services Board Meeting - May 14, 2025

Name, Rank and Badge No.: Bradley DONAIS, Inspector (8015)
Unit: Forensic Identification Services
Date Promoted to Current Rank: March 1, 2022
Length of Service: 24 Years

Career History:

Unit
23 Division
Forensic Identification Services
C.B.R.N.E. Response Team
Public Safety Response Team
Human Resources Command

Management and Supervisory Training:

Course
Incident Command 100
Incident Command 200
Advanced Leadership Course
Supervisory Leadership Course
Supervisory Health and Safety Certification
Ontario Major Case Management

Post Secondary Certificates & Degrees:

Certificate / Degree
Rotman School of Management - Police Leadership Program
Humber College - Teaching Effectiveness Certificate
Canadian Police College - Police Explosives Technician and Radiography
Canadian Police College (with regulated re-certification) - Forensic Identification Specialist Program

Awards:

Award	Date
Ontario Fitness Award	Multiple Years
Unit Commander Award	2020
Unit Commander Award	2019

Unit Commander Award	2017
Unit Commander Award	2015
Unit Commander Award	2015
Unit Commander Commendation	2014
Unit Commander Award	2013
Queen Elizabeth II Diamond Jubilee Medal	2012
Unit Commander Commendation	2011
Teamwork Commendation	2011
Unit Commander Commendation	2011
Unit Commander Commendation	2011
Unit Commander Commendation	2008
P.C. Training – Top 25%	2001

Promotion to Superintendent**Police Services Board Meeting - May 14, 2025**

Name, Rank and Badge No.: David ECKLUND, Inspector (5053)

Unit: Emergency Management & Public Order – F.I.F.A.

Date Promoted to Current Rank: November 24, 2020

Length of Service: 28 Years

Career History:

Unit
Emergency Management & Public Order – F.I.F.A.
Emergency Management & Public Order
55 Division
Communities & Neighbourhoods Command
Strategy Management – Corporate Projects
33 Division
43 Division
41 Division – PRU
Intelligence Services
42 Division
Training and Education

Management and Supervisory Training:

Course	Date
Incident Command 300	2024
J.H.S.C. – Certification	2024
Counter Terrorism- National Security	2022
Public Order Commander	2021
Public Order and Crowd Management	2021
T.P.S. Foundations of Leadership Development	2020
Stitt Feld Handy Group - Alternative Dispute Resolution	2020
Ontario Police College - Managing Service Excellence	2020
Leading Change for Managers and Leaders	2019
Incident Response 200	2018
Paul Butler Presentations, L.L.C. - Leadership Training	2018
Incident Management System 300	2018
Incident Management System 200	2018
Incident Management System 100	2018
Change Management – Role of the Leader	2018
Change Management Certification	2018
Project Management	2017
Road to Mental Readiness – Senior Officer	2017
F.B.I. L.E.E.D.A. - Executive Leadership Institute	2017
F.B.I. L.E.E.D.A. - Supervisory Leadership Institute	2016
F.B.I. L.E.E.D.A. - Command Leadership Institute	2016
Ontario Police College - Influential Police Leadership	2016
Advanced Leadership for Staff Sergeants	2011
Occupational Health and Safety for Supervisors	2010
Supervisor Leadership	2007

Post Secondary Certificates & Degrees:

Certificate / Degree	Date
York University - Bachelor of Arts - Sociology	1999

Awards:

Award	Date
25 Year Service Watch Presentation	2022
Police Exemplary Service Medal - 20 Year Bar	2017
Ontario Fitness Award	2017
Chief of Police Excellence Award	2016
Unit Commander Award	2016
Ontario Fitness Award	2015
Teamwork Commendation Award	2015
Unit Commander Award	2015
Unit Commander Award	2009
Unit Commander Award	2009

Unit Commander Award	2009
Unit Commander Award	2008
Unit Commander Award	2008
Unit Commander Award	2007
Unit Commander Award	2004
Unit Commander Award	2004
Teamwork Commendation Award	2002

Promotion to Superintendent
Police Services Board Meeting – May 14, 2025

Name, Rank and Badge No: Ryan FORDE, Inspector (86872)
Unit: 43 Division
Date Promoted to Current Rank: January 2023
Length of Service: 26 years

Career History:

Unit
43 Division
Toronto Police Operations Centre (T.P.O.C.)
52 Division
13 Division
Intelligence Services
55 Division
H.Q. Record Management Unit Clerk (Civilian)

Management and Supervisory Training:

Course
TPS Advanced Leadership Development
Incident Management Trained (I.M.S.) Level 100, 200 & 300
Foundations of Leadership

Post Secondary Certificates & Degrees:

Certificate / Degree
Centennial College – Community & Justice Services Diploma

Awards:

Award	Date
Kings Charles III Coronation Medal	2025
25 Year Service Watch Presentation	2024
Unit Commander Award	2024
Teamwork Commendation Award	2022
Unit Commander Award	2022
Police Exemplary Service Medal	2020
Teamwork Commendation Award	2002
Unit Commander Award (x2)	2016

Unit Commander Award	2014 x2
Unit Commander Award	2013
Unit Commander Commendation	2011
Unit Commander Award	2011
Unit Commander Award (x2)	2009
Unit Commander Award (x2)	2007
Unit Commander Award	2006
Unit Commander Award	2003
Teamwork Commendation Award	2002

Promotion to Superintendent**Toronto Police Service Board Meeting - May 14, 2025****Name, Rank and Badge No.:** Jack GURR, Inspector, (5407)**Unit:** 31 Division**Date Promoted to Current Rank:** January 31, 2023**Length of Service:** 28 Years**Career History:**

Unit
31 Division
Project Resolute
Equity, Inclusion & Human Rights
Talent Acquisition
People and Culture
Toronto Police Operations Centre (T.P.O.C.)
14 Division
Integrated Records Information System (I.R.I.S.)
13 Division
Intelligence Services
32 Division
Public Safety Unit
12 Division
21 Division – Peel Regional Police (1996)

Management and Supervisory Training:

Course
International Action Learning Group (I.A.L.G.) – Pearls in Policing
F.B.I. L.E.E.D.A. – Executive Leadership
F.B.I. L.E.E.D.A. – Command Leadership
F.B.I. L.E.E.D.A. – Supervisory Leadership
F.B.I. L.E.E.D.A. – Officer Support and Suicide Prevention
R.C.M.P. – Countering Violent Extremism
Incident Management 200
Public Order Commander
Paul Butler Presentations, L.L.C. - Leadership Training
Leadership in Counter Terrorism (LinCT) – Symposium on Counter Terrorism
Humber College – Supervisory Leadership

Post Secondary Certificates & Degrees:

Certificate / Degree
University of Guelph - Bachelor of Applied Arts with Distinction, Justice Studies
Humber College - Honours Diploma, Police Foundations
Seneca College – Certificate, Law and Security

Awards:

Award	Date
King Charles III Medal	2025
Unit Commander Award for Fitness	2022/Multiple years
F.B.I. L.E.E.D.A. – Trilogy Award	2019
Unit Commander – Commendation	2017
Police Exemplary Service Medal – 20 Years	2017
Unit Commander Award	2015
Teamwork Commendation – T.P.S.B.	2013
Unit Commander Award	2013
Service Award Commendation	2012
Unit Commander Commendation	2011
Unit Commander Award	2008
Chief's Excellence Award	2006
Service Award Commendation	2004
Police Officer of the Month	2003
Provincial Certificate of Commendation – St. John Ambulance	2002
Unit Commander Award	2001
P.R.P. Award for Impaired Driver Apprehensions	1998

Promotion to Superintendent**Police Services Board Meeting - May 14, 2025****Name, Rank and Badge No.:** Richard HARRIS, Inspector (5321)**Unit:** 42 Division**Date Promoted to Current Rank:** March 1, 2022**Length of Service:** 26 years**Career History:**

Unit
42 Division
Missing and Missed Implementation Team
Hold up Squad
Toronto Police Operations Centre (T.P.O.C.)
Organized Crime Enforcement - Integrated Gun & Gang Task Force/Centralized Shooting Response Teams
Hold Up Squad
Organized Crime Enforcement
12 Division

Management and Supervisory Training:

Course
University of Toronto, Rotman School of Management - Police Leadership Program
York University, Schulich School of Business - Advanced Leadership Development Program
Toronto Police College - Advanced Leadership
Ontario Police College/C.I.S.O. - Managing Private Communications (Part VI) investigations

Post Secondary Certificates & Degrees:

Certificate / Degree
Mohawk College - Business Marketing

Awards:

Award	Date
25 Year Service watch presentation	2024
Teamwork Commendation	2021
Police Exemplary Service Medal	2019
Teamwork Commendation	2019
Teamwork Commendation	2017

Teamwork Commendation (<i>Project Don</i>)	2016
Commendation (<i>Project Rewind</i>)	2015
Commendation	2007
Awards Recommendation	2006
Awards Recommendation (x3)	2005
Awards Recommendation (x2)	2004
Teamwork Commendation	2004
Police Officer of the Month	2002
Awards Recommendation (x2)	2002
Awards Recommendation (x3)	2001

Promotion to Superintendent**Police Services Board Meeting – May 14, 2025****Name, Rank and Badge No.:** Catherine JACKSON (229)**Unit:** 32 Division**Date Promoted to Current Rank:** February 25, 2021**Length of Service:** 35 years**Career History:**

Unit
32 Division
Strategy Management
Communities & Neighbourhoods Command
Corporate Risk Management – Governance
14 Division
13 Division
Central Traffic Unit

Management and Supervisory Training:

Course
York University, Schulich School of Business - Advanced Leadership Development
Canadian Police College - Senior Police Administrators Course
Advanced Leadership
Ontario Police College – Police Supervisor
O.A.C.P. – Labour Conference
O.A.C.P. – Professional Standards Conference
Professional Standards Training
P.S.U. – Incident Management 300
P.S.U. – Incident Management 200
Friends of Simon Wiesenthal Centre for Holocaust Studies - Confronting the Evolving Challenges of Hate Crime Policing
Friends of Simon Wiesenthal Centre for Holocaust Studies - Building a Case for Hate

Awards:

Award	Date
King Charles III Coronation Medal for Significant Contribution to Canada	2025
Ontario Women in Law Enforcement – 35 years	2025
Police Exemplary Service Medal – 30 years	2020
Ontario Women in Law Enforcement – 25 Years	2015

Unit Commander – Commendation	2013
Unit Commander – Commendation	2009
Unit Commander – Commendation	2009
Unit Commander – Award	2013
Unit Commander – Award	2012
Unit Commander – Award	2011
Unit Commander – Award	2009
Unit Commander – Award	2009
Unit Commander – Award	2009
Unit Commander – Award	2007
Unit Commander – Award	2005
Police Exemplary Service Medal – 20 Years	2017
1 District Award	1994
St. John's Ambulance Life Saving Award	1993

Promotion to Superintendent**Police Services Board Meeting – May 14, 2025**

Name, Rank and Badge No.: Paul Krawczyk, Inspector (7451)
Unit: Integrated Gun & Gang Task Force (IGGTF)
Date Promoted to Current Rank: April 12, 2022
Length of Service: 28 years, 9 months

Career History:

Unit
Integrated Gun & Gang Task Force (I.G.G.T.F.)
12 Division
Toronto Police Operations Centre (T.P.O.C.)
Detective Operations
Sex Crimes
41 Division
51 Division

Management and Supervisory Training:

Course
Pearls in Policing – International Action Learning Group
Sexual Harassment – Supervisor
Incident Command 200
Incident Management System 200
Incident Command 100
I.A.C.P. Leadership in Policing Organizations
McMaster University - Project Leadership & Risk Management
T.P.S. Foundations of Leadership
F.B.I. L.E.E.D.A. - Command Leadership Institute
Incident Management System 100
F.B.I. L.E.E.D.A. - Supervisory Leadership Institute
Change Management Certification Course
Road to Mental Readiness (R2MR)
Rubin Thomlinson L.L.P. - Human Rights Workplace Investigation Training
Incident Management System 100
Occupational Health & Safety for Supervisors
P.S.U. Advanced I.M.S. Frontline Supervisory Training
Humber College - Supervisory Leadership

Post Secondary Certificates & Degrees:

Certificate / Degree
McMaster University - Bachelor of Commerce (Honours)

Awards:

Award	Date
25 Year Service Watch Presentation	2022
Police Exemplary Service Medal	2017
Unit Commander Award	2016
Unit Commander Award	2015
Teamwork Commendation Award	2015
Unit Commander Award	2014
Unit Commander Award	2014
Unit Commander Commendation	2012
Police Officer of the Year	2012
Unit Commander Award	2012
Unit Commander Commendation	2011
Police Officer of the Month	2011
Teamwork Commendation Award	2007
Unit Commander Award	2007
Teamwork Commendation Award	2006
Teamwork Commendation Award	2005

Promotion to Superintendent
Police Services Board Meeting - May 14, 2025

Name, Rank and Badge No.: Heather Nichols, Inspector (5244)
Unit: 53 Division
Date Promoted to Current Rank: November 24, 2020
Length of Service: 26.5 years

Career History:

Unit
53 Division
Toronto Police College
52 Division
Toronto Police Operations Centre (T.P.O.C.)
51 Division

Management and Supervisory Training:

Course
Heather Clayton Consulting – Women in Law Enforcement Leadership Executive Coaching
Governor General's Canadian Leadership Conference Alumnus
F.B.I. L.E.E.D.A. Leadership Trilogy Recipient: Supervisor, Command and Executive levels

Post Secondary Certificates & Degrees:

Certificate / Degree
University of Guelph Humber - Bachelor of Applied Arts Justice Studies with Distinction
York University, Osgoode Hall - Certificate, Adjudications for Boards, Tribunals and Agencies
Humber College - Certificate, Teaching Effectiveness
Humber College - Police Foundations Leadership with Honours

Awards:

Award	Date
25 Year Service Watch Presentation	2024
Unit Commander Award	2021
Police Exemplary Service Medal	2019
F.B.I. L.E.E.D.A. Trilogy Award	2017
Unit Commander Award	2012
Teamwork Commendation Award	2009
Unit Commander Commendation	2008

Unit Commander Award (x2)	2008
Unit Commander Award	2007
Unit Commander Commendation	2006
Unit Commander Award	2003
Teamwork Commendation Award	2003
Corporate Letter of Recognition	1999

Promotion to Superintendent**Police Services Board Meeting - May 14, 2025**

Name, Rank and Badge No.: Michelle OLSZEWSKI, Inspector (89887)

Unit: 13 Division

Date Promoted to Current Rank: January 20, 2023

Length of Service: 31 years and 9 months

Career History:

Unit
13 Division
Toronto Police Operations Centre (T.P.O.C.)
Organized Crime Enforcement
Professional Standards
Integrated Gun & Gang Task Force (I.G.G.T.F.)
31 Division
14 Division
Toronto Police College
Parking Enforcement Unit (Civilian)
Duty Desk (Civilian)

Management and Supervisory Training:

Ontario Police College - Incident Command 300
Ontario Police College - Public Order Commander
Dean Crisp - Intentional Leadership Seminar
Toronto Police Service - Foundations of Leadership

Post Secondary Certificates & Degrees:

Certificate / Degree
Georgian College – Security and Law Enforcement
Ryerson University – Public Administration and Governance Certificate
York University, Schulich School of Business – Advanced Leadership Development Program
Chicago University – Crime Lab Policing Leadership Academy

Awards:

Award	Date
Teamwork Commendation Award	2020

O.W.L.E. Bravery Award	2020
Teamwork Commendation Award	2017
Unit Commander Award (x2)	2018
Unit Commander Award (x2)	2017
The Police Exemplary Service Medal	2017
Unit Commander Award (x2)	2016
Teamwork Commendation Award (x2)	2016
Unit Commander Award (x2)	2014
Unit Commander Award (x2)	2012
Unit Commander Award	2010
Unit Commander Award	2009
Unit Commander Award (x3)	2006
P.C .Training Top 25%	1997

Promotion to Superintendent**Police Services Board Meeting - May 14, 2025**

Name, Rank and Badge No.: Anthony PAOLETTA (99473)

Unit: Community Partnerships & Engagement Unit (CPEU)

Date Promoted to Current Rank: December 18, 2018

Length of Service: 30.5 Years

Career History:

Unit
Community Partnerships & Engagement Unit
22 Division
Strategy & Risk Management
Emergency Management & Public Order
Corporate Projects
Toronto Police Operations Centre (T.P.O.C.)
Office of the Chief of Police
Area Field Command
14 Division
54 Division
41 Division
Training & Education
32 Division
Court Services, Old City Hall Court – Court Officer

Management and Supervisory Training:

Course
Friends of Simon Wiesenthal Centre for Holocaust Studies - Confronting the Evolving Challenges of Hate Crime Policing - Tools for Tolerance, Executive Police Training
Senior Management Institute for Police - Police Executive Research Forum
Enhancing the Delivery of Effective and Bias Free Policing
Ontario Provincial Police - Public Order Incident Commander Certification
Ontario Provincial Police - Ontario Public Order and Crowd Management, Advanced Tactics
McMaster University - Project Leadership and Risk Management Certificate
York University, Schulich School of Business - Executive Police Leadership Certificate
Bernardi Law, Toronto ON - Workplace and Sexual Harassment Supervisor Training
Equity and Inclusion Supervisory Course
Advanced Search Management – Supervisor Training
Fair and Impartial Policing Instructors Course
Ontario Incident Management Systems (Level 300)
Humber College - Teaching Effectiveness Certificate

Post Secondary Certificates & Degrees:

Certificate / Degree
Wilfrid Laurier University - Master of Public Safety Degree
York University - Bachelor of Arts Degree, Political Science and Governmental Affairs

Awards:

Award	Date
25 Year Service Watch Presentation	2020
Unit Commander Award	2017
Police Exemplary Service Medal	2016
Unit Commander Award	2013
Unit Commander Commendation	2013
Unit Commander Award	2012
Unit Commander Award	2009
Unit Commander Award	2007

Promotion to Superintendent**Police Services Board Meeting – May 14, 2025**

Name, Rank and Badge No.: Stefan PRENTICE, Inspector (7585)

Unit: Intelligence Services

Date Promoted to Current Rank: March 1, 2022

Length of Service: 30 years

Career History:

Unit
Intelligence Services
Office of the Chief
Emergency Management & Public Order - COVID -19 Team
Professional Standards
13 Division
11 Division
Bail & Parole
Organized Crime Enforcement - Toronto Drug Squad
Community Oriented Response Unit
14 Division
Major Incident Command Team (8 years experience)
Public Order Unit Member (20 years experience)
Full Body Scanner Pilot Project
Strip Search Review
Dynamic Search Warrant Entry Review
Toronto Police Service Honour Wall

Management and Supervisory Training:

Course
F.B.I. L.E.E.D.A. Leadership Trilogy Recipient: Supervisor, Command and Executive Levels
York University Schulich School of Business -Advanced Leadership Development
Project Leadership and Risk Management
Advanced Leadership
Building Leadership strengths and Self Awareness

Post Secondary Certificates & Degrees:

Certificate / Degree
University of Western Ontario - Bachelor of Science, Biology

Awards:

Award	Date
Command Award	2023
25 Year Service Watch Presentation	2022
F.B.I. Trilogy Award	2018
Police Exemplary Service Medal	2017
Unit Commander Commendation	2015
Unit Commander Commendation	2013
Unit Commander Award	2013
Unit Commander Award (x2)	2012
Unit Commander Commendation	2011
Unit Commander Commendation	2010
Unit Commander Award (x2)	2006
Unit Commander Award	2005
Unit Commander Award	2003

Promotion to Superintendent**Police Services Board Meeting - May 14, 2025**

Name, Rank and Badge No.: Scott PURCHES, Inspector (5183)

Unit: Intelligence Services

Date Promoted to Current Rank: April 12, 2022

Length of Service: 28 years

Career History:

Unit
Intelligence Services
14 Division
Toronto Police Operations Centre (T.P.O.C.)
Specialized Operations Command
Homicide Squad
13 Division
Sex Crimes Unit
31 Division

Management and Supervisory Training:

Course
Canadian Police College - Executive Development in Policing Program (E.D.P.)
I.A.C.P. at Ontario Police College - Leadership in Police Organizations
Goal Setting for Senior Officers
Incident Management System (I.M.S.) 300, 200 & 100
Mastering Difficult Conversations for Senior Officers
Police Services Act
Toronto Police College - Advanced Leadership
Enhancing the Delivery of Effective and Bias Free Policing – Senior Officer
Incident Command (I.C.) 200 & 100
Bernardi Sexual Harassment Training for Supervisors
Promoting a Healthy & Safe Workplace for Supervisors
LinCT (Leaders in Counter Terrorism) Forum
Change Management; Role of the Supervisor
Road to Mental Readiness (R2MR) for Supervisors
National Security Criminal Investigations
Fair & Impartial Policing for Supervisors
Occupational Health & Safety for Supervisors
Advanced I.M.S. for Frontline Supervisors
Front Line Supervisor Course

Post Secondary Certificates & Degrees:

Certificate / Degree
York University, Schulich School of Business - Advanced Leadership Development Certificate
University of Guelph - Bachelor of Arts, Sociology
Seneca College - Law Enforcement Diploma

Awards:

Award	Date
25 Year Service Watch Presentation	2022
Teamwork Commendation Award	2019
Unit Commander Award	2019
Police Exemplary Service Medal	2017
Unit Commander Award	2010
Unit Commander Award	2009
Unit Commander Award	2008
Black History Month Community Award	2008
Teamwork Commendation Award	2007
Teamwork Commendation Award	2006
Unit Commander Award	2003
Unit Commander Award	2003
Unit Commander Award	2003
Unit Commander Award	2002
Teamwork Commendation Award	2002

Promotion to Superintendent**Police Services Board Meeting - May 14, 2025**

Name, Rank and Badge No.: Craig Young, Inspector #6145

Unit: Emergency Management & Public Order

Date Promoted to Current Rank: January 31, 2023

Length of Service: 37 Years, 2 months

Career History:

Unit
Emergency Management & Public Order
MICC / Project Resolute
Toronto Police Operations Centre
Forensic Identification Services
43 Division
42 Division
Intelligence Services
Terrorist Investigations and Security
13 Division
Corporate Planning
Motor Vehicle Investigations
Operational Support Command
Traffic Services
41 Division

Management and Supervisory Training:

Course
Intentional Leadership
Incident Command 400
Incident Command 300
Effective Teaching for Adult Learners
Paul Butler Presentations, L.L.C. - Leadership Training
Advanced Leadership

Post Secondary Certificates & Degrees:

Certificate / Degree
University of Toronto – Bachelor of Arts

Awards:

Award	Date
30 Year Bar for Police Exemplary Service	2019.11.06
Unit Commander Commendation	2014.02.24
Unit Commander Commendation	2014.02.17
Unit Commander Award	2013.04.29
25 Year Watch	2013.02.09
Unit Commander Commendation	2008.12.22
Police Exemplary Service Medal	2008.02.09
Teamwork Commendation	2005.09.20
Unit Commander Award	2002.02.01
Teamwork Commendation	2001.11.02
Chief of Police Excellence Award	1998.04.21
Merit Mark	1988.06.15



3. Update from the Board's Anti-Racism Advisory Panel (ARAP)



PUBLIC REPORT

May 1, 2025

To: Chair and Members
Toronto Police Service Board

From: Councillor Lily Cheng
Board member, ARAP Co-Chair

Subject: Update from the Board's Anti-Racism Advisory Panel (ARAP)

Purpose: ☐ Information Purposes Only ☒ Seeking Decision

Recommendation(s):

It is recommended that the Toronto Police Service Board (Board):

1. Receive this update from its Anti-Racism Advisory Panel (ARAP); and
2. Approve ARAP's updated Terms of Reference

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The purpose of this report is to inform the Board of the direction of ARAP with regards to its status, leadership, upcoming projects and initiatives, and to request the Board's approval on the recruitment of new members and ARAP's updated Terms of Reference.

Discussion:

Establishment of ARAP

In April 2018, as a result of a recommendation made by the jury at the Inquest into the Death of Andrew Loku, the Board established an Anti-Racism Advisory Panel (ARAP). ARAP has since been involved in a number of important issues, including providing advice in the development of Board's policies and engagement strategies.

Membership

ARAP held a quarterly meeting on December 5, 2024, where ARAP membership and engagement was discussed at length. It is important to note that at the beginning of 2024, in order to mitigate the challenges of the ARAP leadership changes, and to preserve continuity, a decision was made to retain the current members of the ARAP, whose terms were to conclude in February 2025. With the departure of several ARAP members for a variety of reasons over 2024, ARAP identified gaps in representation and expertise. During the December ARAP meeting, membership engagement challenges were discussed, leading to the decision to initiate the recruitment process. Over the coming months, ARAP Co-Chairs will begin a recruitment process to renew the panel's membership.

Activities

In September 2024, Member Asante Haughton was appointed Community Co-Chair for ARAP, working alongside Co-Chair and Councillor Lily Cheng.

At the December 5, 2024 meeting, members received a presentation on the Board's Strategic Plan and provided input on engagement efforts in leading their own consultation. A survey determining location and date for each the Strategic Plan and the ARAP workplan development meeting was reviewed, allowing for membership input, then shared with members.

ARAP facilitated a community consultation for the Board's Strategic Plan. Taking place on February 4, 2025, at the North York Civic Centre, ARAP members invited community members from their networks to attend the consultation to share their input and feedback into the Board's Strategic Plan for Policing in Toronto.

In a town hall format, participants received a presentation on the Strategic Plan and an overview of the Board. Participants then divided into small groups to discuss targeted questions, with each group selecting a spokesperson to share their feedback with the larger audience. Discussions also centred around improving community safety and well-being, addressing challenges faced by the community, and enhancing collaboration between the police and diverse communities.

Update to Terms of Reference

In an effort to reflect the needs of the panel, the ARAP Terms of Reference have been reviewed and updated in order to enhance clarity, effectiveness, and inclusivity (see Appendix A). This review aimed to reaffirm ARAP's commitment to addressing systemic barriers, advancing anti-racism initiatives, and strengthening community engagement. The proposed revisions reflect the panel's dedication to meaningful change and its ongoing responsiveness to the diverse needs of racialized communities. The revisions will provide principle-based guidance on addressing systemic racism and promoting equitable policing, reinforcing ARAP's role as a vital resource in supporting the Board's civilian oversight responsibilities.

Equity Analysis

ARAP is mandated to advise and support the Board in relation to policing and addressing systemic discrimination, anti-Black racism and anti-Indigenous racism. The feedback, input, and advice that ARAP continues to give the Board is immeasurable in value. ARAP members represent a cross-section of sectors, expertise, experience and perspectives, ensuring that their voices and the advice that they provide reflect a variety of community sentiment.

Conclusion:

We are thankful for the ongoing commitment of ARAP members and for the important feedback they provide. We will continue to update the Board on the progress of ARAP's upcoming projects and initiatives.

Respectfully submitted,

Councillor Lily Cheng
Board Co-Chair, ARAP

Asante Haughton
Community Co-Chair, ARAP

Contact

Danielle Dowdy
Senior Advisory, Strategic Policy and Stakeholder Relations
Email: Danielle.Dowdy@tpsb.ca

APPENDIX A:

ANTI-RACISM ADVISORY PANEL (ARAP) TERMS OF REFERENCE

Background

In April 2018, following a recommendation from the jury at the Inquest into the Death of Andrew Loku, the Toronto Police Services Board (Board) established an Anti-Racism Advisory Panel (ARAP). Over the next two years, ARAP was involved in several important issues, including assisting in the drafting of a new Race-Based Data Collection, Analysis and Public Reporting Policy for the Board and the development of a framework to monitor the implementation of the recommendations made by the jury in the inquest into the death of Andrew Loku. At its meeting of August 18, 2020, the Board approved ARAP's "Recommended Monitoring Framework for the Implementation of the Recommendations Arising from the Inquest into the Death of Andrew Loku," establishing the mandate of ARAP.

At the same meeting, the Board approved 81 recommendations related to police reform that put into place a roadmap for comprehensive policing reform and include building new community safety response models, initiatives to address systemic racism and concrete steps to improve trust with our communities. In addition, several recommendations focused on ARAP directly, including a recommendation making ARAP permanent and building in certain requirements to its structure. Since the inauguration of ARAP, the Board has made the advisory panel permanent,

Principle-Based Guidelines:

1. **Upstream Approach:** ARAP works with the Board to identify the root causes of racial inequities to eliminate structural barriers within policing, aiming to create a more equitable and community-centred approach to public safety.
2. **Collaboration:** The Board acknowledges that effective policing in Toronto requires a cross-sectoral approach that fosters reciprocal and meaningful relationships with individuals who have lived experiences, professional expertise, and a deep understanding of anti-oppressive and anti-racism practices.
3. **Equitable Access:** The Board recognizes that by dismantling barriers for racialized communities, public safety is strengthened for all.
4. **Recognizing Intersectionality:** The Board acknowledges that the impact of racism is felt in distinct ways across communities and is further shaped by intersecting factors such as gender identity, sexual orientation, religion, age, ability, socio-economic status, and histories of colonization. By respecting individuality, the Board recognizes that uniqueness also applies to those same or similar communities.
5. **Community Participation:** The Board values lived experiences, perspectives, and expertise in developing strategies, policies and overall directions that address systemic barriers, promote equity, and create sustainable change by ensuring that Board efforts are informed, inclusive, and responsive to the varying needs of the communities we serve.

6. Outcome-Driven Approach: Our approach is evidence-driven, focused on measurable goals and outcomes that are defined and set by the panel, are tracked and publicly shared by quarterly reporting to the Board.

Mandate

ARAP is mandated to advise the Board and provide guidance on issues related to systemic racism and discrimination. Working from an intersectional framework and drawing on the combined knowledge between community members, the Board, and the Toronto Police Service (Service), the panel aims to foster accountability, transparency, and meaningful progress towards eliminating racism and discrimination from policing in Toronto.

ARAP is mandated to advise and support the Board in relation to policing and racism, anti-Black racism and anti-Indigenous racism, including:

1. Identifying current issues relating to racism, anti-Black racism, anti-Indigenous racism and policing, including developing and/or recommending policies, strategies and action plans for approval by the Board;
2. Monitoring the implementation of the Toronto City Council's Action Plan to Confront Anti-Black Racism and the Reconciliation Action Plan;
3. Monitoring the implementation of the Board's Race-Based Data Collection, Analysis, and Public Reporting Policy, including reviewing the data analysis and any interventions developed by the Service to address racial disparities for feedback and recommendations for enhancement;
4. Monitoring the implementation of the recommendations from the Andrew Loku Inquest through the monitoring framework previously developed by ARAP;
5. Reviewing Service reports on Conducted Energy Weapon (C.E.W.) use and making recommendations for enhancement;
6. Monitoring the implementation of inquest recommendations as appropriate;
7. Reviewing the development and implementation of all Service training and offering recommendations for enhancement, including training on anti-racism;
8. Monitoring the implementation of the recommendations in the 81 Recommendations for Police Reform report and providing advice to the Board on necessary enhancements and improvements; and
9. Participating in the community consultation process on the Toronto Police Service's annual budget.

Although ARAP's mandate is focused on anti-Black and anti-Indigenous racism, ARAP stands firm in its opposition to hate in all forms and is committed to contributing to the dismantling of policies and practices that uphold systemic discrimination in all forms.

Membership and Structure

ARAP is composed of the following members:

- One (1) member of the Toronto Police Service Board, to be selected by the Board;
- Four (4) members of the Toronto Police Service, to be determined by the Chief of Police, including one Member of the Command;
- Six (6) members from the community, with an emphasis on individuals with lived experience; and,
- Two (2) subject-matter experts in the areas of systemic discrimination and oppression, anti-Black racism, anti-Indigenous racism, mental health and addictions.

ARAP is managed by two Co-Chairs. Community Panel members will nominate a community Co-Chair, and the Board will select a representative to be a Board Co-Chair. The Co-Chairs reserve the right to increase the number of panel members, for the sole purpose of ensuring a representational need is met. Together, the Co-Chairs will guide the Panel through its mandate, terms of reference, and workplan, and serve as a liaison between the Panel and the Board. The Co-Chairs serve as the conduit between the Board and the Panel members. Where ARAP is looking to forward advice, questions or concerns to the Board, the Co-Chairs will facilitate this process. It is important to note that ARAP speaks and advises on behalf of itself. Co-Chairs facilitate and guide this process. ARAP members will not speak as representatives or on behalf of ARAP and/or the Board outside of ARAP meetings.

Selection of Members

It is imperative that the process of membership selection be fair, transparent, consistent, clearly communicated, accessible and widely posted, and that every attempt is made to ensure that a broad range of perspectives are represented on ARAP.

During recruitment, individuals wishing to apply for membership on ARAP must be residents of the City of Toronto or individuals who have demonstrated experience and a track record in working closely with communities in Toronto. Applicants will be required to adhere to the application guidelines in order to be considered eligible to join the panel. Priority will be placed on applicants with a background in anti-racism, anti-Black racism, anti-Indigenous racism, lived experience, and those who have familiarity with the issues raised at the inquest into the death of Andrew Loku, and other applicable intersecting experiences that align with the ARAP mandate.

Those applicants who have been chosen to proceed through the process will be asked to attend an interview with the ARAP Co-Chairs and Board staff. At the conclusion of the selection process, the Co-Chairs will recommend to the Board a list of community members and subject-matter experts to become members of ARAP. All successful candidates are required to adhere to the Panel's Code of Conduct.

Conflict of Interest

Members selected to sit on the Advisory Panel will not use their position to advance their personal interests or the interests of any person or organization with whom or with which they are associated.

Members must ensure that their personal or financial interests do not interfere with their duties as a Member.

Members must identify and disclose as soon as possible any personal or pecuniary conflict of interest or possible or perceived conflict of interest with their ARAP activities. Disclosure of any such conflict or possible or perceived conflict should be made to the ARAP Co-Chairs, or in the case of the conflict or possible conflict arising for a Co-Chair, disclosure should be made to the Board.

It is not a conflict of interest to represent and seek to advance the rights and well-being of racialized persons and other intersecting equity-deserving groups while on ARAP.

ARAP values the participation of community members who have been involved with relevant issues within their communities.

Meetings

It is anticipated that ARAP will meet bi-monthly, and as needed. Meetings will be split evenly between in person and virtual attendance. At times, a working group or a subcommittee may be established to focus on a specific matter.

Honouraria

The Board is deeply appreciative of the time and expertise that ARAP members lend to the Panel, and in recognition of such, provides honouraria as a reflection of respect and appreciation of the deep knowledge, insights and advice these community members contribute to the success of the Board in carrying out its oversight and governance roles. Community members of ARAP are eligible but not obligated to receive an honourarium of \$125 for every bi-monthly meeting which they attend. Working group or subcommittee meetings are not eligible for honouraria.

Community Consultation

ARAP will, at its discretion, engage in consultations with the community, including subject-matter experts, sector representatives, and other relevant interest-holders, to address current and emerging issues. These consultations ensure that the ARAP remains responsive and well-informed on matters affecting the communities it serves. The panel may also seek input through direct consultations or by inviting submissions from community members, allowing for a broad range of voices to contribute to the decision-making process. This collaborative approach is key to ensuring that the ARAP's work remains grounded in the experiences and needs of those most affected by racial inequities.

Reporting/Communications

Although ARAP's meetings will be closed to the public, ARAP will regularly update the Board on its key activities, which will be included in the Board's public agenda. Additional updates or reports will be provided to the Board as needed.



4. Quality Assurance and Improvement Program Summary of 2024 Activities



PUBLIC REPORT

April 3, 2025

To: Chair and Members
Toronto Police Service Board

From: Dubi Kanengisser
Executive Director

Subject: **Quality Assurance and Improvement Program Summary of 2024 Activities**

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Summary:

The purpose of this report is to provide the Toronto Police Service Board (Board) with the *Quality Assurance and Improvement Program Summary of 2024 Activities*, prepared by the Toronto Police Service's Audit & Quality Assurance unit.

Discussion:

In accordance with the *Board's Adequacy Standard Compliance Policy*, the attached report is being submitted to the Board for information purposes only.

Conclusion:

It is recommended that the Board receive this report. Ms. Angela Schieda, Manager, Audit & Quality Assurance will be in attendance to answer any questions that the Board may have regarding this report.

Recommendation:

This report recommends that the Board receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Respectfully submitted,

Dubi Kanengisser
Executive Director

Attachment:

Quality Assurance and Improvement Program Summary of 2024 Activities



Toronto Police Service

Quality Assurance and Improvement Program Summary of 2024 Activities

This report and the information contained herein is for the attention of the designated recipient and is not to be further disseminated without the approval of the Chief of Police.

Audit & Quality Assurance

December 2024

Approved by the Executive Assurance Committee – February 25, 2025

Summary

Successful monitoring of Audit and Quality Assurance's (A.&Q.A.'s) activities on an ongoing and periodic basis ensured the unit operated in an effective and efficient manner and in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and Code of Ethics.

A.&Q.A. completed a Request for Information process to:

- scan the market for audit management software;
- obtain potential pricing information; and
- determine available functionalities of the audit software platforms from potential proponents.

A review of proponents' responses was completed.

A.&Q.A. began the process of updating its process documentation to comply with the Institute of Internal Auditors' new Global Internal Audit Standards, which impact how A.&Q.A. projects are performed, managed and governed effective January 9, 2025.

A.&Q.A. looks forward to educating members of the Toronto Police Service Board on their new responsibilities under the new Global Internal Audit Standards.

Introduction

A.&Q.A. has followed the Institute of Internal Auditors' (I.I.A.) International Standards for the Professional Practice of Internal Auditing (Standards) since the early 2000'¹s. The Standards require every internal audit activity to undergo an external quality assessment (E.Q.A.) to confirm its conformance to the Standards and Code of Ethics at least once every five years. A.&Q.A.'s first E.Q.A. was conducted in 2011 and its second in 2016. During 2021, A.&Q.A. underwent its third E.Q.A. The independent external assessor concluded that A.&Q.A. generally conforms to the Code of Ethics and to the Standards, with the exception of the Standards dealing with independence. The external assessor concluded that the A.&Q.A. function did not meet the criteria for independence, as A.&Q.A. did not report to the Toronto Police Service Board (Board).

As a result of the independent external assessor's recommendations, the Board's new Adequacy Standards Compliance Policy (Board Policy) requires that the Board be consulted on the preparation of A.&Q.A.'s work plan and that the work plan be presented to the Board in an annual report. For audits included in the previous year's work plan but not completed during the reporting period, an estimated time for completion or an indication that they will no longer be pursued with supporting rationale must also be provided in the annual report. The Board Policy also requires that all project reports be submitted to the Executive Assurance Committee (E.A.C.) and to the Board.

The I.I.A. released new Global Internal Audit Standards that were effective January 9, 2025. A.&Q.A. will undergo its fourth self-assessment with independent external validation in 2026 to determine if the unit conforms to the new Standards.

Section 1300 of the Standards requires that *"the chief audit executive develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity"* and that *"the chief audit executive communicate the results of the quality assurance and improvement program to senior management and the board."*

A Quality Assurance and Improvement Program must include both internal and external assessments. Internal assessments include ongoing monitoring of the day-to-day operations of A.&Q.A. and periodic self-assessments of conformance with the Standards and the Code of Ethics. External assessments are performed by a qualified, independent assessor or assessment team from outside the organization and must be conducted at least once every five years. The Chief Audit Executive (C.A.E.)² must report the results of both the internal and external assessments to the E.A.C. and the Board at least annually.

Ethical Expectations

Members of A.&Q.A. are expected to understand, respect, meet, and contribute to the

¹ Except where noted, this report is being prepared under the 2017 Standards as they were in effect throughout 2024.

² Manager, Audit & Quality Assurance

legitimate and ethical expectations of the Service and to recognize conduct that is contrary to those expectations.

The I.I.A.'s new Global Internal Audit Standards require that if members identify behavior within the Service that is inconsistent with the Service's ethical expectations, they must report the concern immediately to the C.A.E. If members determine that a member of senior management has behaved in a manner that is inconsistent with the Service's ethical expectations, the C.A.E. should report the violation to the Board. If an ethics-related concern involves the Chair of the Board, the C.A.E. should report the concern to the entire Board. The C.A.E./members of A.&Q.A. should follow up on ethics-related issues involving the Board or senior management and validate that appropriate actions were taken to address the concern.

The C.A.E., through this report, is confirming that no ethical issues were identified in 2024.

Organizational Independence

The I.I.A.'s new Global Internal Audit Standards require the C.A.E. to confirm to the Board the organizational independence of A.&Q.A. at least annually. The C.A.E., through this report, is confirming A.&Q.A.'s organizational independence for 2024.

2024 Activities

1. Ongoing Monitoring

- a terms of reference for each project was presented to E.A.C. members for review and comment; any issues were addressed before starting fieldwork;
- E.A.C. members were consulted during the planning stage of each project to discuss risk tolerance levels and risk appetite;
- all projects were led by a project leader and organized by standardized working papers contained within the Electronic Working Paper (E.W.P.) application;
- work programs were approved by the C.A.E. prior to the start of fieldwork;
- weekly project meetings were held with the C.A.E.;
- work program(s) were discussed at the weekly meetings and any changes to the program(s) were approved by the C.A.E.;
- project leader and C.A.E. reviewed and approved all project files; review and approval are required at various stages within the E.W.P.;
- a peer review process was completed for all projects by individuals not on the project team;
- customer service surveys were sent to auditee(s) at the end of each project; results

were discussed with project team;

- project and work plan status reports were reviewed and presented to the E.A.C.;
- follow-ups of outstanding recommendations and issues were conducted and results presented to the E.A.C.; and
- risk assessments were updated taking into consideration the Service's governance, risk and control processes.

2. Periodic Self-Assessment

- a Satisfaction Survey was sent to all E.A.C. members in January 2025 and the results were reviewed by the C.A.E.; and
- a yearly review of customer service surveys results was performed by the C.A.E.

3. Training/Professional Development

- members attended a variety of in person and online sessions throughout the year from organizations including: I.I.A., Chartered Professional Accountants of Ontario, Association of Local Government Auditors, Percipio, Municipal Internal Auditors Association, Ontario Association of Chiefs of Police, Gartner Canada, Institute for Applied Network Security, Public Sector Network, Information Systems Audit and Control Association, Canadian Police Knowledge Network, and the Toronto Police College;
- one member obtained the Certified Internal Auditor designation;
- one member completed a Certificate in Project Management Fundamentals (McMaster University/Skillsoft); and
- two members successfully completed the Incident Command 200 Course.

4. Information Technology

- the Senior Information Technology (I.T.) Advisor was consulted at the beginning of each project to determine opportunities for improvements in cybersecurity, user experience and the use of data analysis software and automation;
- the Senior I.T. Advisor reviewed and approved the I.T. Risk Assessment for each project; and
- members attended various I.T.-related online sessions on topics including cybersecurity and artificial intelligence.

5. 2024 Achievements

- completed eight projects resulting in 15 recommendations and 76 compliance issues

not requiring Command action;

- prepared a Board report on A.&Q.A.'s annual work plan development process, the 2024 Audit Work Plan and 2023 ongoing/not yet started projects;
- prepared the Q.A.I.P Summary of 2023 Activities;
- provided all project reports to the Board to increase public trust and accountability;
- liaised with members of the Board Office and consulted with senior management to answer questions and prepare for Board meetings;
- completed a Request for Information (R.F.I.) process to (1) scan the market for audit management software, (2) obtain potential pricing information and (3) determine available functionalities of the audit software platforms from potential proponents. A review of proponents' responses was completed;
- continued to follow up on previous audit project recommendations' implementation statuses and updates;
- continued to conduct comprehensive project peer reviews;
- continued to add and update templates and guidance documents in the E.W.P.'s Reference Library;
- attended/participated in the following: Executive Leadership Team meetings, Senior Management Team meetings, select Command meetings, Strategy Management team meetings and Board meetings;
- reviewed City of Toronto Audit Committee meetings;
- began the process of updating A.&Q.A.'s process documentation to comply with the I.I.A.'s new Global Internal Audit Standards, which impact how A.&Q.A. projects are performed, managed and governed effective January 9, 2025;
- continued to increase awareness of A.&Q.A. competencies and elevated the unit's status as a strategic partner;
- one member temporarily seconded to the Major Incident Command Center to assist with Project Resolute; and
- staffed the vacant manager position.

6. Challenges Facing A.&Q.A. in 2025

- staffing several key positions that became vacant due to retirements and transfers – two senior advisors, one senior operational auditor and two uniform members;
- training new members on A.&Q.A.'s processes and the E.W.P. application;

- working with the Board Office to clear the backlog of A.&Q.A. reports not yet presented to the Board; and
- continuing to update A.&Q.A.'s process documentation to comply with the new Global Internal Audit Standards.

7. Opportunities in 2025

- educating Board members on their new responsibilities under the new Global Internal Audit Standards;
- upgrading the senior operational auditor position to include the requirement for a Chartered Professional Accountant or Certified Internal Auditor designation;
- continuing to update audit workflow and unit processes to allow for improved information sharing, consultation and communication with management, Command and the Board Office;
- identifying training opportunities for existing members to build competencies;
- converting one or more detective positions to detective constable positions to staff uniform vacancies;
- exploring adjusting A.&Q.A.'s civilian to uniform complement for longer term commitment, financial experience and succession planning;
- continuing to engage with Body-Worn Camera initiatives;
- continuing to support members of Strategy Management and the Office of the Chief as they explore the implementation of Enterprise Risk Management; and
- continuing to elevate awareness of A.&Q.A. and its status as a strategic partner.



5. Review of the Citizen Online Report Entry System - 2024



PUBLIC REPORT

April 3, 2025

To: Chair and Members
Toronto Police Service Board

From: Dubi Kanengisser
Executive Director

Subject: Review of the Citizen Online Report Entry System - 2024

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Summary:

The purpose of this report is to provide the Toronto Police Service Board (Board) with the *Review of the Citizen Online Report Entry System - 2024*, prepared by the Toronto Police Service's Audit & Quality Assurance unit.

Discussion:

In accordance with the *Board's Adequacy Standard Compliance Policy*, the attached report is being submitted to the Board for information purposes only.

Conclusion:

It is recommended that the Board receive this report. Ms. Angela Schieda, Manager, Audit & Quality Assurance will be in attendance to answer any questions that the Board may have regarding this report.

Recommendation:

This report recommends that the Board receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Respectfully submitted,

Dubi Kanengisser
Executive Director

Attachment:

Review of the Citizen Online Report Entry System - 2024



Toronto Police Service

Review of the Citizen Online Report Entry System - 2024

Audit & Quality Assurance

Approved by the Executive Assurance Committee on September 19, 2024

This report and the information contained herein is not to be further disseminated without the approval of the Chief of Police

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Review of the Citizen Online Report Entry (C.O.R.E.) System - 2024

Background

On March 12, 2024, the Executive Assurance Committee approved the review of the Citizen Online Report Entry System as part of the Audit & Quality Assurance (A.&Q.A.) 2024 audit workplan.

Citizens can report non-emergency crimes that do not require immediate police presence to the Toronto Police Service (the Service) by way of calling the non-emergency telephone line or through the Citizen Online Report Entry (C.O.R.E.) system. Crimes eligible for online reporting include the following: Parking Complaint, Theft under \$5,000, Damage to Property under \$5,000, Damage to Vehicle under \$5,000, Theft from Vehicle under \$5,000, Graffiti Vandalism on Private Property, Hate-Motivated Graffiti, Theft of Gas (from a gas station), Bicycle Theft under \$5,000, Fraud under \$5,000, General Driving Complaint and Local Neighbourhood Traffic Issue or Concern.

The C.O.R.E. system is part of the mandate of the Primary Report Intake Management and Entry (P.R.I.M.E.) Unit, which is responsible for the intake of all non-emergency calls for service. Under the management of Communications Services, the P.R.I.M.E. Unit was launched in November 2013, replacing the Central Alternate Response Unit.

The P.R.I.M.E. Unit's operations are governed by Service Procedure 04-42, Non-Emergency Primary Report Intake.

Scope

The review focused on the assignment and approval process of online reported cases, as well as review of Service Procedure 04-42, Non-Emergency Primary Report Intake, Routine Orders, the C.O.R.E. Manual, the Versadex Guide Transcription Queue Procedure, the navigation features and input controls of the public-facing webpage of the C.O.R.E. system and interviews with relevant Service members.

The scope of this project covered online reports submitted from January 1, 2024 to April 30, 2024.

In accordance with the International Professional Practices Framework of the Institute of Internal Auditors, the scope also included:

- Considering the probability of significant errors, fraudulent entries, non-compliance, and the related risk management through effective internal controls; and

- Identifying key information technology risks.

Conclusion

Overall, the findings in this report represent a medium risk to the Service. This report includes two recommendations and three issues.

The C.O.R.E. system is not user-friendly and can be difficult to navigate. It does not have built-in screening filters that help prevent non-eligible reports and is available only in English. Service Procedure that governs the management of non-emergency reports does not reflect procedural guidelines that apply to online reporting and needs to be updated.

Management also needs to consider whether the C.O.R.E. system can be integrated with the new records management system (Niche) to reduce the need for manual intervention in the future.

The reader is cautioned on reliance on this conclusion due to limiting factors, such as, the economical use of a representative sample, professional judgement, and the evidence being persuasive rather than conclusive.

9/20/24

Angela Schieda, C.P.A., C.A., C.I.A.
Acting Manager, Audit & Quality
Assurance

Date

Objective 1

To verify that only qualified events are accepted by the Citizen Online Report Entry system.

Issues

Issue #1

Occurrences eligible to be reported through the C.O.R.E. system are limited to: Parking Complaints, Theft under \$5,000, Damage to Property under \$5,000, Damage to Vehicle under \$5,000, Theft from Vehicle under \$5,000, Graffiti and Vandalism, Hate-Motivated Graffiti, Theft of Gas (from a gas station), Bicycle Theft under \$5,000, Fraud under \$5,000, Driving Complaints and Local Neighbourhood Traffic Issues or Concerns. The C.O.R.E. system should have filters to ensure only eligible occurrences are submitted.

Reports that do not meet online reporting criteria are accepted by the C.O.R.E. system, as the system does not have built-in filters to screen out non-eligible reports.

From the 28,534 reports received online for the period from January 1, 2024 to April 30, 2024, 5,585 (20%) reports were rejected for reasons ranging from: a) report not eligible for online reporting, b) incomplete information on the suspect and involved vehicle, missing itemized report of the items in the stolen wallet/purse or vehicle, c) event happened outside of Toronto, and d) event was submitted under an incorrect event category.

The C.O.R.E. system is currently undergoing an upgrade and the following improvements will be introduced to the system:

- built-in filters to screen out non-eligible events; and
- certain fields will have drop-down options to provide predetermined entries.

Management Response from the Manager, Communications Services

Communications is currently working with the Project Management Office to update and upgrade the system and workflow to address the filtering of information and language to describe appropriate events for submission. The C.O.R.E system is currently being reviewed and reconfigured to attempt to minimize the ability to enter reports that are not eligible through this format. This includes, location entries, clarity in definitions and filters to vet the type of call as well as having drop down menus with predetermined entries for ease of use and screening. Communications Services will inform A.&Q.A. once the upgrade is completed.

Issue #2

To encourage public reporting, the C.O.R.E. system should provide the public with simple and straightforward completion instructions.

- The C.O.R.E. system is available only in English. Given the multi-cultural population of Toronto, non-English speaking residents may not be able to use the system due to this language limitation; and
- The reporting process is not user friendly. Some input fields do not have field format controls, which allows the system to accept any input information without immediately showing an error message. Error messages only appear after the “Continue” button is pressed when a page has been fully completed.

The C.O.R.E. system is currently undergoing an upgrade and the following improvements will be introduced to the system:

- translation ability to allow for viewing in multiple languages;
- the system will automatically create a Computer Aided Dispatch (C.A.D.) report after the online report is approved;
- the Analytics & Innovation Unit will track usage of the updated system; and
- inclusion of the C.O.R.E. system in the upcoming campaign for the call diversion program called “Make the Right Call”.

Management Response from the Manager, Communications Services

Communications is currently working with the Project Management Office to build in new workflow to improve the user experience as well as technological advances to integrate systems. Current drafts of the new system includes the ability to change questions, text and responses into multiple languages. The expectation is that the call will be created automatically in C.A.D. versus having the step of review prior to creation. This will allow for improved tracking and quality assurance. The “Make the Right Call” campaign is moving forward and work continues on this public education piece with online reporting coming in phase two of the project. Communications Services will inform A.&Q.A. once the upgrade is completed.

Recommendation

Recommendation #1

To facilitate timely review and transcription, the C.O.R.E. system should have limited manual interventions.

Approved reports are transmitted to Records Management Services where they wait in the Versadex Transcription Queue pending transcription. There is no direct link from the C.O.R.E. system to Versadex to allow for automatic transcription. Transcription is a process that involves the verification of names, addresses, dates of birth and other information in the report for possible linkage to similar information already recorded in Versadex.

With the implementation of Niche, the ability to integrate the C.O.R.E. system with Niche should be considered to reduce the manual intervention required to transcribe accepted C.O.R.E. reports.

Risk Rating: **Low**

Recommendation #1: That the Inspector, Business Relationship Management, evaluate the feasibility of integrating the Citizen Online Report Entry system with the Niche records management system to eliminate the need for manual transcription being performed by Records Management Services.

Management Response from the Inspector, Business Relationship Management

C.O.R.E. System's Deficiencies, mainly the manual intervention required to link information with the Toronto Police Service (T.P.S.) Records Management System, are being actioned through two major Programs:

- 1) Platforms and Transformation Program – aimed at digitizing internal and external user experience. The program is currently modernizing all citizen online reporting. This will achieve a more seamless user experience and create integration of information with the C.A.D. system.
- 2) R.M.S. Program – aimed at implementing a new Records Management System at T.P.S. This program will allow the integration of the new citizen online reporting with the new T.P.S. R.M.S.

This audit finding will be resolved in 2026 through both of these programs.

Objective 2

To assess whether there are controls in place to ensure that reports are reviewed, assigned and actioned by the Service in a timely manner.

Recommendation

Recommendation #2

Service governance should provide members with guidance on how to respond to and investigate occurrences reported through the C.O.R.E. system.

Service Procedure 04-42, Non-Emergency Primary Report Intake covers general procedures related to non-emergency calls for service. It does not, however, address important information and requirements related to occurrences reported through the C.O.R.E. system, including events eligible for online reporting, restrictions and criteria of eligible reports and how to respond to and investigate these occurrences.

The Procedure also needs to be updated to reflect the current location of the P.R.I.M.E. Unit and an updated hyperlink to the Service website.

Risk Rating: **Low**

Recommendation #2: That the Manager, Communications Services, in conjunction with the Executive Advisor & Manager, Strategic Planning &

Governance, amend Service Procedure 04-42, Non-Emergency Primary Report Intake to include the following:

- a) relevant information related to online reporting via Citizen Online Report Entry such as the events eligible for online submission, its criteria and procedural process;**
- b) the correct location of the Primary Report Intake Management and Entry Unit; and**
- c) corrected hyperlink to torontopolice.on.ca.**

Management Response from the Manager, Communications Services

Communications Management in collaboration with Strategic Planning and Governance, P.R.I.M.E. and the Communications Training Unit will review policy 04-42 Non-Emergency Primary Report Intake to ensure that the policy is current and up to date to reflect criteria, location and the proper hyperlink. It is important that the criteria be met without limiting thought process in relation to specific events, as some events can be reported through C.O.R.E that are outside of the expected norm of Theft under, as an example. We will update the location and hyperlink immediately and begin a review of the criteria with an anticipated completion in conjunction with partner units by December 31st, 2024. Work will continue as event type specific workflows are added to the new system with a focus on ensuring information is available in the form for understanding as the user progresses through the entry.

Issue

Issue #3

In line with best identity and access management practices, access to the C.O.R.E. system must be limited to active P.R.I.M.E Unit users.

Review of members who have access to the C.O.R.E. system determined that 84 members that have left the P.R.I.M.E. Unit continue to retain access.

This finding was brought to the attention of Communications Services management, and a service request was created to remove access for these members.

Communications Services will update A.&Q.A. with the status of the service request.

Management Response from the Manager, Communications Services

Communications Management will coordinate with the P.R.I.M.E. Supervisory team to ensure that access to the system is updated as staff join and leave the unit going forward. A service request was submitted for joint review between the Acting Prime Staff Sergeant and Communications. This request was entered and completed in June 2024. I have asked for a current review due to some recent movement of staff. The current review is estimated to be completed by October 11th, 2024.

Positive Findings

- Reports received online were addressed promptly: 95.7% and 4.1% of reports were processed within one or two days, respectively, from the date of submission. Reports originally rejected by the P.R.I.M.E. Unit but subsequently approved at a later date upon request by divisional investigators after identification of the suspect were approved three days and beyond.
- There is ongoing daily supervision of work activities and monitoring of the number of reports received, actioned and still pending.



6. Contract Extension and Increase with G2S Pickin' Patch Inc. for Geographic Information System Services



PUBLIC REPORT

March 4, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: **Contract Extension and Increase with G2S Pickin' Patch Inc. for Geographic Information System Services**

Purpose: ☐ Information Purposes Only ☒ Seeking Decision

Recommendations:

It is recommended that the Toronto Police Service Board (Board):

- (1) approve a one-year contract extension with G2S Pickin' Patch Inc. (G2S) for Geographic Information System (G.I.S.) services commencing July 1, 2025 to June 30, 2026, and an increase to the contract of \$125,000 (excluding taxes); and
- (2) authorize the Chair to execute all required agreements and related documents on behalf of the Board, subject to approval by the City Solicitor as to form.

Financial Implications:

In 2020, the Toronto Police Service (Service) contracted a resource from Randstad Technologies to provide professional services for the G.I.S. platform, through a competitive procurement process (R.F.S. #1339353-19). Upon completion of the contract with Randstad Technologies in 2021, the resource transitioned to G2S. To ensure continuity of G.I.S. services, the Service contracted the resource through G2S on a sole-source basis.

The spend to date under both contracts with Randstad Technologies / G2S is \$194,110 and \$439,242 respectively for a total of \$633,352 (excluding taxes) since 2020.

Table 1 below outlines the estimated cost for the requested extension period. The annual amount will be included as part of future operating budget requests.

Table 1 - 2025 - 2026 Estimated Cost (excluding taxes):

Period	Required Increase
July 1, 2025 - December 31, 2025	\$62,500
January 1, 2026 - June 30, 2026	\$62,500
Total	\$125,000

The hourly rate of \$115 for the resource has remained unchanged since 2021. The estimate is based on a monthly average of 90 hours (not full-time).

Summary:

The purpose of this report is to request the Board's approval for an extension and increase to the current contract with G2S for G.I.S. services, at an estimated cost of \$125,000 (excluding taxes) for the period July 1, 2025, to June 30, 2026.

Discussion:

Background

The Service has made a significant investment in G.I.S. technology to enhance its mapping and geospatial analytical services for both the organization and the community.

This technology enables the Service to provide detailed spatial data and analytics, facilitating more informed decision-making on resource planning, deployment, and emergency response. By streamlining workflows, G.I.S. technologies reduce the time spent on mapping and data visualization tasks, leading to improved efficiencies. The development of interactive maps and visualizations simplifies complex data, making it more accessible and easier to share with all stakeholders, thereby enhancing communication and collaboration internally and externally.

The contribution of the resource from G2S has been instrumental to improving the Service's maturity in the use of G.I.S. technologies, as they played a key role in designing the current G.I.S. system and possesses a unique understanding of the Enterprise Esri configuration implemented at the Service. The resource is well-versed in the Service's need for integration with other Service applications and has the required expertise to support related initiatives such as performance improvement, platform optimization, solution development and integrating new initiatives, such as the new Records Management System.

To ensure continuity of service and to continue to leverage the skills and knowledge gained to date, an extension and increase to the contract with G2S is being requested.

Recognizing the need for a dedicated resource to conduct this critical work, the Service plans to include a request for additional internal resources in the 2026 budget.

Relevant Board Policies and Compliance

The Board's By-law No. 163, Purchasing By-law, includes the following applicable articles/clauses:

'15.1 A non-competitive procurement may be undertaken where both the proposed non-competitive procurement and the vendor can be justified in good faith, based on one or more of the following considerations.

*...
(f) Additional purchases from a vendor of Goods or Services that were not included in the original procurement, when a change can not be made for economic or technical reasons without causing significant inconvenience or substantial duplication of costs to the Service;*

As well, Section 15.3 of this By-law outlines the contract award authority for non-competitive procurements:

'15.3 The Chief may only make an Award, or combination of related Awards, through a non-competitive procurement under this section for a total amount not exceeding \$500,000 and execute a Contract in relation to that Award.'

Further, Section 20.5 (a) of this By-law outlines the following limitation with regards to contract increases:

'20.5 Where any purchase has been authorized under this by-law, those persons authorized to make the Award may, upon being satisfied that increases are required, authorize expenditures that exceed the original approved Contract Value at the time of Award, provided that any additional expenditures cumulatively shall not exceed the lesser of:

(a) fifteen percent (15%) of the total cost of the original approved Contract Value at the time of Award; and

(b) the authority of that person as set out in section 20.3.'

Finally, Section 22.3 of this By-law outlines the required approval authority for contract terms longer than five years:

'22.3 A Contract term in excess of five (5) years, regardless of value, must be approved by the Board.'

Conclusion:

For the reasons outlined above, it is recommended that the Board approve an extension and increase to the current contract with G2S for G.I.S. services at an estimated cost of \$125,000 (excluding taxes) for the period of July 1, 2025 to June 30, 2026.

Mr. Colin Stairs, Chief Transformation Officer and Ms. Svina Dhaliwal, Chief Administrative Officer will be in attendance to respond to any questions from the Board.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



7. Toronto Police Service 2024 Annual Hate Crime Statistical Report



Toronto Police Service 2024 Annual Hate Crime Statistical Report

Intelligence Services- Hate Crime Unit

T.P.S. HATE CRIME STRATEGY

Expanded Mandate

- Centralization of all hate crime investigations

Increased Resourcing

- Expansion of permanent staffing
- Training for all members, new recruits and specialized units

Data Optimization

- Update of hate crimes occurrences dating back to 2018 to current data standards
- Internal dashboard and companion resources

Reporting & Community Engagement

- Hate Motivated Graffiti Intake Form
- Public Safety Data Portal
- Meetings with community



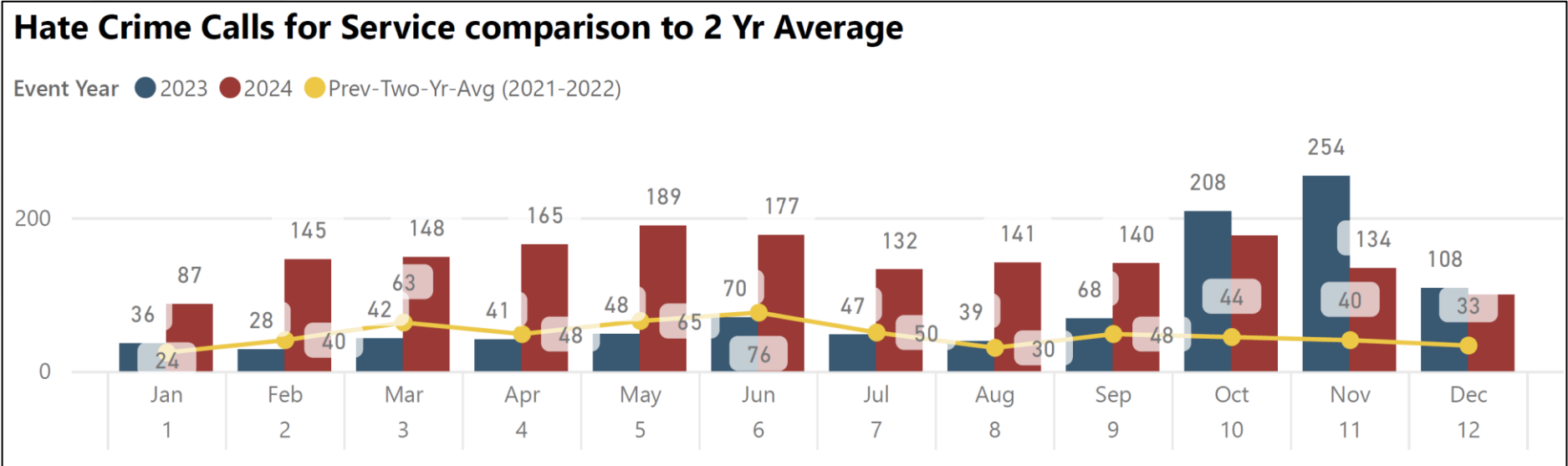
H.C.U. MANDATE

The Service expanded the mandate of the Hate Crime Unit (H.C.U.) on October 30, 2023, directing it to:

- Investigate all hate crime and hate propaganda cases;
- Provide follow-up and assistance in regards to all hate related incidents;
- Liaise with the Ministry of the Attorney General in relation to hate crime investigations, if necessary;
- Maintain a database of hate occurrences and arrests, that support the Hate Crime Dashboard, which provides assistance to divisional analysts, investigators and Command Officers;
- Assist in developing public education programs in partnership with other members of the Service and the community; and,
- Act as a central focus for the dissemination of information and provide support to Divisional Hate Crime Coordinators (D.H.C.C.), other police services, government agencies and the community;
- Investigate, assist and provide expertise to all investigations and prosecutions, including all incidents relating to the events surrounding October 7.



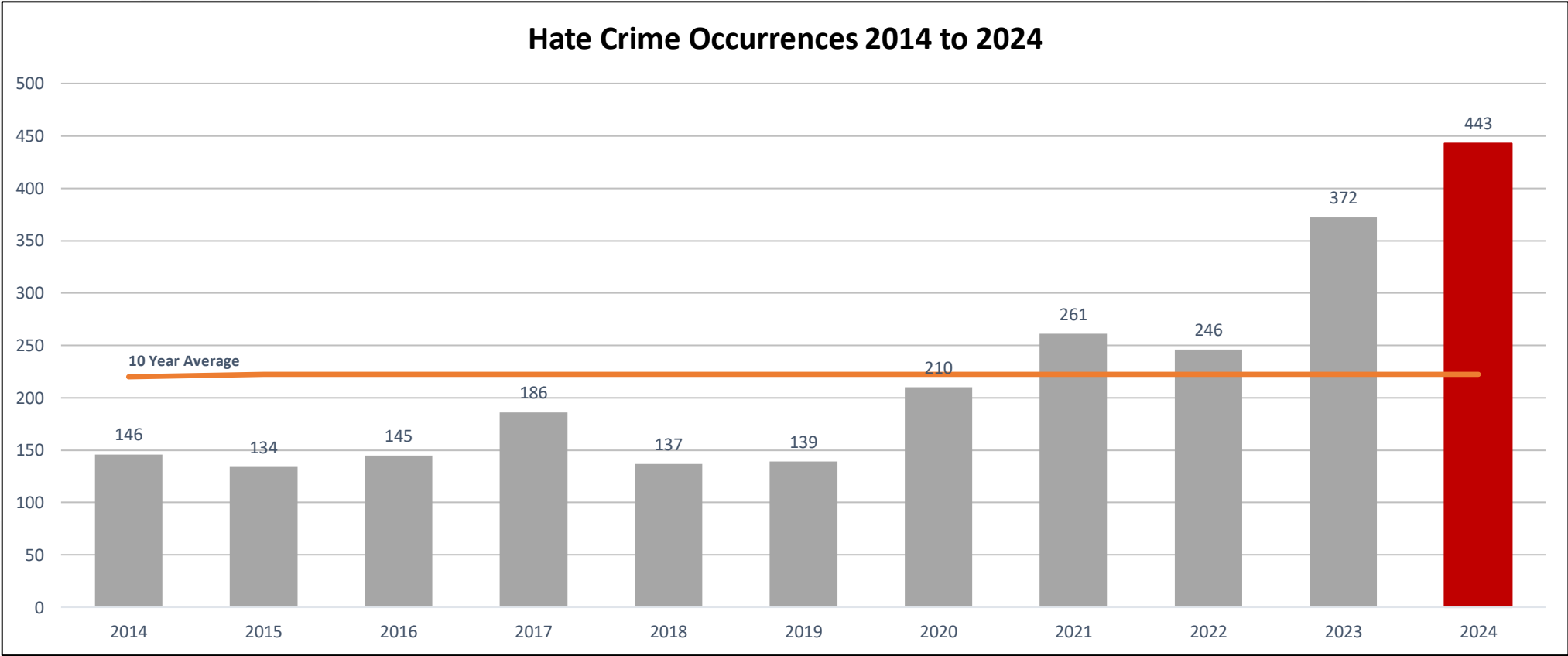
CALLS FOR SERVICE



- Hate Crime Calls for Service (C.F.S.) peaked in May 2024.
- Monthly C.F.S. have been consistently more than double the previous 2-year average.
- The increase following the October 7, 2023 Hamas attacks on Israel has sustained throughout 2024.



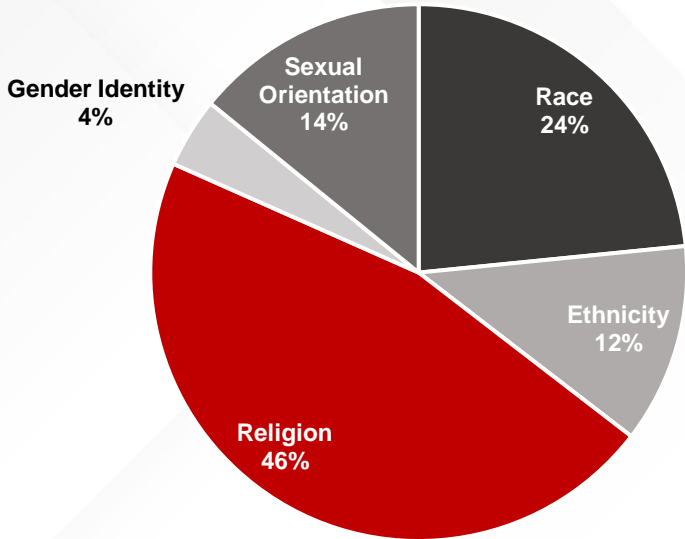
REPORTED HATE CRIMES 2014-2024



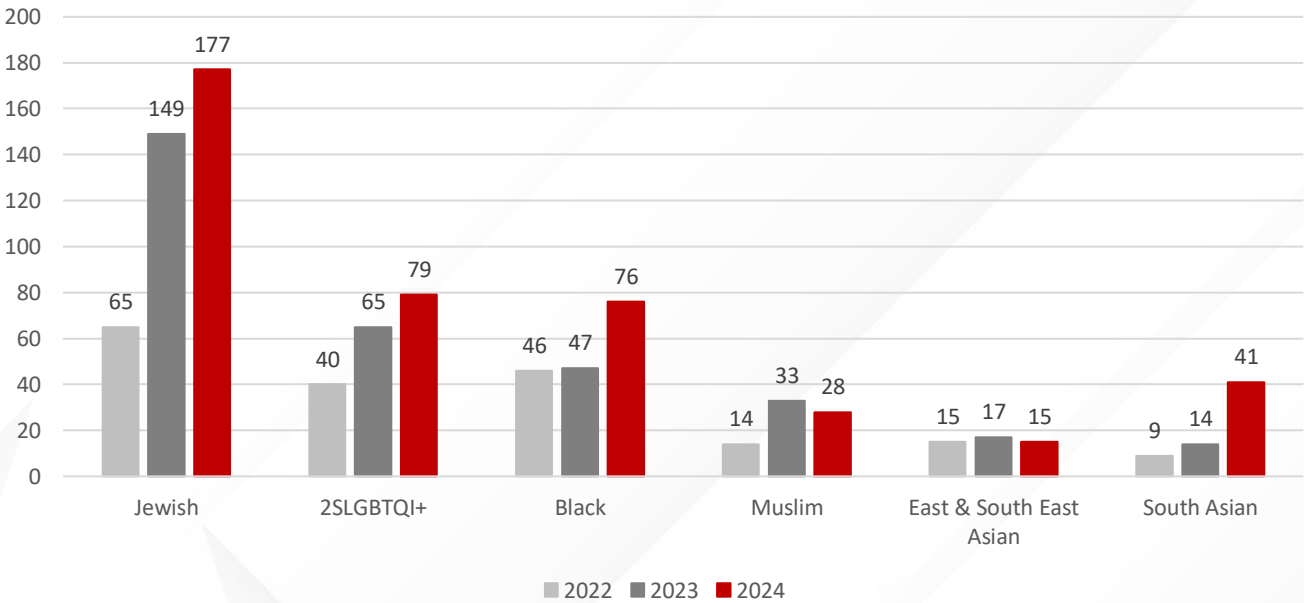
Note: In 2024 there were 443 hate crime occurrences reported to the Service. This was a 19% increase compared to the 372 occurrences reported in 2023.



HATE CRIME VICTIMIZATION



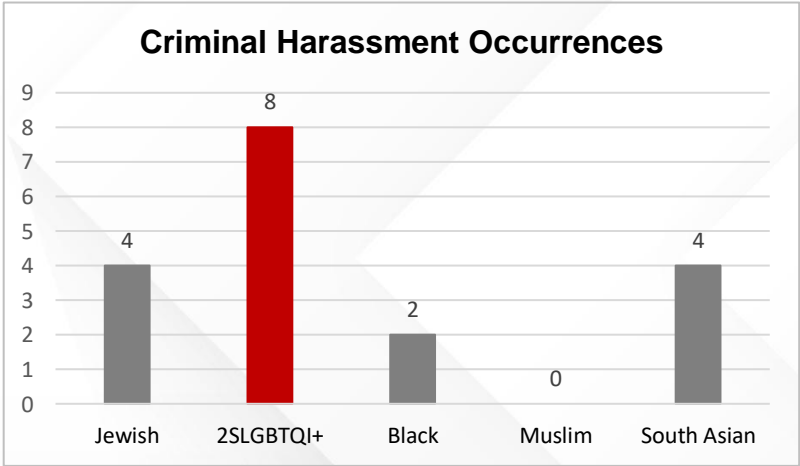
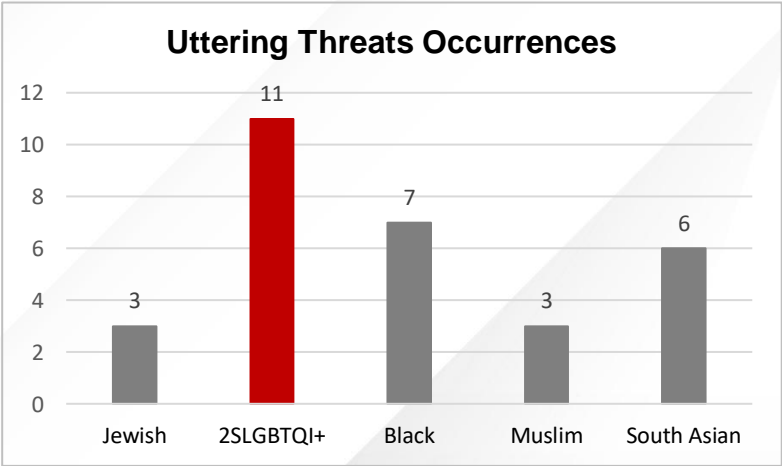
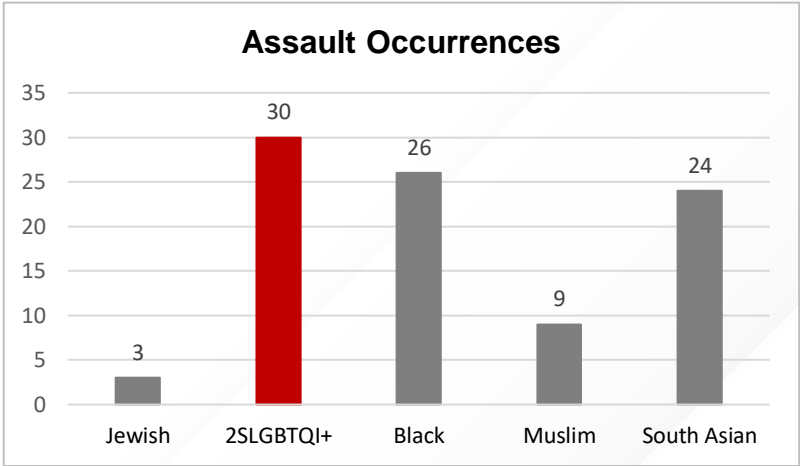
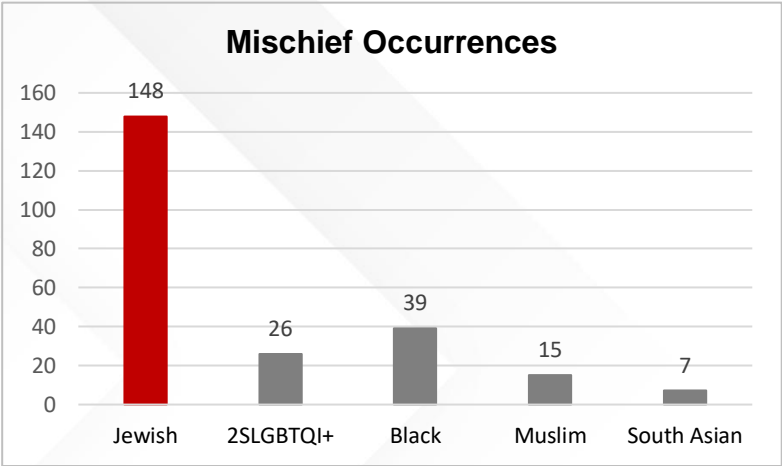
Motivation of Hate Crime by Bias Category in 2024



Highest Reported Hate Crimes by Community Groups 2022 to 2024



2024 Breakdown of Reported Hate Crimes by Most Common Offence Types and Bias Categories

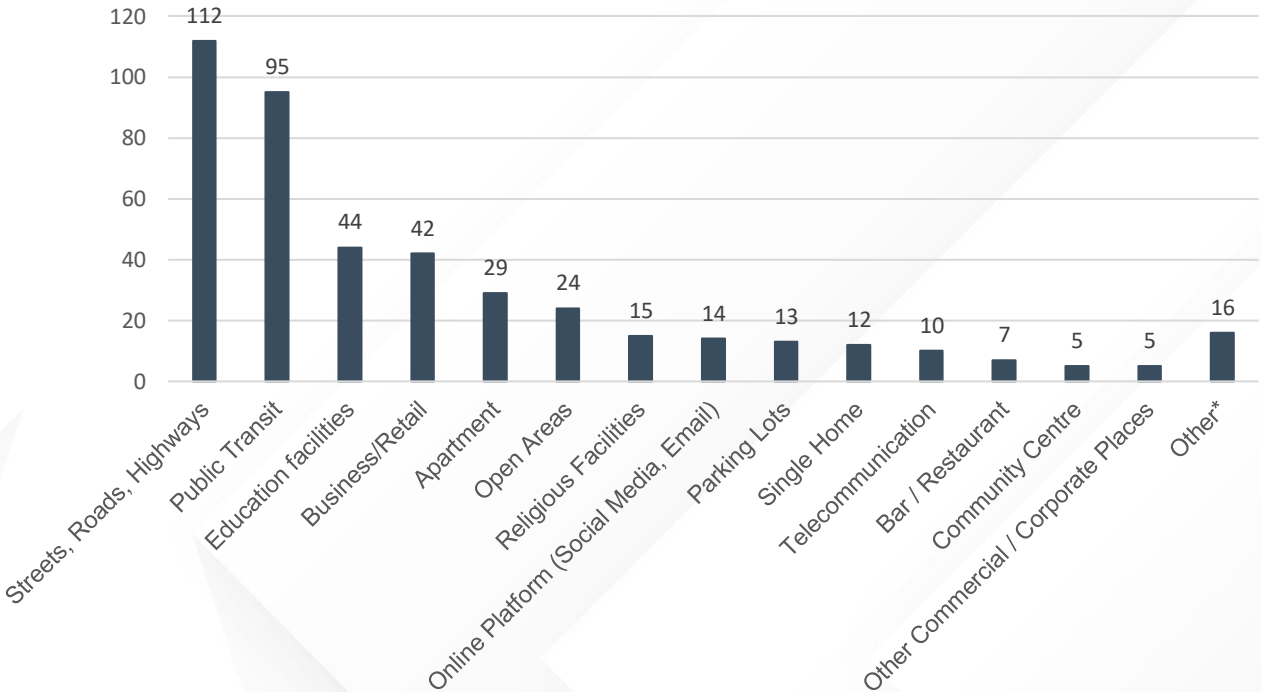


HATE CRIME OFFENCE LOCATIONS

The most frequently reported hate crime occurrence locations were public streets and on public transit, accounting for 47% of occurrences. Public transit saw the greatest increase in 2024.

Education facilities were the third most reported location in hate crime offences. However, they decreased by 32% in comparison to 2023.

In 2024, online platforms were counted as a distinct location type for the first time. They accounted for 3% of reported hate crime occurrences.



Note: “Other” includes gas stations, construction sites, non-commercial, medical facilities, banks and courts.



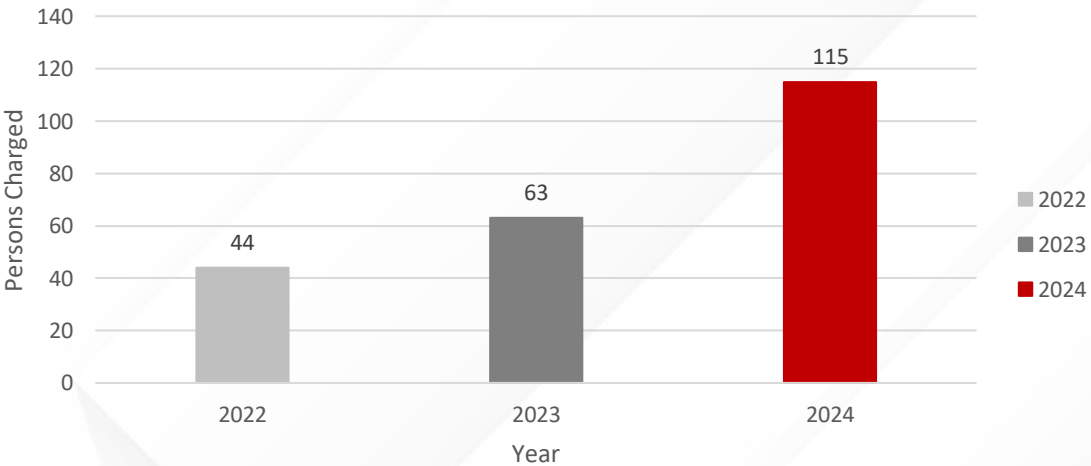
HATE MOTIVATED ARRESTS & CHARGES

In 2024, 115 persons were charged in relation to 99 occurrences. This is an increase of 83% to the number of arrests in 2023. A total of 209 charges were laid in 2024, a 34% increase compared to the 156 laid in 2023.

The majority of hate motivated criminal charges were laid for offences against persons. The most common charges were assault, utter threats and assault with a weapon. Charges were brought in 48% of assaults.

In 2024, charges were brought in 22% of cases. In 2023, charges were brought in 17% of cases.

Persons Charged in Relation to Hate Motivated Criminal Offences - 2022 to 2024

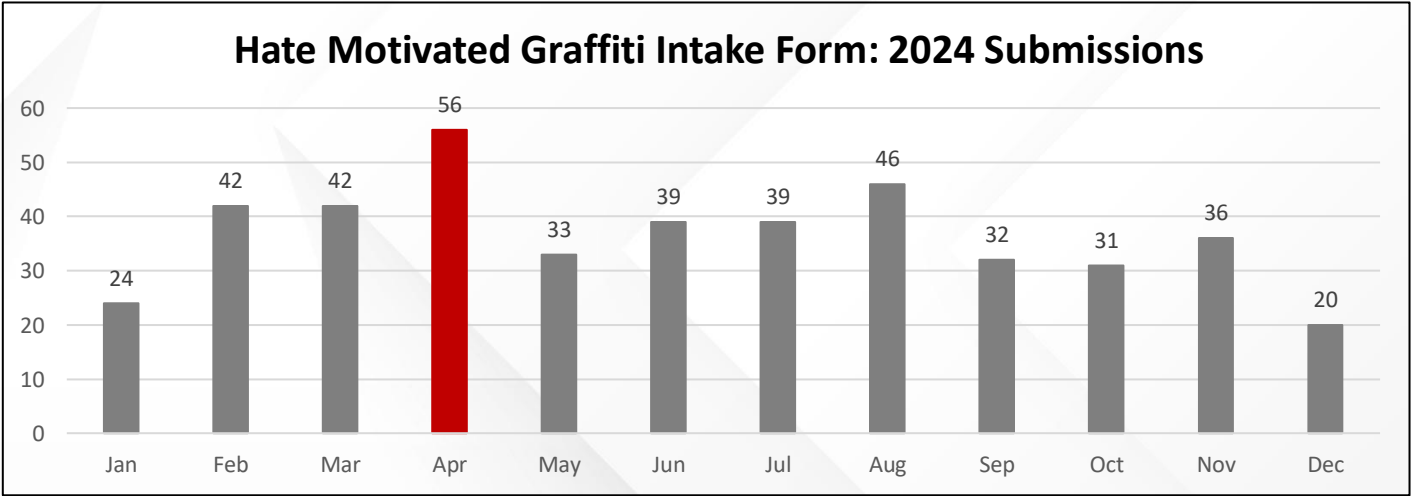
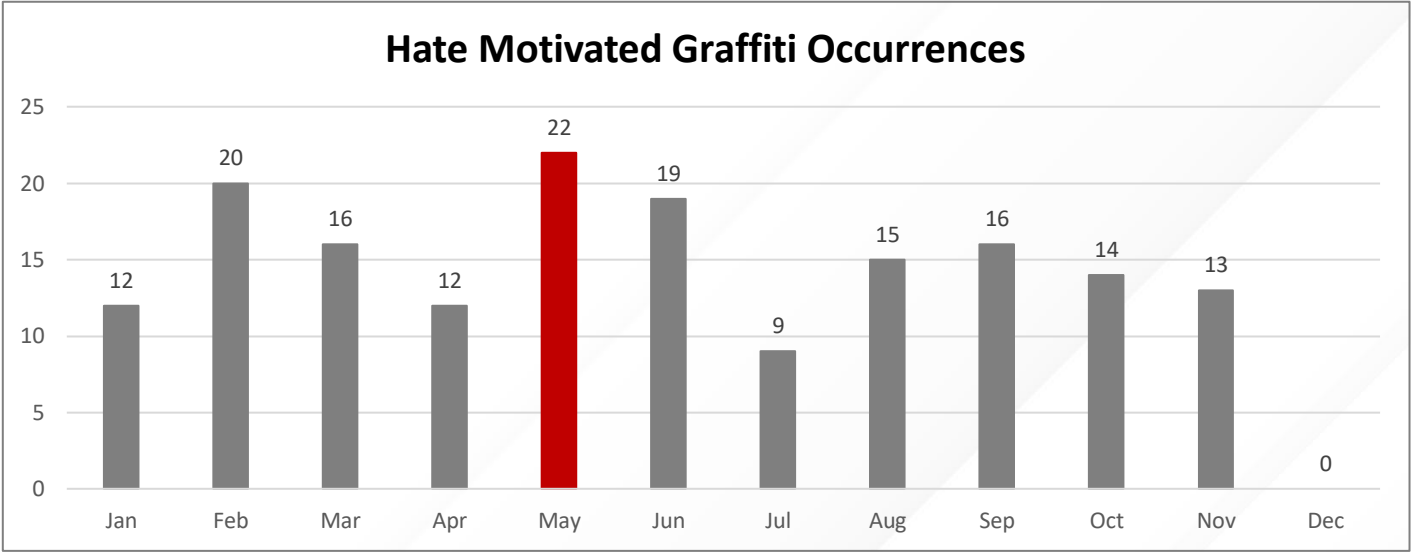


GRAFFITI RELATED OCCURRENCES & SUBMISSIONS REPORTED BETWEEN OCT 7 TO DEC 31, 2024

In 2024, there were 168 occurrences of hate-motivated graffiti reported to the Service. The highest number of reported occurrences was in May.

In November 2023, the Service launched the Hate Motivated Graffiti Intake Form. In 2024 there were 440 submissions made using the form.

Note: the same piece of graffiti may be reported multiple times and not every report is assessed to be hate graffiti.



HATE CRIME INVESTIGATIONS


In 2024, the H.C.U. laid 8 counts of Public Incitement of Hatred charges against 8 accused in 7 cases. Six of these 7 occurrences occurred at a demonstration/protest.

These charges are rare and do not require the consent of the Attorney General.


The elements of the offence are:

1. Communication of Statements
2. Public Place (streets, online (not private), restaurant)
3. Against an Identifiable Group
4. Incites Hatred
5. Likely to Lead to a Breach of Peace




Menu

Toronto Police Service





News Release

Man Arrested in Public Incitement of Hatred Investigation, Nathan Phillips Square

Unit: [Intelligence Services](#)

Case #: [2024-757759](#)

Published: Friday, April 12, 2024, 9:59 AM

  [SHARE](#)

The Toronto Police Service is making the public aware of an arrest made in a Public Incitement of Hatred investigation.

HATE CRIME INVESTIGATIONS

Anti-Black Assault with a Weapon

- The Service received a report alleging that the complainant had been assaulted by the suspect on public transit.
 - Victim advised that the suspect had released an unknown substance towards the victim and uttered anti-Black slurs during the assault.
 - Frontline officers responded to the location and the Hate Crime Unit initiated an investigation.
-
- Investigators identified the suspect through review of video footage and with the assistance of an internal bulletin. A search warrant was executed and the suspect was arrested and charged.
 - Investigators submitted the substance to Centre for Forensic Sciences for testing, and are awaiting results.
 - The case is currently before the courts.



PROTEST RELATED INVESTIGATION

- In February 2025, police attended a demonstration at the intersection of Bathurst Street and Sheppard Avenue West.
- Demonstrators and counter-demonstrators were at the rally.

- During the interaction, the accused uttered threats towards counter-demonstrators and claimed to be a member of a terrorist group.
- Accused was arrested and charged accordingly.

- Following the arrest, police executed a Criminal Code search warrant and seized a number of items including weapons.
- Accused is currently before the courts.

Man charged after claiming to be member of terrorist group: Toronto police

TPS said man told them he was a member of Kahane Chai, a listed terrorist group

TorontoToday Staff
Feb 4, 2025 6:43 PM



A screenshot of the "HATE-MOTIVATED GRAFFITI" report form. The form is titled "HATE-MOTIVATED GRAFFITI" and includes a section for "Tell us about the hate-motivated graffiti". The form contains several input fields and a dropdown menu. The input fields are: "Where is the graffiti located?" (with a placeholder "e.g. 40 College St or Bay St and King St"), "When did you see it?" (with a placeholder "yyyy.mm.dd --:--"), and "Why do you believe this is hate-motivated?". The dropdown menu is labeled "Location Type" and has a value of "All". The form also includes a section for "If you saw who did this, please provide a description of the person(s) (maximum 250 characters):".

QUESTIONS?





PUBLIC REPORT

March 31, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Toronto Police Service 2024 Annual Hate Crime
Statistical Report

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation: This report recommends that the Toronto Police Service Board (Board) receive this report.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Toronto Police Service Hate Crime Unit (H.C.U.) is part of Intelligence Services. The H.C.U. was established in 1993 to provide support to frontline officers and investigative units responding to hate crimes in the City of Toronto. Today, the H.C.U. is mandated to investigate all suspected hate crime and hate propaganda occurrences, as well as any occurrences related to the current conflict in the Middle East.

The Toronto Police Service 2024 Annual Hate Crime Statistical Report provides statistical data about criminal offences committed against persons or property that are motivated by bias, prejudice or hate against an identifiable group. An identifiable group may be distinguished by race, ethnic or national origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity or expression, or any other similar factor.

The report also provides an overview of the various hate crime related education, training, and community outreach initiatives that were undertaken by the H.C.U. and other units within the Service.



Discussion:

The *Toronto Police Service Annual Hate Crime Statistical Report* provides statistical data about criminal offences committed against persons or property which are motivated by bias, prejudice or hate against an identifiable group. An identifiable group may be distinguished by race, national or ethnic origin, language, colour, religion, sex/gender, age, mental or physical disability, sexual orientation or gender identity or expression. This report will also provide an explanation of the methodology used to collect hate crime data.

Data reported is based on hate crimes that occurred between January 1 and December 31, 2024.

This report will also provide an overview of the mandate of the Toronto Police Service's (Service) H.C.U. and detail the Unit's initiatives undertaken in 2024. This will include insights on the Service's training, education, and community outreach activities.

In 2024, there were 443 reported hate crimes representing a 19% increase from the 372 occurrences reported in 2023. Hate crime has generally increased year-over-year since 2019, with a sharp increase of 80% in 2023 that commenced immediately following the October 7 attack by Hamas on Israel.

In 2024, religion, sexual orientation/gender and race/ethnic/national origin were the most frequently targeted bias categories. Anti-Jewish occurrences accounted for 40% of the reported hate crimes (177 occurrences). Anti-2SLGBTQI+ occurrences were the second most frequently reported (79), accounting for a fifth of the reported hate crimes, followed by anti-Black and anti-Muslim hate crime occurrences. Anti-Black occurrences are the third most reported category in 2024 (76 occurrences) up 62% over 2023 (47 occurrences). In 2024, there was a 15% decrease in reported anti-Muslim occurrences (28 occurrences) over 2023 (33), however the number of anti-Muslim hate crime occurrences has doubled since 2022 (14 occurrences). Anti-South Asian hate crime occurrences almost tripled, with 41 occurrences in 2024, compared to 14 in 2023.

Mischief-related occurrences (i.e. graffiti and vandalism) continue to be the leading occurrence type, representing more than half of all occurrences. In 2024, there were 240 occurrences, representing a 23% increase over 2023 when there were 195 occurrences.

Anti-Jewish mischief-related occurrences represent the highest, 33% (148 occurrences) of the total reported hate crimes in 2024.

Notably there was an increase of hate motivated occurrences on public transit in 2024 (95 occurrences), in particular the subway, where occurrences increased by 88% over 2023 (50). Mischief-related occurrences more than doubled and assaults increased by almost a third. The H.C.U. has partnered with the Toronto Transit Commission (T.T.C.) and the Community



Partnership & Engagement Unit (C.P.E.U) to deliver on a public awareness campaign as part of a SafeTO initiative. This campaign commenced in April 2025.

Of concern, in 2024, assault-related occurrences (117) increased by 42% (35 occurrences) over 2023 (82 occurrences). These are the second most commonly reported offences and represent over a quarter of all reported hate crimes in 2024.

Assault-related occurrences targeting the 2SLGBTQI+ (26%) and Black (22%) communities were the highest reported, followed by South Asian (11%) and Muslim (9%) communities.

Assault-related occurrences were the offence-type most likely to lead to an arrest and charge with 48% of occurrences (56 of 117 occurrences) resulting in this disposition.

There were 115 persons arrested for hate-motivated offences in 2024, the majority were adult males between the ages of 26 and 40, representing an 83% increase over 2023. Charges were laid in 22% of occurrences in 2024, an increase over 2023 where charges were laid in 17% of occurrences.

Geographically, the largest concentration of reported hate crime occurrences was in the downtown core. This area encompasses 14, 51 and 52 Divisions, which also saw the greatest number of demonstrations.

The causal factors in increased hate crime and reporting are complex. There is a notable correlation between geopolitical events and increased hate crime reporting. Geopolitical conflicts often manifest bias, prejudice or hate towards specific communities and contribute to increased reporting, generally. This has been apparent in the eighteen months since the October 7, 2023, Hamas attacks on Israel and the outbreak of war, where Toronto has seen not only an increase in antisemitic, anti-Muslim and anti-Palestinian occurrences, but also a large increase in hate crimes targeting other community groups.

In 2024, hate crime occurrences peaked in May and June. This timeframe correlates to the rise of international and local student protests that included encampments at universities/colleges. These events may have drawn increased community awareness, media attention, and vigilance around hate crime reporting, contributing to the peak seen in these two months. Occurrences have gradually declined since this time as these activities diminished. These student protest activities are not believed to have caused the increase in hate crime offences. As an example, hate crime occurrence reporting in 52 Division, where the University of Toronto protest occurred, did not see an increase during this same time frame. 52 Division did however experience its highest month of hate crime occurrences in October, correlating with the anniversary of the attack on Israel, where that division was the centre of major protest activity.



The Service is committed to community safety and well-being through the prevention and investigation of hate crime, as well as supporting victims of these crimes. The Service's strategy has four (4) pillars, led through the H.C.U.:

1. Expanded mandate
2. Increase in investigative resourcing
3. Data optimization
4. Reporting and community engagement

Initially, the expanded mandate and resourcing were temporary, as the Service shifted priorities to meet the rise in hate crime and protest activity. These changes have resulted in significant benefits since their inception, such as an increase in the percentage of arrests in 2024 (22%) over 2023 (17%), and as a result the Service has made the H.C.U. expansion permanent.

Expanded Mandate

The Service's H.C.U. mandate was completely shifted away from a decentralized investigative model, where occurrences were investigated by local divisions and the H.C.U. role was to provide an expertise and co-ordination function. The H.C.U.'s new mandate was expanded to centralize all hate crime investigations. This ensured that one unit was responsible for these occurrences from the outset through to the prosecution stages. Centralizing these investigations allowed the Service to better detect trends, draw connections in multi-divisional and multi-jurisdictional investigations, prioritize investigations, increase consultation with the Ministry of the Attorney General and increase the expertise in this area. The benefits of this model have had an immediate impact and other police services began to examine this approach in their jurisdictions.

Increased Resourcing

The Service also increased the resources assigned to the H.C.U. in order to fulfill the expanded mandate. This resulted in the unit growing from 6 officers to 13 officers, as current permanent staffing. In addition to the permanent staff, there are also temporary staff assigned that include officers, District Special Constables (D.S.C.s) and an Inspector. These members are also supported by permanent researchers and a dedicated analyst (was previously a shared resource). These additional members focused solely on investigating hate crimes and protest related occurrences ensuring there was a robust and immediate response to incidents, but also increasing the Service's expertise and co-ordination in both categories. This also allowed for increased training, more community engagement and co-ordination with the Divisional Hate Crime Coordinators (D.H.C.C.). Part of this expansion also included a dedicated unit of D.S.C.s assigned to provide investigative support to H.C.U. investigators. These D.S.C.s have proven invaluable and have been key contributors to the successful identification, arrest and prosecution of persons responsible for committing hate crimes. These members are engaged immediately to conduct video canvasses, which are often substantial and time sensitive, but also result in the collection of key suspect identification evidence. These uniformed members are also a visible reminder in



the communities impacted, that the Service is dedicated to solving these crimes and holding offenders accountable. Our hope is they also provide reassurance to communities.

In 2024, the Service developed and released mandatory e-learning training modules: *Foundations of Islam & Islamophobia*; and *Foundations of Judaism & Understanding Antisemitism*. These modules provide Service members with foundational knowledge of these religions as well as the importance of allyship and the ongoing impacts of Islamophobia and antisemitism. These courses have been judged to be a great success and are due to be extended to other police services across Canada in 2025. *Gender Diversity and Trans Inclusion* has been taught to new recruits, uniform and civilian members since 2022. These mandatory courses ensure that new members are being educated on countering and responding to hate at the earliest stage of their training.

Additionally, H.C.U. members deliver training multiple times a year to police cadets and special constables. Regular training is also delivered to the Public Safety Unit, Toronto Paramedic Services, and Toronto Fire Services. The H.C.U. continues to provide training at the Ontario Police College for police officers from across the province. This training will continue in 2025. In 2024, the H.C.U. also began coordinating hate crime training seminars for Service members and crown counsel. The training is available to police services from across the Greater Toronto Area and has included a range of external guest speakers.

Data Optimization

The H.C.U. collaborated with the Analytics and Innovation Unit, the Equity, Inclusion and Human Rights Unit and Business Change Management, to update the processes and records within our Records Management System. This resulted in the H.C.U. updating every suspected hate crime occurrence over the past five (5) years, in order to align with current data standards. The results of these efforts was the creation of an internal dashboard that provided data and analysis that was up to date and accurate. It was made accessible broadly throughout the Service so that it could be used tactically by local supervisors or strategically by Command and executive leadership. This dashboard also included a number of companion resources and information to support hate crime response.

Reporting and Community Engagement

The Service recognized that there is underreporting of hate crimes and that there are many reasons why this occurs. In order to provide opportunities to remove barriers to reporting, the Service has taken two approaches.

In November 2023, the Service launched the [Hate Motivated Graffiti Intake Form](#). The form provides the community an alternative and accessible method to report hate-motivated graffiti. The Form is available on the Service website and is accessible through a QR code that is located in the widely circulated Hate the Hate: Report the Crime pamphlet. The Form is monitored 24/7,



which provides the opportunity for officers to be dispatched to investigate incidents promptly and ensure graffiti can be removed as soon as possible. The Form received 440 submissions in 2024.

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The H.C.U. continues to engage with communities in meaningful ways and participates in meetings, community meetings, conferences and forums that provide the opportunity to educate and build trust that can provide pathways to increased reporting. The H.C.U. will also continue to develop its collaboration and partnerships internally with Neighbourhood Community Officers, Chief's Consultative Committees, Community Police Liaison Committees and externally with the Hate Crime and Extremism Investigative Team and the many community advocacy groups that are committed to eradicating hate.

Conclusion:

The Report provides the Board with a comprehensive statistical overview of the hate crimes reported and investigated in the City of Toronto throughout 2024.

Deputy Chief Robert Johnson, Specialized Operations Command, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police

Attachments:

Toronto Police Service 2024 Annual Hate Crime Statistical Report



Toronto Police Service 2024 Annual Hate Crime Statistical Report

Intelligence Services - Hate Crime Unit

The Intelligence Services Hate Crime Unit remains dedicated to the achievement of its complementary objectives: the prevention and thorough investigation of hate-motivated offences and the pro-active education of others to enable them to recognize and combat hate.

Our goal is to encourage mutual acceptance amongst communities and to safeguard the freedoms, safety and dignity of all persons as guaranteed by the Charter of Rights and Freedoms.



Executive Summary

The *Toronto Police Service Annual Hate Crime Statistical Report* provides statistical data about criminal offences committed against persons or property which are motivated by bias, prejudice or hate against an identifiable group. An identifiable group may be distinguished by race, national or ethnic origin, language, colour, religion, sex/gender, age, mental or physical disability, sexual orientation or gender identity or expression. This report will also provide an explanation of the methodology used to collect hate crime data.

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¹ Sexual orientation and gender identity biases are tracked as individual biases and collectively as "anti-2SLGBTQI+"



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I. Introduction

The Toronto Police Service Hate Crime Unit (H.C.U.) is a subunit of Intelligence Services – Security Section. The Security Section consists of Intelligence officers, specialized hate crime investigators, civilian analysts and researchers. The Service has had a dedicated H.C.U. since 1993.

Hate crime investigations are unique and complex. The H.C.U. is responsible for investigating all hate-related and protest-related occurrences, as well as providing expert support across the Service. These investigations require a timely and sensitive police response, specialized knowledge of the hate crime laws and most importantly, an awareness of the significant impact these crimes have on victims, communities and society as a whole.

The volume of hate crimes has increased every year since 2019, except for a reduction in 2022. Hate crimes also frequently correlate with geopolitical events. There were notable increases in 2020, which can be attributed to George Floyd's murder in Minneapolis, the outbreak of the COVID-19 pandemic, and most recently following Hamas' attacks on Israel on October 7, 2023. The ongoing Middle East crisis is believed to have been a significant factor in the sustained increased hate crime reporting.

The H.C.U. expanded on October 30, 2023, following a sharp increase in reporting, which was sustained through much of 2024. As part of the Service's ongoing commitment to effectively respond to hate crimes, the H.C.U. grew from 6 officers to 13 officers, as current permanent staffing. In addition to the permanent staff, there are also temporary staff assigned that include officers, District Special Constables and an Inspector. These members are also supported by permanent researchers and a dedicated analyst (was previously a shared resource).

The expanded mandate, increase in investigative resourcing, data optimization and reporting, and community engagement strategy has enabled the H.C.U. to increase its investigative capacity and respond to the significant increase in hate crime reporting. Furthermore, the expansion enabled the Service to increase training, broaden community outreach, and address the need to provide resources, reassurance and support to victimized groups and the community in a timely manner.

Service governance is detailed in *Procedure 05-16 Hate/Bias Crime*. This procedure gives direction to front line officers and investigators to assist them in properly identifying, recording and investigating hate crimes. Consistent with this procedure, officers are required to err on the side of caution and notify the H.C.U. of all potentially hate-motivated occurrences. This procedure was enhanced by additions to the H.C.U. mandate.

With the Service's ongoing commitment to building trust and confidence through transparency, and in compliance with the Board's 81 directions on police reform, direction #36, Procedure 05-16 is also posted on the Service's external website for members of the public to view. It can be found at the following link: <https://www.tps.ca/service-procedures/>.



Mandate

The Hate Crime Unit is mandated to:

- Investigate all hate crime and hate propaganda cases;
- Provide follow-up and assistance in regards to all hate related incidents;
- Liaise with the Ministry of the Attorney General in relation to hate crime investigations, if necessary;
- Maintain a database of hate occurrences and arrests that support the Hate Crime Dashboard which provides assistance to divisional analysts, investigators and Command Officers;
- Assist in developing public education programs in partnership with other members of the Service and the community; and,
- Act as a central focus for the dissemination of information and provide support to Divisional Hate Crime Coordinators (D.H.C.C.), other police services, government agencies and the community.
- Investigate, assist and provide expertise to all investigations and prosecutions, including all incidents relating to the events surrounding October 7.

Members of the H.C.U. are responsible for reviewing and recording all suspected hate-motivated occurrences to ensure consistent identification/classification and to ensure a thorough investigation is conducted. This includes a cadre of D.S.C.s assigned to the H.C.U. that are responsible for providing investigative support, such as conducting video canvasses. Hate crime trends and patterns across the city help inform Service-wide strategies such as hate crime prevention, community outreach and public education. Proactive outreach consists of internal and external training, community engagement and media messaging. Examples of the Service's education and outreach initiatives can be found in Section 7 of this report.

A D.H.C.C. is assigned to each Division. They are responsible for tracking and assisting with investigations in their respective Division and supporting the education and outreach initiatives. The H.C.U. provides investigative advice and support to the D.H.C.C.s and to other units when requested.

Additionally, the H.C.U. monitors internal police databases to search all police records for potential hate-motivated occurrences. In doing so, the H.C.U. ensures that all hate-motivated occurrences and arrests are identified, reviewed for accuracy and actioned appropriately.



Toronto Population and Demographics.

The City of Toronto has a population of approximately 2.8 million people² and is one of the most multicultural cities in the world. According to the 2021 Statistics Canada Census, 55% of the population belong to a visible minority group and approximately 43 per cent of the population has knowledge of a language other than English or French.

In 2018, Statistics Canada reported that approximately one million people identifying as 2SLGBTQI+ reside in Canada and account for 4 per cent of the total population over the age of 15. There is no data available for Toronto specifically, but it is reasonable to assume that at a minimum this proportion is reflected here.

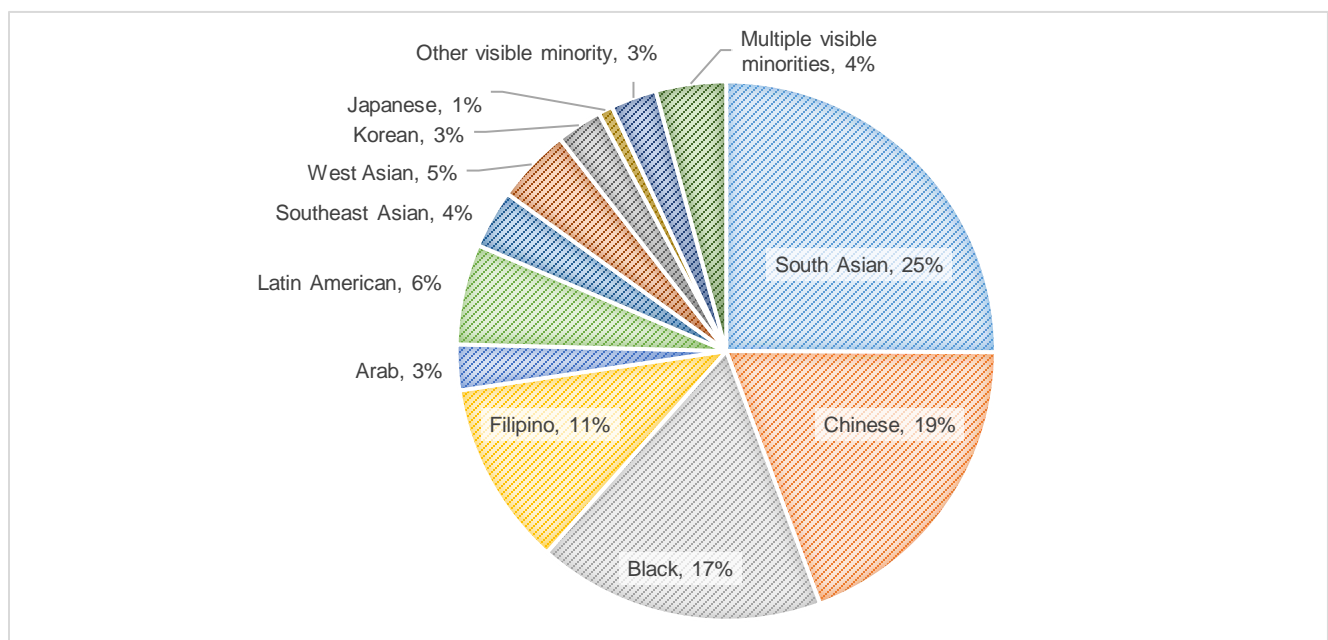


Figure 1. Visible Minority Population in Toronto (Source: Statistics Canada, 2021 Census of Population).

² Statistics Canada. Census Profile, 2021 Census of Population: <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&GENDERlist=1&STATISTIClist=1&HEADERlist=0&DGUIDlist=2021A00053520005&SearchText=toronto>. Accessed April 9, 2024.



II. Methodology

Procedure 05-16 requires all suspected hate-motivated occurrences be reviewed by H.C.U. investigators to ensure proper identification and classification. Every occurrence is classified using categories based on the criteria listed in section 718.2(a)(i) of the *Criminal Code*: “race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender identity or expression, or any other similar factor”.

The comments and/or actions of a suspect during an occurrence can be a significant determining factor in regard to their motive and bias; however, it is sometimes difficult to classify an occurrence with complete accuracy. Additional criteria considered when classifying occurrences may include the victim’s perception of the occurrence, culturally significant dates, symbols, historical and current geopolitical events.

In some cases, the suspect may be completely unaware of the victim’s actual background and incorrectly assumes the victim belongs to a particular group. Due to this assumption, these cases are classified hate crimes. For example, there have been cases where individuals have been wrongly perceived by a suspect to be members of the 2SLGBTQI+ community and become victims of hate-motivated assaults. Similarly, in other cases victims have been targeted due to their perceived association with an identifiable group, though the victims themselves are not members of those groups.

Every individual has multiple aspects to their identity, more than one of which could be cause for an offender to target them. It is the practice of the H.C.U. to classify a hate-motivated occurrence based on the best-known information relevant to the offender’s perception of the victim.

In cases where there are multiple criminal offences committed during one event, only the charges directly related to hate crime are included in the data of this report. For example, if an occurrence involved an allegation of a suspect assaulting a person based on the person’s religion, and upon their arrest, the suspect was found to be in possession of a controlled substance – only the assault charge would be categorized as a hate-motivated charge, not the drug-related charge.

Limitations

The H.C.U. recognizes that the information in this document is an analysis of *reported* hate crime within the City of Toronto and may not reflect the actual number of hate crimes occurring.

Underreporting challenges the H.C.U.’s ability to investigate and prevent hate-motivated offences in various communities. As a result, the H.C.U. continues to prioritize working with communities and media outlets to encourage and assist victims to report. This is an essential aspect of its mandate. The H.C.U. consults with a variety of established community organizations involved in anti-hate advocacy and is continually engaging with communities to build partnerships with new groups.



The number of hate crimes recorded varies from year to year and is influenced by a wide range of factors that are not always easily discernible. The reluctance to report victimization significantly impacts statistical data and its interpretations. Victims may be reluctant to report hate crimes for several reasons including, but not limited to:

- The victim may not recognize that the crime was motivated by bias or hate.
- Fear of retaliation.
- Uncertainty of the criminal justice system's response.
- Fear of 'outing' or exposure, particularly in cases involving sexual orientation.
- Embarrassment and humiliation of being victimized.

Community Impact

A hate crime not only victimizes the individual but also the entire group that person belongs to. This can increase isolation, stress and vulnerability of that group. Therefore, hate crimes, relative to similar crimes, have a disproportionately larger impact beyond the immediate victim. Hate crimes have long lasting serious side-effects for society as a whole.

If police do not respond to reports of hate crimes immediately and appropriately, these crimes can lead to increased social discord between groups and possible retaliation.

Conversely, a timely and effective police response can have a positive and lasting influence on the relationship between police and the communities they serve. Positive relationships increase opportunities for reporting and benefit community safety and well-being outcomes.

Criminal Code – Hate Provisions

There are different types of hate crime provisions in the *Criminal Code*. First, there are specific offences that require the consent of the Attorney General to commence criminal proceedings. These offences are found specifically under the hate propaganda provisions. "Hate propaganda" is defined in section 320(8) of the *Criminal Code* as: "any writing, sign or visible representation that advocates or promotes genocide or the communication of which by any person would constitute an offence under section 319".

The hate propaganda sections of the *Criminal Code* list specific offences including advocating genocide (section 318), public incitement of hatred (section 319(1)- no A.G. consent required), wilful promotion of hatred (section 319(2)) and wilful promotion of antisemitism (section 319 (2.1)). In June 2022, the offence of wilful promotion of antisemitism (section 319(2.1)) was also added to the *Criminal Code*.

Other hate crime provisions in the *Criminal Code* do not require the consent of the Attorney General for criminal proceedings to be commenced.



The mischief sections of the *Criminal Code* include section 430(4.1) which creates the offence of mischief in relation to certain types of property. This includes buildings primarily used for religious worship or by an “identifiable group” for certain other listed purposes. “Identifiable group” is defined in section 318(4) of the *Criminal Code* as: “any section of the public distinguished by colour, race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, or mental or physical disability”.

Finally, section 718.2(a)(i) of the *Criminal Code* requires a court that imposes a sentence (for any offence) to consider, “evidence that the offence was motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender identity or expression, or on any other similar factor”, as an aggravating factor in deciding on the appropriate sentence. For example, if an individual carves neo-Nazi hate symbols, imagery or words such as the letters KKK and/or racial slurs, into the door of a vehicle, the offender may be charged by police with the criminal offence of mischief. The investigators will document the occurrence and collect all related evidence such as witness/victim statements, photographs and video footage and classify the occurrence as a hate crime. The consent of the Attorney General would not be required to commence criminal proceedings for such a case and all hate-related evidence would be presented to the courts at the time of sentencing.



III. Results

Hate crime data is collected and analyzed throughout the year. It is not uncommon for victims and/or complainants to file a police report after the occurrence date. This report therefore includes hate crime occurrences that took place in 2024, though many have been reported in early 2025. Likewise, hate crime occurrences that took place in 2023 but were reported or identified after the investigation in 2024 have been included in 2023 data. The classification of hate crime occurrences is also subject to change as investigations progress and new information is received. This report is based on occurrence dates, not the date a report was made. The data cut-off date is January 31, 2025.

The full dataset for this report can be found at the [Public Safety Data Portal Hate Crime Dashboard](#).

Reported Hate Crime Occurrences

In 2024 there were 443 hate crime occurrences reported to the Service. This was a 19% increase over the 372 occurrences reported in 2023 and an 80% increase over reported occurrences in 2022. Figure 2 below compares the number of reported occurrences over the last ten years. Reported hate crimes have generally increased year-over-year since 2019, with particularly stark increases in 2020 and 2023. These correlate with significant global events; COVID-19, the murder of George Floyd in Minneapolis by a police officer in 2020, and the October 7 Hamas attacks on Israel in 2023.

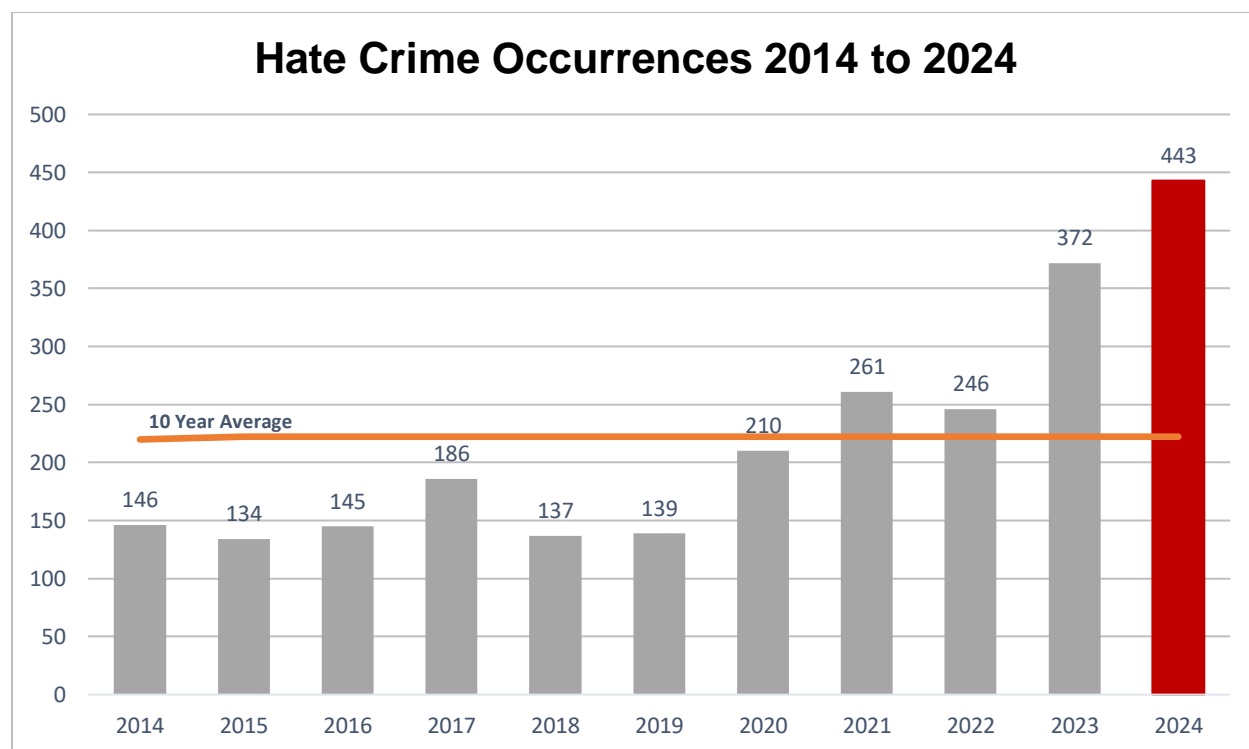


Figure 2. Hate Crime Occurrences by Year compared with the 10-Year-Average.



Table.1 below shows the number of reported hate crime occurrences per month between 2022 and 2024. Reported hate crimes peaked in May and June of 2024 with 49 occurrences each. This coincides with the months of the nationwide student protests. This is the highest number on record, though occurrences have been declining since. The increase in reported occurrences following the October 7 attacks in 2023 is evident, which continued until summer 2024.

Hate Crime Occurrences per Month													
Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
2022	17	23	30	19	23	25	16	13	21	22	18	19	246
2023	16	19	26	38	28	44	29	19	37	42	45	29	372
2024	27	41	36	37	49	49	39	41	37	40	30	17	443

Table 1. Hate Crime Occurrences per Month, 2022 to 2024.

Multiple factors can affect the number of reported hate crimes and the community groups being affected. Geopolitical events can drive offences, while increased community awareness can also increase reporting. Toronto is one of the most diverse cities in the world and international events have a direct impact on diaspora communities here. This can create concerns about social division, stress and fear within communities.

Motivation of Hate Crime Victimization

In 2024 religion was the most common motivating factor in reported hate crimes, accounting for 46% of occurrences. Religion, race/ethnicity, sexual orientation and gender have been the most common motivating factors in hate crime occurrences across the last five years. In 2024, anti-Jewish hate crime occurrences represented approximately 81% of hate crimes targeting religion. Race was the second most common factor, accounting for almost a quarter of reported occurrences. Hate crimes targeting the Black community represented 69% of those occurrences.

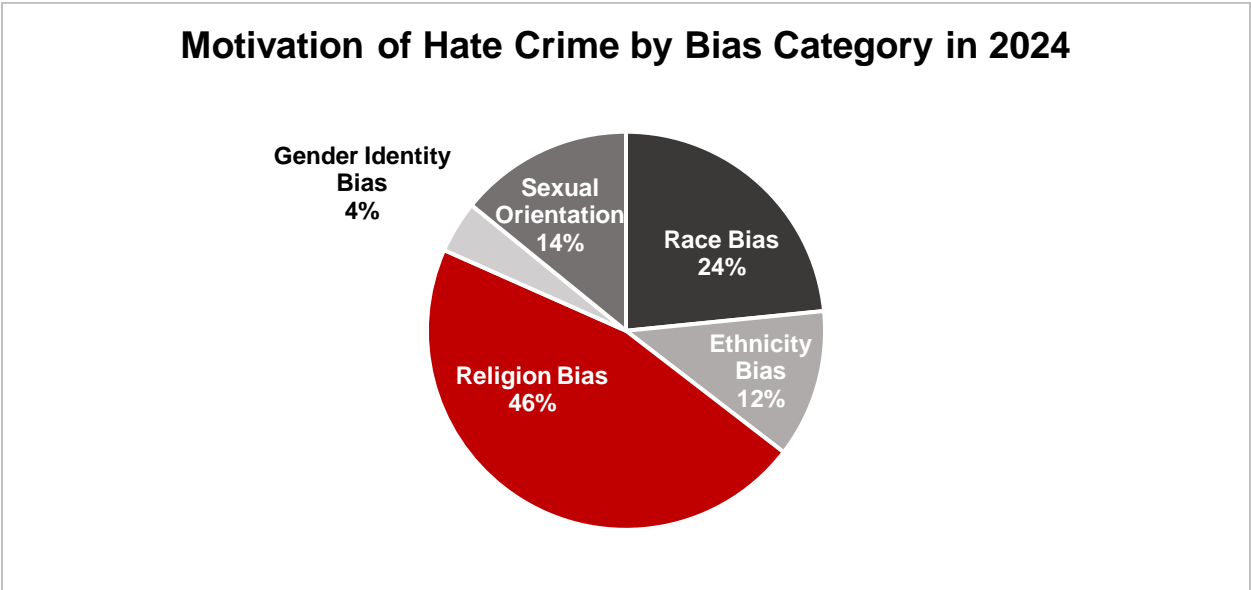


Figure 3. Motivation of hate crime by bias category is based on the total number of hate crime occurrences reported in 2024. Age, disability, and language bias 0% of hate crime occurrences reported.

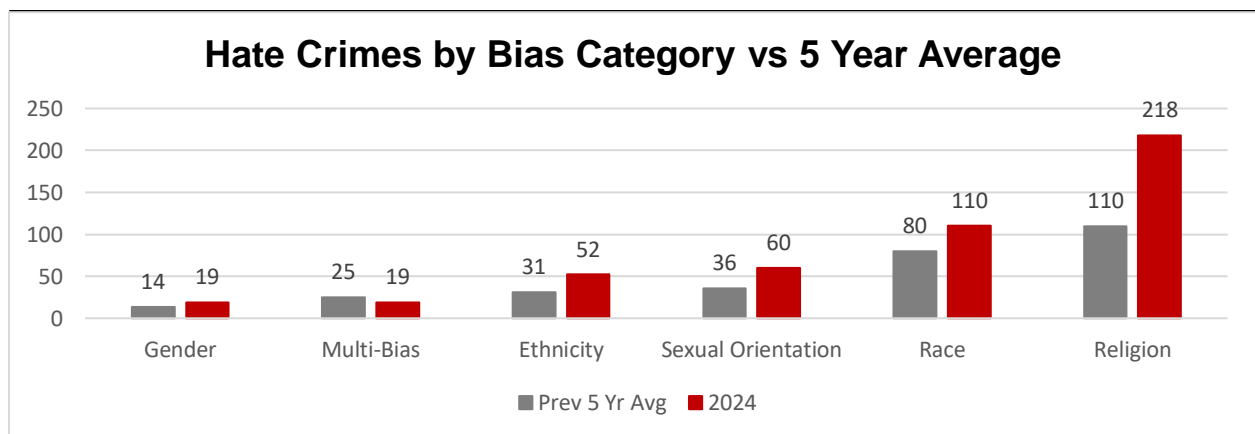


Figure 4. The graph displays year-end 2024 hate crime occurrences by bias category compared to the previous 5-year average (2019 to 2023). The age, disability and language bias categories compose 0 per cent of the reported hate crime occurrences in the reporting period.

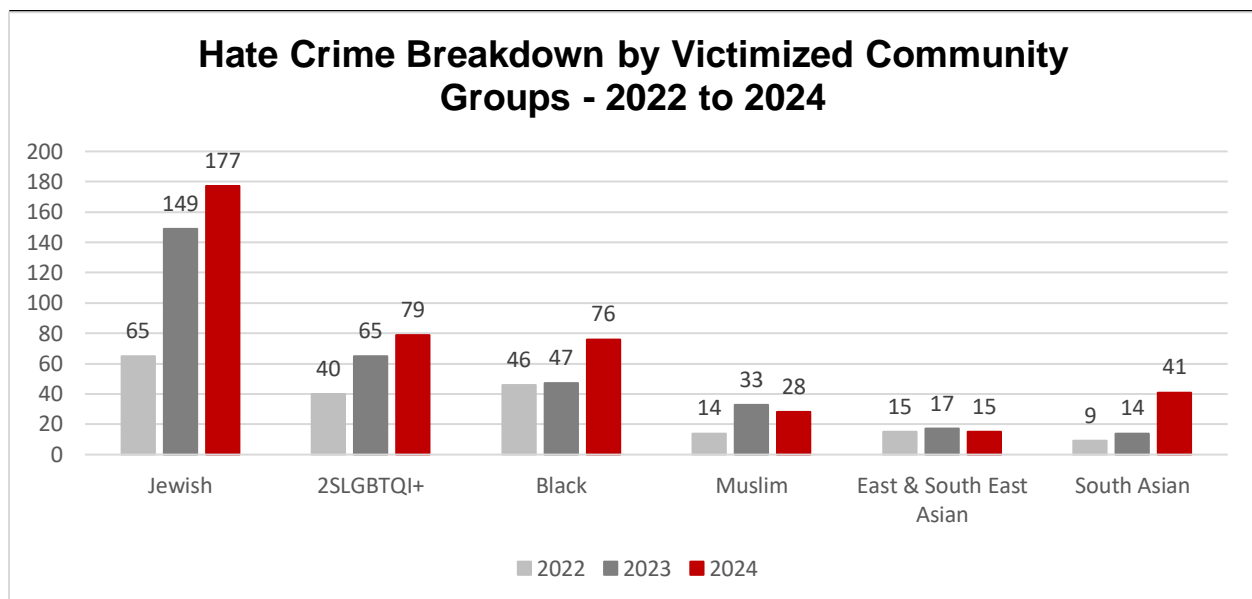
Community Victimization

Victim groups are categorized by the suspect's perception. Anti-Jewish hate crime occurrences were the most frequently reported, accounting for 40% of all reported occurrences. The 2SLGBTQI+ community was the second most commonly reported victim group at 20%, followed by the Black community accounting for 17% of reported occurrences.

Anti-2SLGBTQI+ and anti-Black occurrences both notably increased in 2024, reflecting the general increase in hate crime reporting. There was a 15% decrease in reported anti-Muslim occurrences compared with 2023, though still double the number reported in 2022.

Anti-South Asian hate crime occurrences almost tripled, from 14 occurrences in 2023 to 41 in 2024. Incidents targetting the East and South East Asians slightly decreased from 17 occurrences in 2023 to 15 in 2024.

The rise in offences targeting the South Asian community may be linked to anti-immigration sentiments, tensions over the high cost of living, access to social services and unaffordable housing. In 2024, the most common offence locations for anti-South Asian hate crimes were businesses such as gas stations, grocery stores, food vendors and public transit. In five (5) of the 41 occurrences reported, suspects made derogatory comments (anti-immigration sentiments) towards the victims who were wearing turbans.



2SLGBTQI+, and anti-Black hate crimes were the most frequently reported occurrences in 2024. South Asian includes anti-Indian, Pakistani, Sikh and Hindu occurrences.

Hate Crime by Multi-Bias Occurrences

When more than one identifiable group is targeted, an occurrence is classified as multi-bias. 2024 saw a notable decrease in reported multi-bias occurrences with 19 reported occurrences compared with the 31 reported in 2023. The Jewish and 2SLGBTQI+ were the most commonly targeted communities in multi-bias occurrences.

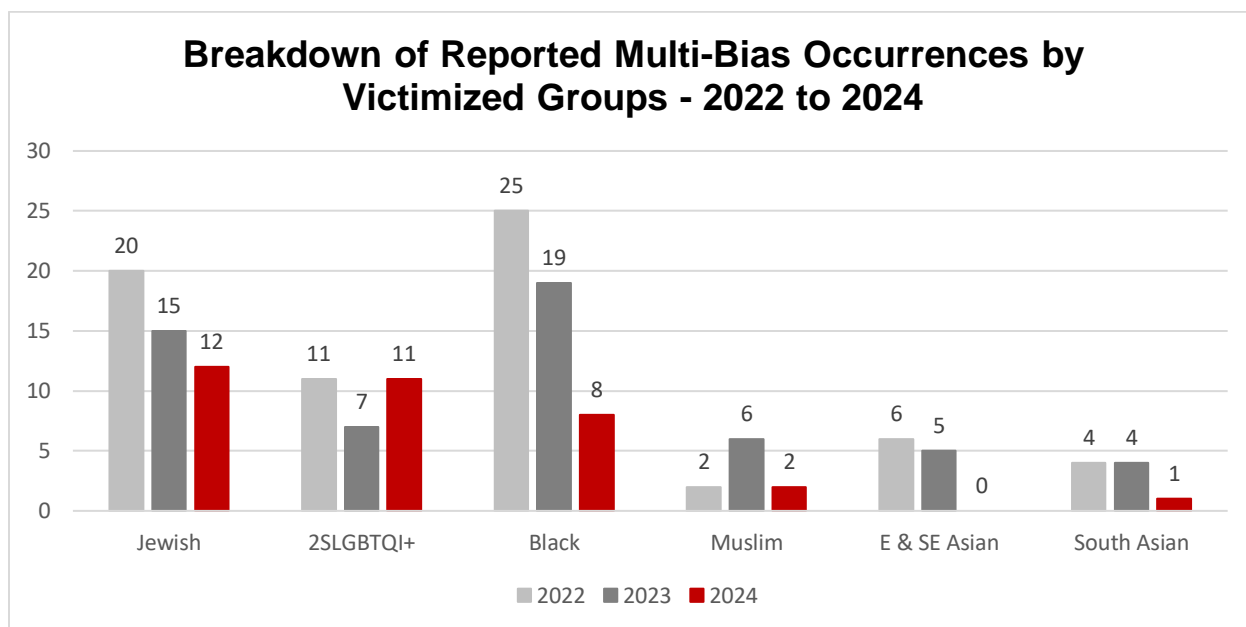




Figure 6. Breakdown of Reported Multi-Bias Occurrences by Victimized Community Groups 2022 to 2024.

Hate-Motivated Criminal Offences

As in previous years the most commonly reported hate motivated offences in 2024 were mischief-related, many of these instances of graffiti. Mischief offences are more than half of all reported occurrences in 2024. The next most common were assault-related offences (including assault, assault causing bodily harm and assault with a weapon), representing a quarter of all occurrences. Mischiefs and assaults accounted for 81% of all hate crime reported in 2024.

Mischiefs increased by 23% which reflects the 19% increase in overall hate crimes reported, owing to the fact this category is a high proportion of the total number of occurrences. Of concern, assaults increased by 42%, reflecting a sharper increase than other hate crime offence types. The most common bias in mischief occurrences was anti-Jewish, 61% of reported occurrences. Anti-Jewish mischiefs were 33% of all reported hate crime in 2024. The next most reported bias types were anti-Black with 17% of mischief occurrences, followed by anti-2SLGBTQI+ with 11%.

Anti-2SLGBTQI+ and anti-Black were the most reported bias types in assaults, 26% and 22% respectively. Anti-South Asian and Anti-Muslim offences were also a significant proportion of assaults, 11% and 9% of reported occurrences respectively.

Uttering threats occurrences slightly decreased compared with 2023, while criminal harassment slightly increased. Both offence types however are more than double the number of occurrences reported in 2022, before the October 7 attacks.

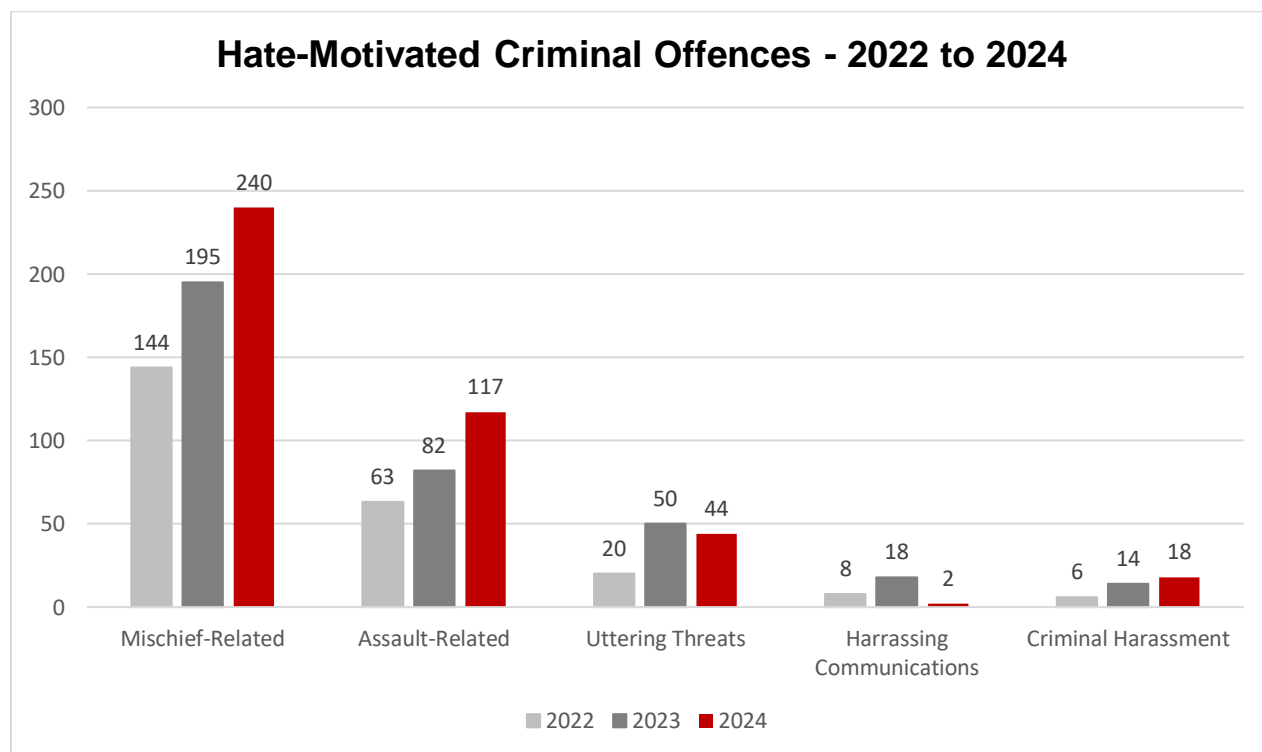


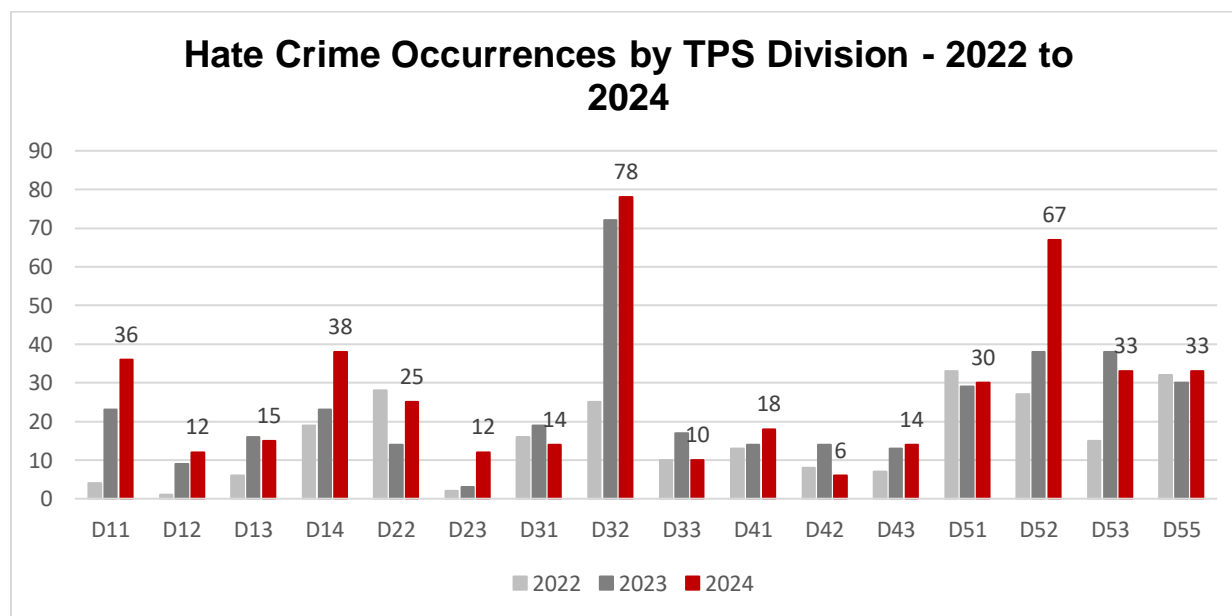
Figure 7. The above chart displays the most reported hate-motivated criminal offences in Toronto from 2022 to 2024. Offences with less than five occurrences are not displayed in the chart above.



Divisional Hate Crime Reporting Trends

The majority of divisions experienced an increase in reported hate crime in 2024, continuing the trend seen in 2023. In 2024, 52 and 14 Divisions saw the greatest increases. These are both areas of high pedestrian traffic with many transiting through the city for a variety of reasons including work, leisure and to attend large public gatherings. Located within 52 Division is Toronto Union Station (Canada's largest and busiest transportation hub), consulates, government buildings and university/college campuses. Toronto's Entertainment District covers 52 and 14 Division, with both areas featuring large event spaces, sports stadiums, bars and nightlife.

The highest number of reported occurrences was in 32 Division, an increase of 8% compared to 2023. Hate crimes targeting members of the Jewish community represented 68% of the reported occurrences. According to City of Toronto Ethnic Origin – Jewish 2016 census, there is a high concentration of the Jewish population within the boundaries of 32 Division.



	D11	D12	D13	D14	D22	D23	D31	D32	D33	D41	D42	D43	D51	D52	D53	D55
2022	4	1	6	19	28	2	16	25	10	13	8	7	33	27	15	32
2023	23	9	16	23	14	3	19	72	17	14	14	13	29	38	38	30
2024	36	12	15	38	25	12	14	78	10	18	6	14	30	67	33	33

Figure 8. Hate Crime Occurrences by TPS Division. Not reflected in this data are two (2) hate-motivated occurrences that occurred outside of the City of Toronto but were referred to and investigated by the Hate Crime Unit.

Table 2 shows divisional hate crime reporting broken down by month. Reported hate crime occurrences peaked throughout the city during the months of May and June 2024. This timeframe



correlates to the rise of international and local student protests that included encampments at universities/colleges. These events may have drawn increased community awareness, media attention, and vigilance around hate crime reporting, contributing to the peak seen in these two months. Occurrences have gradually declined since this time as these activities diminished. These student protest activities are not believed to have caused the increase in hate crime offences. As an example, hate crime occurrence reporting in 52 Division, where the University of Toronto protest occurred, did not see an increase during this same time frame. 52 Division did however experience its highest monthly hate crime occurrences in October, correlating with the anniversary of the attack on Israel where that division was the centre of major protest activity. Geographically, 32 Division saw its highest reporting in May and June.

Table 2. Reported Hate Crime by Month and TPS Division

	Division															
	11	12	13	14	22	23	31	32	33	41	42	43	51	52	53	55
Jan	3	-	-	1	2	2	1	8	-	-	-	-	1	7	1	1
Feb	3	-	3	3	4	1	-	14	-	1	-	1	3	3	1	4
Mar	6	1	-	1	-	-	2	9	1	2	-	-	2	5	3	4
Apr	1	-	1	5	5	1	1	6	3	2	1	-	3	2	3	3
May	5	2	2	2	1	1	-	10	2	2	-	1	4	6	5	6
Jun	5	-	3	3	5	1	-	11	-	1	1	3	6	2	3	5
Jul	4	3	1	3	1	2	1	7	1	-	1	2	2	6	5	-
Aug	4	1	1	7	4	-	1	1	2	1	-	3	-	9	3	4
Sep	1	2	3	4	1	1	3	3	-	3	-	1	3	7	5	-
Oct	2	2	-	3	-	-	3	6	-	2	-	-	4	11	2	3
Nov	2	-	1	3	1	1	1	2	1	3	3	2	2	5	1	2
Dec	-	1	-	3	1	2	1	1	-	1	-	1	-	4	1	1

Figure 9 visualises the spatial distribution of reported hate crimes in Toronto during 2024. The greatest concentrations of occurrences are in 32 Division and across the downtown core, straddling 14, 51 and 52 Divisions.

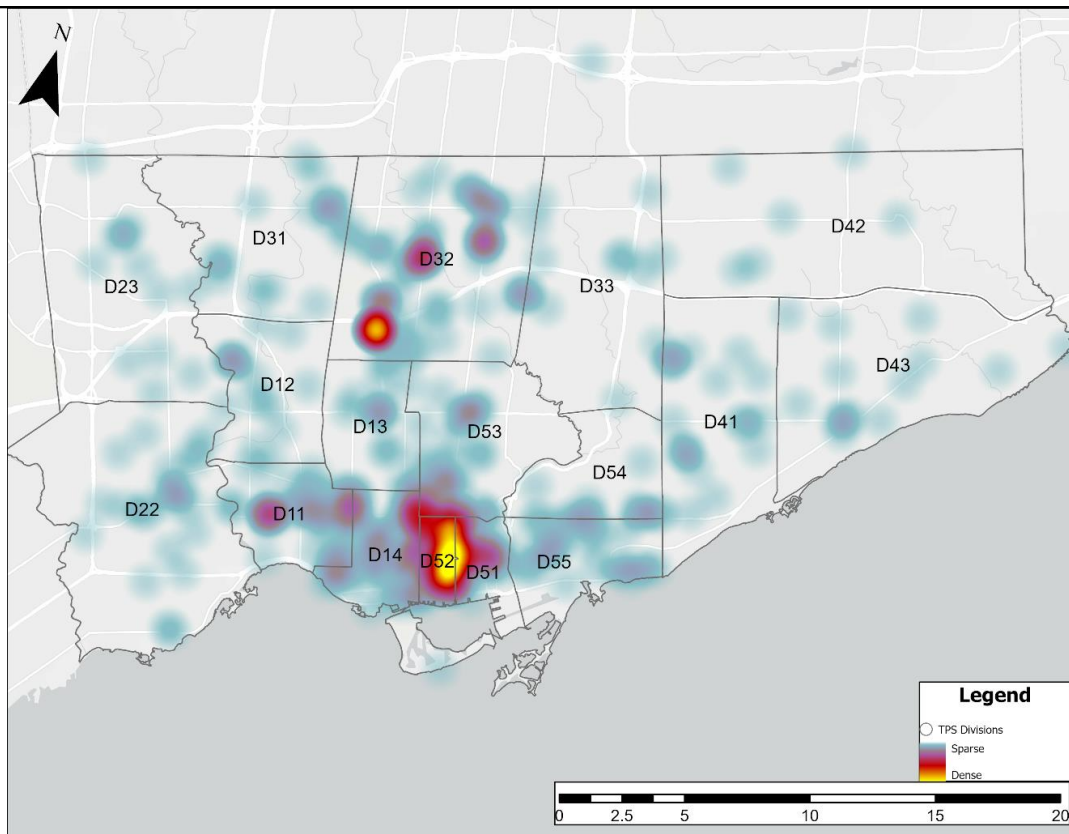


Figure 9. 2024 Reported Hate Crime Occurrences by TPS Division. The greatest concentration of occurrences was in the downtown core, in 14, 52 and 51 Divisions.

Location Types by Offences

The most common location type in reported occurrences were public streets and roads, with a quarter of all hate crimes occurring at these locations. These are publicly accessible areas, meaning high pedestrian traffic and greater visibility for graffiti and vandalism messaging.

Notably there was an increase of hate motivated occurrences on public transit in 2024 (95 occurrences), in particular the subway, where occurrences increased by 88% over 2023 (50). Mischief-related occurrences more than doubled and assaults increased by almost a third. The H.C.U. has partnered with the T.T.C. and C.P.E.U. to deliver on a public awareness campaign as part of a SafeTO initiative. This campaign commenced in April 2025.

**Table 3.** Hate Crime Offences by Location Type in 2024.

	Arson	Assault Related	Criminal Harassment	Firearms Related	Harassing Communications	Mischief Related	Public Incitement of Hatred	Robbery	Theft Related	Uttering Threats - Related	Total
Streets, Roads, Highways		39	3			56	6	1		7	112
Public Transit - TTC, GO and Via		35		1		49		1		9	95
Schools, Universities and Colleges		5	2			36				1	44
Business/Retail		13				27		1		1	42
Apartment (Rooming House, Condo)	1	3	2			14				9	29
Open Areas (Lakes, Parks, Rivers)		3	1			19				1	24
Religious Facilities	3	1				8				3	15
Online Platform (Social Media, Email)			5		2		2			5	14
Parking Lots		5				8					13
Single Home, House		1	1			7			3		12
Telecommunication			3							7	10
Bar / Restaurant		6				1					7
Community Centre			1			4					5
Other Commercial / Corporate Places		2				3					5
Other*	0	4	0	0	0	8	1	0	2	1	16
Total	4	117	18	1	2	240	9	3	5	44	443

*Includes gas stations, construction sites, non-commercial, medical facilities, banks and courts.

Telecommunications and Online Platforms

In this year's data, online platforms including social media, email and virtual meetings, has been made a distinct category from other telecommunications. This reflects the role that the internet plays today, allowing groups and individuals to communicate beliefs and opinions while maintaining anonymity. At times, these platforms are utilized to disseminate hate propaganda. Users can spread hate and misinformation in an accessible and instant way to a far-reaching global audience.

There were 14 online hate crime occurrences and 10 telecommunications occurrences reported to the Service in 2024. These included cases of criminal harassment, harassing communications, public incitement of hatred and uttering threats. For comparison, combining 2024 reporting of online platforms and telecommunications accounted for 24 reported occurrences, representing a 20% decrease over 2023 (30 occurrences).



The H.C.U. works closely with the Coordinated Cyber Centre (C3) to monitor and respond to online hate content. Where criminality is identified the H.C.U. draws on the expertise of C3 and the Technological Crime Section of Intelligence Services to assist in identifying suspects and collecting evidence.



IV. Accused / Suspect Identification

Accused/suspect information is typically provided by victims, witnesses, video evidence, and forensic evidence. The Service's Forensic Identification Services (F.I.S.) unit plays a significant role in collecting physical evidence such as DNA and fingerprints at crime scenes. Service Procedure 05-16 Hate/Bias Crime requires all police officers investigating a hate crime to protect the scene and secure all relevant evidence including items such as posters, graffiti, recordings and clothing for forensic examination. Furthermore, officers are required to photograph the scene where the graffiti is found or when evidence cannot be readily detached or retrieved.

Many offences are committed without a victim present, few or no witnesses, and little forensic or digital evidence. Despite these challenges, the H.C.U. conducts substantial video canvassing and releases numerous bulletins in an effort to identify suspects. This is particularly true of mischief offences. The following two tables display the age and gender of accused and suspects. Table 4 shows the ages and genders of individuals charged with hate offences, while Table 5 shows information provided by witnesses and victim statements.

In 2024, 115 individuals were charged with hate motivated criminal offences. The majority were adult males, most commonly between the ages of 26 and 40. There were 14 males under the age of 18 years arrested and charged with offences in 2024. No females under 18 were arrested. Although suspect information was identified in less than half of reported occurrences the same trend is visible; most suspects are adult males over the age of 25. There were no under-12 suspects identified in 2024.

Table 4. 2024 Accused Identification Specific to Age and Gender.

	Under 12	12 - 18	19 - 25	26 - 40	Over 40	Total
Female	0	0	2	9	5	16
Male	0	14	6	41	38	99

Table 5. Suspect Identification based on 2024 Victim/Witness Statements.

	Under 12	12 - 18	19 - 25	26 - 40	Over 40	Total
Female	0	2	2	6	9	19
Male	0	14	17	56	49	136



V. 2024 Arrests/Charges

Offenders may be charged with multiple offences, not all of which are hate-motivated. Only charges relating directly to hate-motivated criminal offences are included in Figure 10. The 115 hate crime arrests in 2024 represent an increase of 83% over 2023 where there were 63 arrests, compared with an overall increase in hate crime occurrences of 19%. A total of 209 charges were laid in 2024 which is a 34% increase over the 156 charges brought in 2023. Charges were brought in 22% of occurrences in 2024, compared with 17% of occurrences in 2023.

Assault, uttering threats, and assault with a weapon were the most common hate-motivated charges laid in 2024.

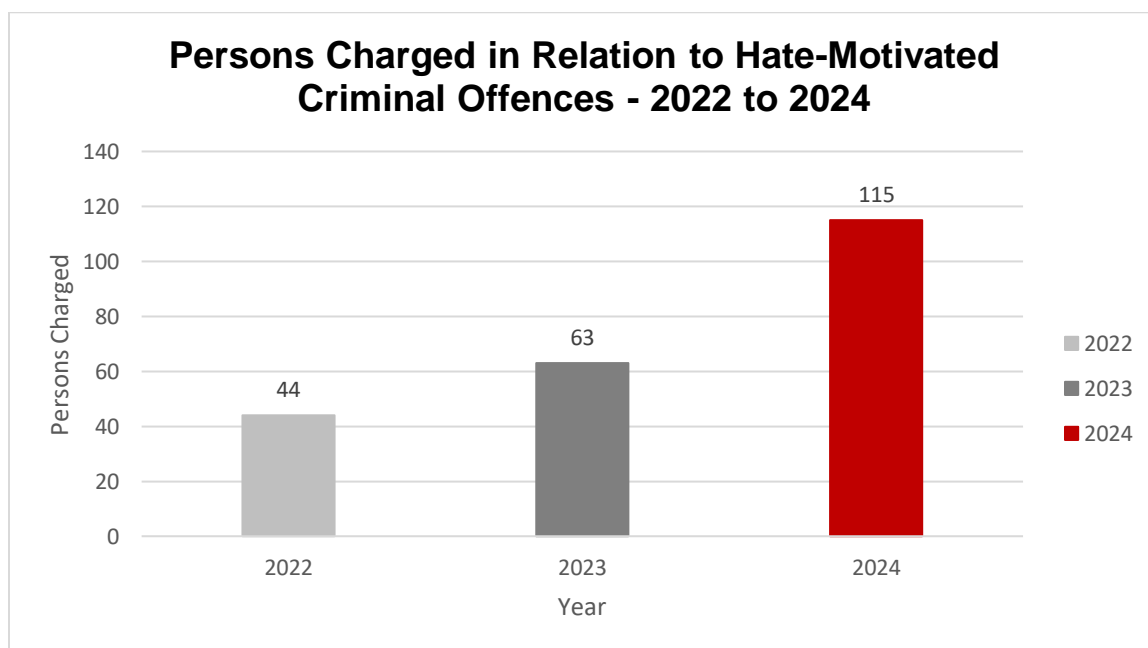


Figure 10. Persons Charged in Relation to Hate-Motivated Criminal Offences 2022 – 2024.

Table 6. Occurrences with charges brought by offence type.

Offence Type	2021	2022	2023	2024
Assault	23	21	14	36
Uttering Threats - Death	12	5	13	11
Assault With A Weapon	5	5	15	15
Mischief Under \$5000	4	4	5	9
Uttering Threats - Bodily Harm	3	1	4	6
Criminal Harassment	4	2	2	5
Assault Cause Bodily Harm	5			4
Public Incitement Of Hatred				7
Mischief Interfere With Property	1		2	1
Harassing Communications	1	1	1	



Offence Type	2021	2022	2023	2024
Mischief To Religious Property, Educational Institutions, Etc.	2		1	
Other-Assault Related Offence	1	1		
Uttering Threats				2
Robbery		1		1
Uttering Threats - Property		1	1	
Sexual Assault				1
Assault (Aggravated)			1	
Fail To Comply Probation			1	
Arson				1
Dangerous Operation Motor Vehicle			1	
Disturbing Religious Worship Or Certain Meeting-176		1		
First Degree Murder		1		
Indecent Communications			1	
Wilful Promotion of Hatred			1	



VI. Sentencing

The following court dispositions include all criminal proceedings which concluded in the judicial system during 2024. The dispositions include hate crime cases that commenced between 2021 and 2024.

The dispositions include custodial sentences, significant time spent in pre-trial custody, suspended sentences, and periods of probation. Conditions imposed include counselling, peace bonds, DNA orders, and weapons prohibitions

These dispositions are detailed in Appendix B.

Historical Cases 2020 – 2023

In 2024, there were 42 hate motivated criminal cases involving 39 accused persons that concluded before the courts. These cases originated from occurrences that transpired between 2021 and 2023.

These 42 cases were completed as follows: 18 cases concluded with a finding of guilt; 12 cases were withdrawn; nine (9) cases were resolved by way of peace bond, one (1) case had charges stayed; one (1) case concluded with a finding of not criminally responsible (NCR); and in one (1) of the cases the charges were diverted to a youth diversion program. Four (4) of the 42 concluded cases involved six (6) young offenders.

There are currently 41 hate-motivated criminal cases remaining before the courts arising from occurrences that occurred between 2020 and 2023.

2024 Cases

In 2024, there were 99 hate-motivated criminal cases before the courts that originated from incidents that transpired in 2024. There were a total of 115 accused and 209 charges laid.

Fourteen (14) of the cases have been completed as follows: ten (10) guilty pleas, three (3) withdrawals, and one (1) was resolved by peace bond

At year end, there are currently 85 cases involving hate motivated charges remaining before the courts.



VII. Intelligence, Education and Community Outreach Initiatives

Intelligence Gathering and Investigative Support Role

The H.C.U. facilitates the exchange of information through its internal network and with other law enforcement agencies at the provincial, national, and international levels. Each division also has a Divisional Hate Crime Coordinator (D.H.C.C.) who is responsible for monitoring and providing guidance on hate crimes at a local level. Regular meetings are held with the D.H.C.C.s to facilitate this exchange, these meetings are also attended by hate crime representatives from Services across the province.

In 2024, the H.C.U. continued to be an active partner of the provincial Hate Crime and Extremism Investigative Team (H.C.E.I.T.). H.C.E.I.T. consists of members from 18 Ontario police services that receive provincial funding for the joint collection and sharing of information, enforcement, and education on hate crimes. The Service continues to liaise with regional, provincial and national partners to share intelligence and support investigations.

In order to ensure public safety and/or assess the presence of criminality, the H.C.U. attends public demonstrations with political or ideological overtones, including demonstrations related to the Middle East crisis, where the involved groups are likely to strongly oppose one another. Not all arrests/occurrences at protests are hate motivated. A myriad of circumstances at a dynamic event such as a protest contribute to overall volatility. However, the potential for hate motivated occurrences increases in emotional and tense atmospheres, especially when counter-protestors are involved. The law is highly complex with respect to hate crimes – having a hate crime specialist investigate the circumstances of protest-related occurrences thoroughly to determine whether it was motivated by hate, ensures an appropriate legal response and sends a message of deterrence. The H.C.U. provides police divisions with ongoing investigative support, hate-related data, and sharing of relevant intelligence in relation to demonstrations and public events. The H.C.U. also reviews an extensive amount of audio, video and photographic material, often posted on the internet, in order to evaluate it for potential criminality.

In 2024, the Service released the Hate Crime Dashboard to the [Public Safety Data Portal](#). The dashboard promotes transparency and better understanding for community groups with respect to hate crime data. It also provides information on how the Service responds to hate crime and the reporting process. During the summer of 2024, the H.C.U. invited members of the Chief's Community Consultative Committees (C.C.C.) to the Toronto Police College to introduce the hate crime dashboard and to create an opportunity for feedback to be provided.

An internal dashboard, introduced in 2023, can be accessed by members, including Crime Management Teams across the Service. Members can monitor trends in biases, offences, geography and other monthly patterns through this dashboard.

The internal Hate Crime Dashboard is part of the Service's data-driven approach to addressing hate crime. Ongoing analysis supports the effective allocation of operational resources and leads to improved community outreach. The internal dashboard draws continuously on the Services'



Record Management Systems, ensuring that decision makers have access to the most up to date data and can quickly identify developments at a local level.

Training and Education

Throughout 2024, the H.C.U. participated in and delivered hate crime training within the Service, to other law enforcement agencies and for civilian partners. H.C.U. members have also supported the development of standardized hate crime training within Canada and internationally.

Members of the H.C.U. deliver the 'Unbiased Policing' course at Toronto Police College multiple times a year to police cadets and special constables. In addition, the H.C.U. also delivers regular training to members of the Emergency Management and Public Order Unit on the topic of hate crimes and investigative response in the context of large demonstrations/protests. This training is attended by representatives from Toronto Paramedic Services, Toronto Fire Services and Service members.

The H.C.U. continues to support the Advanced Hate Crime Investigators Course at the Ontario Police College for police officers. The course focuses on an enhanced understanding of the investigation of hate crimes and the application of federal legislation to hate propaganda investigations. The course is offered twice a year and attended by members from various Ontario police services including members from the Service. This training will continue in 2025.

The H.C.U. coordinates hate crime training seminars for Service members (uniform and civilian) and crown counsel who are involved in hate-related investigations and prosecutions. Such training is also attended by other police services across the GTA. These seminars allow investigators to share trends, best practices and learn from external guest speakers. Guest lecturers included representatives from H.C.E.I.T., Ministry of the Attorney General, community leaders, victims and advocates.

The H.C.U. continues to be involved in the development of national and international hate crime training. The H.C.U. is a member of the National Hate Crime Task Force; co-chaired by the Royal Canadian Mounted Police and the Canadian Race Relations Foundation, supporting the standardization of hate crime education, reporting, and victim support in Canada.

The *Eradicate Hate Global Summit* in Pittsburgh provides a unique, multi-disciplinary forum to share ideas and build working relationships to drive the development and deployment of effective approaches to reduce hate-fueled violence, by bringing together international subject matter experts that represent various government agencies, community leaders, academics and law enforcement members. In 2024, the H.C.U. attended the Summit in Pittsburgh to: a) represent Canada on the Law Enforcement Toolkit Working Group, which aims to develop and disseminate informational supports on hate-fueled violence for police agencies around the world, and b) co-Chair the Law Enforcement Toolkit Working Group - Police Training Subcommittee, with the goal of establishing international standards for police training on hate-fueled violence and identify "best practice" examples that can serve as templates for police agencies working to develop training in this subject matter area.



In 2024, the Service developed and released mandatory e-learning training modules: *Foundations of Islam & Islamophobia*; and *Foundations of Judaism & Understanding Antisemitism*. These modules provide Service members with foundational knowledge of these religions as well as the importance of allyship and ongoing impacts of Islamophobia and antisemitism. These courses have been judged to be a great success and are due to be extended to other services across Canada in 2025. *Gender Diversity and Trans Inclusion* has been taught to new recruits as well as uniform and civilian members since 2022. These mandatory courses ensure that new members are being educated on countering and responding to hate at the earliest stage of their training.

Community Consultations and Outreach

The H.C.U. remains actively engaged with many diverse community organizations for consultations, education and discussions. These are opportunities to understand and address specific community concerns. In 2024, the H.C.U. conducted community outreach sessions with community representatives, visiting educational institutions and delivering training sessions to stakeholders. These included participating in town halls and other community meetings, virtually and in-person, and providing opportunities for the public to ask questions directly to the Chief and Service members. The H.C.U. also frequently liaises with municipal councillors and other elected officials to address concerns of their constituents.

Throughout the year, the Service participated in international, national, provincial and local hate crime and extremism training relating to hate crime laws and trends, investigative strategies, and the prosecution of hate crimes. H.C.U. members participated virtually and in-person with members of various police services, community agencies and other partners. These training opportunities took place in Ottawa, York Region, Toronto, and Pittsburgh (Pennsylvania).

In February 2024, members of the H.C.U. attended the Friends of Simon Wiesenthal Centre's (F.S.W.C.) *Building a Case Against Hate* annual conference alongside law enforcement professionals from across Canada. In 2025, the Service continued its partnership with F.S.W.C. and co-hosted its 5th annual conference.

In March 2024, the Service hosted an Iftar dinner welcoming Palestinian refugees to the Toronto Police College. H.C.U. members attended and met with community members to hear their experiences and share information and educational material on hate crime and how to report. The material, *Hate the Hate: Report The Crime* pamphlet, was provided to the attendees in English and Arabic. This pamphlet includes the QR code for the Hate-Motivated Graffiti report form.

In May 2024, the Service was invited to appear before the House of Commons Standing Committee on Justice and Human Rights - Antisemitism and Additional Measures to Address the Fears of Canada's Jewish Community study. Deputy Chief Robert Johnson and Acting Detective Sergeant Kiran Bisla attended and delivered testimony on the complexity of hate crimes and the Service's response to the rise of hate crime occurrences since October 7. Deputy Chief Johnson also provided recommendations to the Committee on how police services can better respond to hate crimes and enhance community understanding of these crimes.



In September 2024, the National Council of Canadian Muslims and OpenMedia hosted an online harms conference called the Digital Justice Summit. The H.C.U. attended the conference and participated on a panel discussion relating to online hate, investigative challenges, and hate crime legislation.

The H.C.U. continues to engage with educational institutions delivering training to faculty, students, special constables and staff at universities, colleges and schools.

The H.C.U. has a long history of proactive collaboration with the Chief's C.C.C.s. and the liaison officers who are assigned to the Community Partnerships and Engagement Unit (C.P.E.U.). These collaborations include ongoing town hall meetings, education and awareness presentations, and event support and assessments. The H.C.U. continues to work collaboratively with the Chief's C.C.C.s, who advise the Chief on how the Service can better serve communities. By collaborating with members of the Chief's C.C.C.s, the H.C.U. has been able to foster new relationships with different community members.

The H.C.U. will continue its proactive outreach efforts in 2025 by working closely with C.P.E.U. to deliver hate crime presentations and training to members of the Chief's C.C.C.s.

The H.C.U. also works in partnership with Neighbourhood Community Officers (N.C.O.s) to expand outreach beyond meetings and committees, by identifying educational opportunities to raise awareness in their respective neighbourhoods. The H.C.U. encourages and supports N.C.O.s as they increase their visits to local places of worship, community organizations, and other community-relevant establishments based on their knowledge of, and relationships in, the community.

Throughout 2024, H.C.U. members and D.H.C.C.s assisted and/or provided hate crime, crime prevention, and safety awareness training within their local divisions. This training was delivered at places of worship, schools, community centers and at town hall meetings.

Media Outreach

The Service publishes news releases for the public and media on hate-related investigations and public safety initiatives. This information is also shared on the Service's social media accounts. Additionally, H.C.U. members provide interviews to local and national media on a variety of hate crime issues upon request. In 2024, H.C.U. members conducted multiple media engagements. These included discussions with Corporate Communications and CBC on their coverage of hate crime response, radio interviews with CFRB1010 and the development of content for the Service's social media channels.

Concluding Comments

The Service has committed significant resources to addressing the increase in hate crime in Toronto. The expansion of the H.C.U., along with the centralized mandate, has allowed the



Service to increase its investigative capacity and broaden hate crime awareness and expertise. Divisional Hate Crime Coordinators also ensure that this expertise is available at a divisional level and play a key role in identifying trends and patterns quickly. Hate crime training has been expanded for new recruits, specialized units and in annual training for all uniform and civilian members. The Service also remains committed in its response to the ongoing conflict in the Middle East under Project Resolute, increasing presence at cultural centres, schools, synagogues, mosques, and other religious and neighborhood institutions.



Appendix A- Offences by Bias Category

	Religion	Race	Ethnicity	Sexual Orientation	Gender Identity	Total
Mischief Related	165	45	17	22	4	240
Assault Related	18	47	23	23	7	117
Uttering Threats - Related	16	13	5	8	3	44
Criminal Harassment	5	4	2	4	4	18
Public Incitement of Hatred	6		3			9
Theft Related	1		1	3		5
Arson	4					4
Robbery	2		1			3
Harassing Communications	1	1				2
Firearms Related					1	1
Total	218	110	52	60	19	443



Appendix B – Completed Court Dispositions

The dispositions set out below include all hate crime cases which concluded in the court system in 2024. The occurrences that led to these criminal proceedings transpired between 2020 and 2023.

Persons are at times charged with a number of offences, not all of which are hate-motivated. Some of the cases below include non-hate motivated charges such as failure to comply with probation; however, all charges (hate and non-hate) have been listed in the tables below to accurately reflect sentencing dispositions.

2024 Dispositions

Case No.	Charge No.	Charge	Disposition
1	1	Public Incitement of Hatred	Withdrawn
2	1	Assault	Found Guilty - Suspended Sentence, 6 Month Pre-Sentence Custody, 3 Year Probation, 10 Year Weapons Prohibition
	2	Possession of Property Obtained by Crime	Found Guilty - Suspended Sentence
	3	Possession of Property Obtained by Crime	Found Guilty - Suspended Sentence
	4	Possession of Property Obtained by Crime	Found Guilty - Suspended Sentence
3	1	Causing a Disturbance	Conditional Discharge - 8 Month Probation
	2	Uttering Threats	Conditional Discharge - 8 Month Probation
4	1	Mischief Under \$5000	Found Guilty - 38 Day Pre-Sentence Custody, 112 Days Prison Sentence, 2 Year Probation
	2	Mischief Under \$5000	Withdrawn
	3	Mischief Under \$5000	Withdrawn
	4	Fail to Comply Probation Order	Withdrawn
	5	Obstruct Peace Officer	Found Guilty - 38 Day Pre-Sentence Custody, 112 Days Prison Sentence, 2 Year Probation
5	1	Mischief Under \$5000	Withdrawn



Case No.	Charge No.	Charge	Disposition
6	1	Uttering Threats	Found Guilty - 78 Days Pre-Sentence Custody, 1 Day Prison Sentence - 12 Month Probation, s.110 Order, DNA Order
	2	Assault	Withdrawn
	3	Fail to Comply Probation Order	Withdrawn
	4	Fail to Comply Probation Order	Found Guilty - 78 Days Pre-Sentence Custody, 1 Day Prison Sentence - 12 Month Probation, s.110 Order, DNA Order
7	1	Assault	Found Guilty – Conditional Discharge, 12 Month Probation
	2	Uttering Threats	Withdrawn.
8	1	Assault	Found Guilty - 30 Days Pre- Trial Custody, Suspended Sentence, 2 Year Probation, s.110 Order
9	1	Assault Bodily Harm	Found Guilty - 285 Days Pre-Sentence Custody, 225 Days Prison Sentence, 3 Year Probation, s.110 Order, DNA Order
	2	Fail to Comply Probation Order	Withdrawn
	3	Fail to Comply Probation Order	Withdrawn
	4	Fail to Comply Probation Order	Withdrawn
	5	Fail to Comply Probation Order	Withdrawn
10	1	Assault with a Weapon	Withdrawn
	2	Uttering Threats	Found Guilty - 161 Days Pre-Sentence Custody, Suspended Sentence, 2 Year Probation
	3	Assault with a Weapon	Withdrawn
	4	Possession of a Weapon	Withdrawn
	5	Carry Concealed Weapon	Withdrawn
	6	Fail to Comply Probation Order	Withdrawn
11	1	Assault Cause Bodily Harm	Withdrawn
12	1	Assault	Found Guilty - Suspended Sentence, 104 Days Pre-Sentence Custody, 2 Year Probation
13	1	Assault	Peace Bond
14	1	Assault with a Weapon	Withdrawn



Case No.	Charge No.	Charge	Disposition
	2	Assault Cause Bodily Harm	Found Guilty - 183 Pre-Sentence Custody, 87 Sentence, 12 Month Probation

2023 Dispositions

Case No.	Charge No.	Charge	Disposition
1	1	Assault with a Weapon	Found Guilty - 12 Month Probation
	2	Possession of a Weapon	Withdrawn
2	1	Uttering Threats	Withdrawn
	2	Assault Cause Bodily Harm	Withdrawn
	3	Assault with a Weapon	Withdrawn
	4	Possession of a Weapon	Withdrawn
3	1	Assault	Withdrawn
4	1	Uttering Threats	Found Guilty - 20 Days Pre-Sentence Custody, 1 Day Sentence, 12 Month Probation
	2	Assault	Withdrawn
	3	Assault	Withdrawn
	4	Fail to Comply Release Order	Withdrawn
5	1	Uttering Threats	Found Guilty - Suspended Sentence, 90 Days Pre-Sentence Custody, 36 Month Probation, s.110 Order
6	1	Uttering Threats	Found Guilty - 3 Year Probation, \$100 Fine
7	1	Mischief Under \$5000	Withdrawn
8	1	Uttering Threats	Found Guilty - 24 Month Probation
	2	Aggravated Assault	Found Guilty - 36 Month Probation
9	1	Uttering Threats	Found Guilty - 36 Month Probation
	2	Uttering Threats	Withdrawn - Peace Bond
10	1	Uttering Threats	Found Guilty - 2 Year Probation



Case No.	Charge No.	Charge	Disposition
	2	Uttering Threats	Found Guilty - 2 Year Probation
	3	Criminal Harassment	Acquitted
	4	Fail to Comply Release Order	Found Guilty - 2 Year Probation
11	1	Assault	Withdrawn - Peace Bond
	2	Assault with a Weapon	Withdrawn - Peace Bond
	3	Uttering Threats	Withdrawn - Peace Bond
	4	Fail to Comply Probation Order	Withdrawn - Peace Bond
12	1	Uttering Threats	Withdrawn - Peace Bond
13	1	Uttering Threats	Found Guilty - 3 Year Probation
	2	Fail to Comply Release Order	
	3	Indecent Act	
	4	Fail to Comply Release Order	
14	1	Mischief to Religious Property	Found Guilty
15	1	Mischief Under \$5000	Withdrawn
	2	Mischief Under \$5000	Withdrawn
	3	Mischief Under \$5000	Withdrawn
	4	Mischief Under \$5000	Withdrawn
	5	Mischief Under \$5000	Withdrawn
	6	Mischief Under \$5000	Withdrawn
	7	Mischief Under \$5000	Withdrawn
16	1	Uttering Threats	Withdrawn - Peace Bond
17	1	Mischief Interfere with Property	Withdrawn
	2	Uttering Threats	Withdrawn
	3	Uttering Threats	Withdrawn
	4	Intimidation	Withdrawn
	1	Mischief Interfere with Property	Withdrawn
	2	Uttering Threats	Withdrawn
	3	Uttering Threats	Withdrawn
	4	Intimidation	Withdrawn
18	1	Assault	Withdrawn - Peace Bond
19	1	Possession of a Weapon	Found Guilty - 3 Year Probation
	2	Assault with a Weapon	Withdrawn
	3	Carry Concealed Weapon	Found Guilty - 3 Year Probation
	4	Being Intoxicated in public place	Found Guilty
20	1	Assault with a Weapon	Withdrawn - Peace Bond



Case No.	Charge No.	Charge	Disposition
21	1	Mischief Under \$5000	Found Guilty - 203 Days Pre-Sentence Custody, 3 Year Probation
	2	Fail to Comply Probation Order	Found Guilty - 203 Days Pre-Sentence Custody, 3 Year Probation
22	1	Uttering Threats	Withdrawn - Peace Bond
	2	Uttering Threats	Withdrawn - Peace Bond
	3	Fail to Comply Release Order	Withdrawn - Peace Bond
23	1	Uttering Threats	Withdrawn
24	1	Uttering Threats	Withdrawn
	2	Weapons Dangerous	Found Guilty - Suspended Sentence, 12 Month Probation
	3	Assault with a Weapon	Found Guilty - Suspended Sentence, 12 Month Probation
	4	Uttering Threats	Withdrawn
25	1	Assault	Found Guilty - 2 Days Sentence, 12 Days Pre-Sentence Custody, 18 Month Probation.
26	1	Uttering Threats	Withdrawn
	2	Fail to Comply Probation Order	Withdrawn
	3	Fail to Comply Probation Order	Withdrawn
	4	Fail to Comply Probation Order	Withdrawn
27	1	Uttering Threats	Found Guilty - Suspended Sentence, 18 Month Probation, 11 Month Pre-Sentence Custody
	2	Fail to Comply Probation Order	Found Guilty - Suspended Sentence, 18 Month Probation, 11 Month Pre-Sentence Custody
	3	Fail to Comply Probation Order	Found Guilty - Suspended Sentence, 18 Month Probation, 11 Month Pre-Sentence Custody



2022 Dispositions

Case No.	Charge No.	Charge	Disposition
1	1	Assault	Withdrawn
	2	Mischief Damage to Property	Withdrawn
2	1	Assault	Peace Bond - Probation 1 Year
3	1	Assault	Found Guilty - Probation 1 Year
4	1	Assault	Found Guilty - 18 Month Probation
	2	Assault	Withdrawal
	3	Assault	Withdrawal
5	1	First Degree Murder	Not Criminally Responsible
	2	Attempted Murder	Withdrawn
	3	Assault with a Weapon	Withdrawn
	4	Mischief Interfere with Property	Withdrawn
	5	Common Nuisance	Withdrawn
6	1	Assault	Found Guilty - 20 Month Probation
7	1	Assault	Withdrawn - Peace Bond
	2	Assault with a Weapon	Withdrawn - Peace Bond
8	1	Robbery	Withdrawn - Peace Bond
	2	Assault	Withdrawn - Peace Bond
	3	Mischief Under \$5000	Withdrawn - Peace Bond
9	1	Uttering Threats	Withdrawn
	2	Mischief Under \$5000	Withdrawn
	3	Assault	Withdrawn
	4	Uttering Threats	Withdrawn
10	1	Criminal Harassment	Found Guilty - 6 Month Prison Sentence Concurrent, 3 Year Probation
	2	Uttering Threats	Found Guilty - 6 Month Prison Sentence Concurrent, 3 Year Probation
	3	Criminal Harassment	Found Guilty - 6 Month Custody - 3 Year Probation
	4	Uttering Threats	Found Guilty - 6 Month Prison Sentence Concurrent, 3 Year Probation



Case No.	Charge No.	Charge	Disposition
	1	Criminal Harassment	Found Guilty - 6 Month Prison Sentence Concurrent, 3 Year Probation
	2	Criminal Harassment	Found Guilty - 6 Month Prison Sentence Concurrent, 3 Year Probation
	3	Assault with a Weapon	Found Guilty - 6 Month Prison Sentence Concurrent, 3 Year Probation

2021 Dispositions

Case No.	Charge No.	Charge	Disposition
1	1	Uttering Threats	Withdrawn
2	1	Mischief Under \$5000	Withdrawn – Youth Diversion
	1	Mischief Under \$5000	Withdrawn
3	1	Criminal Harassment	Withdrawn
	2	Criminal Harassment	Withdrawn
4	1	Assault Cause Bodily Harm	Withdrawn
	2	Assault	Withdrawn
	3	Assault	Withdrawn
	4	Assault with a Weapon	Withdrawn
5	1	Criminal Harassment	Stayed
	2	Criminal Harassment	Stayed

2020 Dispositions

Case No.	Charge No.	Charge	Disposition
1	1	Assault	Withdrawn
2	1	Assault	Found Guilty - Suspended Sentence + 18 Month Probation
	2	Assault	Found Guilty - Suspended Sentence + 18 Month Probation
	3	Failure to Comply Probation	Withdrawn



Case No.	Charge No.	Charge	Disposition
3	1	Criminal Harassment	Found Guilty - Conditional Discharge + 12 Month Probation + Mandatory Firearms/Weapons Prohibition
	2	Mischief Under \$5000	Withdrawn
4	1	Criminal Harassment	Acquitted
	2	Causing Disturbance	Acquitted



8. Annual Report: Police Towing Contract - January 2024 to December 2024



PUBLIC REPORT

March 31, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Annual Report: Police Towing Contract - January 2024 to December 2024

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Summary:

At its meeting on February 16, 2012, the Board received and approved the following Motion (Min. No. P46/12 refers);

THAT the following report(s), which are currently submitted by the Chief on a semi-annual basis, be submitted annually in the future:

- Towing – compliance with terms of the contracts

In accordance with the direction provided by the Board, the following report is being submitted.

Discussion:

Background

The Toronto Police Service (Service) requires prompt and efficient towing and impound services on a 24-hours a day, 7-days a week basis. The need for this service arises from police contact with vehicles such as those recovered after being stolen, impounded for bylaw infractions or impounded following the arrest of the driver. The Service has an obligation to ensure that the towing and pound services provided to the public through the police are fair, equitable and adhere to the terms and conditions of the contract between the Service and the contract towing companies.

The current contracts with the three towing service providers, which began on June 1, 2021, was set to expire on May 31, 2024. The contracts include options to extend the contract terms for two additional one-year periods, at the discretion of the Service. The Service decided to extend the current contract terms for an additional year, until May 31, 2025. The towing service providers requested permission to increase charges to vehicle owners by 35% during the extension period, due to increases in business expenses related to vehicle towing and storage (e.g. gasoline and diesel fuel increases of 67% and 87% respectively since the contract start), as well as recent provincial legislation changes that allow for higher towing rates. The contracts do not provide for rate increases, but to avoid the risk of the towing service providers withdrawing from the contracts and to ensure continuity of service, the Service decided to engage in negotiations with the towing service providers after conducting an environmental scan of industry towing rates (e.g. with neighbouring police services), and subsequently agreed to a 30% rate increase for the extension period. In parallel however, the Service initiated a new competitive procurement process to establish new contracts for towing services based on competitive market rates.

In an effort to ensure continued and ongoing compliance, all contract towing service providers are subject to inspections undertaken by Traffic Services personnel. In this process, a random selection of invoices are reviewed to ensure conformity with the billing requirements of the agreement. Every receipt in this random sampling period is checked for consistency between the 'In/Out' time stamps and the accurate calculation of tow fees and storage costs. The In/Out time stamps are manually stamped on the invoice at the time the vehicle enters the impound facility and the time that it is released. Fees are calculated based on the type of towing and the total time the vehicle is stored at the facility. Any irregularities are noted and the receipts are photocopied and filed at Traffic Services. The Management at each contract tow service provider is counselled by the auditing officers regarding contract requirements, and arrangements are made for immediate customer reimbursement, if applicable.

The video system recordings used for security of each pound are also sampled by examining recordings for three random dates in the preceding ninety days to ensure compliance with the contract.

Receipts used for the audits were drawn from the following dates:

- 1) March 11 to March 17, 2024
- 2) July 14 to July 20, 2024
- 3) September 2 to September 8, 2024
- 4) December 18 to December 24, 2023

The results are as follows:

Downtown Towing Zone

JP Towing Service & Storage Limited

Audit Results	
Total number of receipts inspected	103
Number of receipts contract compliant	103
Number of receipts contract overcharged	0

Comments:

- All inspected facilities and licences were found to be in compliance.
- Not all tow trucks were available for inspection during the time of the audit. A provincial and municipal licence validity check was conducted at the time of entering into the new agreement. A complete and updated list of trucks and drivers was reviewed during the audit. There were no infractions noted.
- There were no unresolved letters of complaint or compliment during the inspection periods.
- There were a total of 16,347 police ordered tows completed by JP Towing during the year. JP Towing accounted for 51.5% of the total number of vehicles towed by the Service.
- In early 2023, JP Towing opened a Rapid Release Auxiliary Pound at 31-33 Villiers Street. This pound is in operation during the day and is responsible for receiving vehicles towed from rush hour routes in the downtown zone.
- Police personnel have the ability to submit feedback to tow providers with regards to delays in service and other factors. In 2024, JP Towing received 81 complaints, which represents 54.4% of all the complaints received. The complaints covered a variety of issues such as; response time, equipment problems, disputes with tow truck drivers and availability.

West Towing Zone

1105729 Ontario Limited – o/a Classic Towing

Audit Results	
Total number of receipts inspected	15
Number of receipts contract compliant	15
Number of receipts contract overcharged	0

Comments:

- All inspected equipment, facilities and licences were found to be in compliance.
- Not all tow trucks were available for inspection during the time of the audit. A provincial and municipal licence validity check was conducted at the time of

entering into the new agreement. A complete and updated list of trucks and drivers was reviewed during the audit. There were no infractions noted.

- There were no unresolved letters of complaint or compliment during the inspection periods.
- There was a total of 9,123 police ordered tows completed by Classic Towing during the year. Classic Towing accounted for 28.8% of the total number of vehicles towed by the Service.
- Police personnel have the ability to submit feedback to tow providers with regards to delays in service and other factors. In 2024, Classic Towing received 35 complaints, which represents 23.5% of all the complaints received. The complaints covered a variety of issues such as response time, equipment problems, disputes with tow truck drivers and availability.

East Towing Zone

1512081 Ontario Limited - o/a Abrams Towing Service Limited

Audit Results	
Total number of receipts inspected	48
Number of receipts contract compliant	48
Number of receipts contract overcharged	0

Comments:

- All inspected equipment, facilities and licences were found to be in compliance.
- Not all tow trucks were available for inspection during the time of the audit. A provincial and municipal licence validity check was conducted at the time of entering into the new agreement. A complete and updated list of trucks and drivers was reviewed during the audit. There were no infractions noted.
- There were no unresolved letters of complaint or compliment during the inspection periods.
- There was a total of 6,170 police ordered tows completed by Abrams Towing during the year. Abrams Towing accounted for 19.5% of the total number of vehicles towed by the Service.
- Police personnel have the ability to submit feedback to tow providers with regards to delays in service and other factors. In 2024, Abrams Towing received 33 complaints, which represents 22.1% of all the feedback received. The complaints covered a variety of issues such as response time, equipment problems, disputes with tow truck drivers and availability.

Conclusion:

In 2024, the Service towed a total of 31,640 vehicles, which represents a decrease of 0.001% from 2023. The pound audit process revealed a paperwork compliance rate of 100% based on the samples examined. All other matters outstanding have been resolved to the satisfaction of the Service. The total number of constructive feedback complaints received for all tow providers in 2023 was 361. In 2024, 149 complaints were received. This represents a decrease of 58.7%. Adequate staffing and an increase in available tow trucks will help meet the required response times to fulfil the demands of the Service.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



9. 2024 Professionalism and Accountability Annual Report – May 2025



PUBLIC REPORT

April 3, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: **2024 Professionalism and Accountability Annual Report
– May 2025**

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professionalism and Accountability (P.A.C.) Annual Report - May 2025 fulfils the Toronto Police Service's (T.P.S.) compliance with reporting requirements regarding Public Complaints, Special Investigations Unit (S.I.U.) Investigations, Suspect Apprehension Pursuits, and the Early Intervention Program. The report also highlights the achievements of T.P.S. members, as recognized through T.P.S. awards.

Discussion:

Background

On July 27, 2022, the Toronto Police Service Board approved a revised organizational chart for the Service.

The P.A.C. pillar was created as a result. Overseen by a Staff Superintendent and reporting directly to the Chief of Police, the Professionalism and Accountability pillar has the following business units reporting to it:

- Awards and Recognition
- Professional Standards Investigations
- Risk Analysis and Assessment

In September 2022, the reporting structure for P.A.C. was adjusted so that the pillar was now under the purview of the Deputy Chief of Specialized Operations Command. The make-up of the pillar remained the same.

P.A.C. provides support to numerous T.P.S. internal stakeholders and committees, such as the Disciplinary Hearings Office, Analytics and Innovation, the Incident Response Committee, the Service Vehicle Collision and Pursuit Reduction Committee, as well external agencies such as the Office of the Independent Police Review Director (O.I.P.R.D.)/Law Enforcement Complaints Agency (L.E.C.A.) and the Special Investigations Unit (S.I.U.).

The data contained in this report is extracted from IAPro (formerly known as the Professional Standards Information System, [P.S.I.S.]) and covers a time period between January 1, 2024, and December 31, 2024. IAPro was implemented in 2003 to collect relevant data to proactively identify and analyze trends surrounding the practices, conduct, ethics, and integrity of T.P.S. members. The IAPro software, designed specifically for the law enforcement industry, contains data pertaining to complaints, use of force reports, suspect apprehension pursuits, T.P.S. vehicle collisions, S.I.U. investigations, and additional internal investigative files.

Key findings highlighted within the report include the following:

- 720 T.P.S. awards were presented to members of the T.P.S., the community, and other police service members by the T.P.S. and the Board.
- 1019 public complaints were received concerning officer conduct, as well as the policies or services of the T.P.S. 669 of these complaints were screened out by the O.I.P.R.D./L.E.C.A. 350 complaints were investigated. Misconduct was identified in 12 cases. In 61 cases, the complaint was resolved by informal resolution.
- T.P.S. officers had approximately 757,736 documented contacts with members of the public. The total number of public complaints filed, 1019 represents a small fraction, 0.1% of documented contacts.

- The S.I.U. invoked its mandate with respect to 90 incidents, compared to 88 incidents in 2023. This represents an increase of 2.3%.
- There were 264 suspect apprehension pursuits in 2024. This represents a 3.1% increase from the 2023 number of 256. Officers and pursuit supervisors discontinued 76.1% of the total number of suspect apprehension pursuits in the interest of public safety.

Conclusion:

In summary, the 2024 Professionalism and Accountability Annual Report - May 2025 provides the Board with an overview of the statistics gathered between January 1 and December 31, 2024.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police

Attachments:

Report: Toronto Police Service Professionalism and Accountability – May 2025

Statistical information included in the Professionalism and Accountability Annual Report has been compiled from data contained in the software program IAPro with additional input from the following units:

**Awards & Recognition
Professional Standards
Risk Analysis and Assessment Unit
Special Investigations Unit Liaison Office**

The data contained in this report includes records entered into IAPro between January 1 and December 31, 2024



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Year at a Glance



AWARDS: 720 internal awards were presented to members of the Toronto Police Service, the community, and other police services by the Toronto Police Service (T.P.S.) and the Toronto Police Service Board (T.P.S.B.).

EARLY INTERVENTION: In 2024, there were 1950 alerts triggered in relation to members, which is an 8.3% increase compared to 2023 when there were 1800 alerts generated.



PUBLIC COMPLAINTS: 1019 public complaints were received concerning the conduct of officers, policies or services of the Toronto Police Service. 350 were investigated. 669 were screened-out by L.E.C.A./O.I.P.R.D in 2024. This represents 4.6% more screened-out complaints than 2023.

PUBLIC CONTACTS: Toronto Police officers had approximately 757,736 documented contacts with members of the public. The total number of public complaints filed in 2024 (1019) represents only a small fraction (approximately 0.1%) of documented contacts.



SPECIAL INVESTIGATIONS UNIT: The S.I.U. invoked its mandate with respect to investigating 90 incidents, compared to 88 incidents in 2023, representing a 2.3% increase in the number of incidents year-over-year.



SUSPECT APPREHENSION PURSUITS: 3.1% increase in the number of pursuits initiated in 2024, from 256 in 2023 to 264 pursuits in 2024. In 76.1% of all pursuits in 2024, the pursuit was discontinued by officers.

Awards and Recognition

The Awards Program recognizes outstanding contributions and achievements by T.P.S. members and members of the public. Recipients are recognized individually, or in groups, for acts of excellence, bravery, altruism, innovative contributions to community policing, public safety, and professional excellence. T.P.S. members are also recognized for their dedicated long service with milestone awards such as the 25 year wrist watch, and 20, 30, 40, and 50 year medals, bars, and commemorative pins. A Standing Awards Committee comprised of uniform and civilian members of various ranks and positions from across the T.P.S. and representation from the Toronto Police Service Board (T.P.S.B.), reviews eligibility for awards to ensure fairness and consistency.

Internal Awards

In 2024, 720 internal awards were presented to members of the T.P.S., the community, and other police services by the T.P.S. and the T.P.S.B. In addition to these awards for outstanding performance, the T.P.S.B. presented 162 members with their retirement plaques. The internal awards presented in 2024 are listed as follows:

Chief of Police Excellence Award

Granted by the Chief of Police to any person for acknowledgement of achievement through dedication, persistence, or assistance to the T.P.S.: [1 award presented](#).

Chief of Police Letter of Recognition (for external police agencies)

Granted by the Chief of Police to a police officer or a civilian member for excellence in the performance of duty, community policing initiatives, innovations, or initiatives that enhance the image or operation of the T.P.S.: [7 awards presented](#).

Merit Mark

Granted by the T.P.S.B. to the police officer or a civilian member for exemplary acts of bravery performance of duty, community policing initiatives, innovations, or initiatives that enhance the image or operation of the T.P.S.: [5 awards presented](#).

Commendation

Granted by the T.P.S.B. to a police officer or a civilian member for exceptional performance of duty, community policing initiatives, innovations, or initiatives that enhance the image or operation of the T.P.S.: [11 awards presented](#).

Teamwork Commendation

Granted by the T.P.S.B. to a group of police officers and/or civilian members for exceptional performance of duty, community policing initiatives, innovations, or initiatives that enhance the image or operation of the T.P.S.: *201 awards presented.*



Community Member Award

Granted by the T.P.S.B. to citizens for grateful acknowledgement of unselfish assistance rendered to the T.P.S. or for an initiative, or innovation that had a positive effect on the image or operation of the T.P.S.: *58 awards presented.*

Mental Health Excellence Award

Granted by the T.P.S.B. to a police officer or a civilian who has demonstrated excellence, compassion and respect in their interaction with members of the community who are experiencing mental illness: *1 award presented to 3 recipients.*

Robert Qualtrough Award

Granted by the T.P.S.B. to community and T.P.S. members who have demonstrated excellence and leadership through their participation in an innovative and effective police-community partnership initiative: *1 award presented to 3 recipients.*

Civilian Long Service Recognition Pin (20, 30 & 40 years)

Granted by the T.P.S.B. and presented to civilian members upon the completion of 20, 30, 40, and 50 years of employment with the T.P.S.: *74 pins presented.*

**25 Year Commemorative Watch**

Granted by the T.P.S.B. and presented to police officers, civilian members, and auxiliary officers upon completion of 25 years of full-time employment: *200 watches presented.*



External Awards

There were 263 awards presented to T.P.S. members by external agencies or organizations in 2024. The external awards presented in 2024 are listed as follows:

Ontario Auxiliary Police Medal

Presented by the Chief of Police on behalf of the Ontario Government to auxiliary officers for dedicated service upon the completion of 20, 25, 30, and 35 years of service: *5 medals/bars presented.*

Ontario Women in Law Enforcement Award

Presented in recognition of outstanding achievements made by women, uniform and civilian, in Ontario law enforcement. Categories include; valour, community, mentoring, and leadership: *3 awards presented.*

Peace Officer Exemplary Service Medals

Granted by the Governor General of Canada to recognize long and meritorious service of peace officers. The medal is presented to eligible peace officers who have attained 20 years of service; a silver bar is presented upon completion of every additional 10-year period: *18 medals/bars presented.*



Police Exemplary Service Medals

Granted by the Governor General of Canada to recognize long and meritorious service of police officers. The medal is presented to eligible police officers who have attained 20 years of service; a silver bar is presented upon completion of every additional 10-year period: *133 medals presented.*

**Police Excellence Award**

Presented since 1967 by the T.P.S. in partnership with the T.P.S.B. and the Toronto Police Association (T.P.A.), to recognize officers who make significant contributions to the safety of the citizens of Toronto: [Event will be held on May 22, 2025.](#)

Police Officer of the Year Award

Presented annually by the T.P.S. in partnership with the T.P.S.B. to recognize the efforts of outstanding police officers. Recipients are selected from the list of Police Officer Excellence Awards: [Event will be held on May 22, 2025.](#)

Business Excellence Award of the Year 2024

Presented by the T.P.S. in partnership with the T.P.S.B. to recognize significant contributions to the T.P.S. and the City of Toronto, based on innovation, community service, technical achievement, or customer service and reliability: [Event will be held on May 22, 2025.](#)

Civilian Excellence Award of the Year 2024

Presented by the T.P.S. in partnership with the T.P.S.B. to recognize superior diligence, dedication, initiative and/or leadership which has improved the administration or operation of the T.P.S. and the City of Toronto: [Event will be held on May 22, 2025.](#)

St. John Ambulance Award Lifesaving Award / Certificate of Commendation / Automated External Defibrillator Award

Presented to an individual(s) who saves or attempts to save a life by means of their knowledge of first aid and where the application of first aid was involved. Recipients also receive a gold or silver lapel pin: [58 awards presented.](#)



Ontario Medal for Bravery

Presented by the Governor General of Canada to a police officer for individual acts of outstanding courage. Ontario: *3 awards presented.*



Black History Month Award

Presented by the Governor General of Canada to a police officer for individual acts of outstanding courage. Ontario: *1 award presented.*

Order of Merit of the Police Forces

Presented by the Governor General of Canada to a police officer for individual acts of outstanding courage. Ontario: *5 awards presented.*

King Charles III Coronation Medal

Presented by the Governor General of Canada to a police officer for individual acts of outstanding courage. Ontario: *4 awards presented.*

Early Intervention

Early Intervention Program

The Early Intervention (E.I.) Program is a philosophy, process and mechanism for enhancing member wellness and performance.

Policing is a demanding profession that requires resilience, adaptability and strong support systems. Recognizing the unique challenges faced by our members, the E.I. Program focuses on proactive well-being support to ensure officers and civilians receive assistance before stress, trauma or operational pressures escalate into concerns that are more serious.

Currently the E.I. Program is a process that identifies members when they meet or exceed pre-set threshold indicators. The E.I. Program is key in helping to identify the performance patterns of our members that require intervention before their behaviour could potentially result in misconduct, or more importantly, degrade a member's health and wellness. Moreover, the E.I. Program helps to identify potential gaps in training and/or governance and reduce risk to the T.P.S.

The E.I. Program creates an opportunity for the member and supervisor to discuss any issues, formulate a plan if necessary, and provide support and guidance to address identified concerns. Having frequent conversations with our members is key in the battle to normalize conversations on mental health and well-being.

Supervisors are able to provide non-disciplinary direction and training before the member's actions become a potential liability. Officers and civilians are encouraged to improve their performance through counseling, training or coaching, referrals to the Employee & Family Assistance Program (E.F.A.P.), Medical Advisory Services (M.A.S.), Equity, Inclusion & Human Rights (E.I.H.R.), Psychological Services, heightened monitoring, transfers and review of assignment. The E.I. generated report is meant to encourage open communication and build rapport. It allows management to recognize signs of stress or burnout more proactively and reduces the stigma surrounding conversations about mental health, while breaking down barriers so members feel more comfortable seeking support if needed.

The E.I. Program is supported by the statistical data and functions of IAPro, meaning that the process is empirical, objective, and analytical, having the capacity to identify trends and patterns. An E.I. alert is triggered when a member exceeds the pre-set threshold for incidents monitored through the system.

Once an alert is triggered, the members of the Early Intervention Unit conduct a review taking into consideration the type and frequency of alerts, the subject member's service time, assignment, conduct, and training history. The members of the unit also conduct a peer comparison to assess the alert. The specific incidents giving rise to the performance indicator are also investigated. All these criteria are weighted in an objective process and an E.I. Report *may* be generated. It is important to note that members may reach the threshold of a specific indicator, but the discretion to issue an E.I. Report is based upon a compilation of factors.

No record of participation in an E.I. Program is placed in an officer's personnel file – the electronic records (report and response) are stored electronically in a secure database, accessible only to members of the Risk Analysis and Assessment Unit (R.A.A.U.) which includes the Early Intervention Unit. Retention schedules are adhered to as per the *Community Safety and Policing Act, 2019 (C.S.P.A.)* and the *Police Services Act, 1990 (P.S.A.)*.

By prioritizing member wellbeing, the E.I. Program contributes to a healthier, more resilient workforce, ensuring members have the necessary tools to manage occupational stress while continuing to serve their communities with professionalism and dedication. Prioritizing early intervention not only benefits individual members but also strengthens the overall health of the organization, leading to improved morale, reduced absenteeism and enhanced community service.

Mandatory Early Intervention Meetings

Early intervention meetings between the member and their immediate Supervisor are mandatory. In the majority of early interventions, the member has hit the threshold for a variety of reasons. These reasons can include the number of high risk calls for service attended by the member that justifies their use of force, or assignment to a specialized unit. In most cases, there are no obvious performance issues with the member such as attendance, deportment or rapport with colleagues. Previously in these cases, there may have been no obvious external concerns or reasons for Supervisors to sit down with a member.

It is now considered best-practice to engage the member, regardless of whether they appear to be well adjusted and highly productive, or struggling and unable to perform. Trauma and stress are cumulative and the opportunity created by an E.I. Report may be the catalyst for the member to seek help.

Mental Health Resources

In conjunction with the Wellness Unit, the E.I. Unit has created a list of internal and external resources readily available to members. The handout features options for internal resources, but

also lists external options for peer support and comprehensive treatment programs. Finally, the handout provides a visual of the mental health continuum. The handout is attached to the member's E.I. Report package. Supervisors are encouraged to go over the list of resources with the member during the E.I. meeting.

The success of the E.I. Program reflects on the T.P.S.'s ongoing commitment to supporting the health, safety and resilience of our members. Moving forward, we will continue to expand access to preventative wellness resources, integrate new data-driven insights, and foster a culture where well-being is a priority at every level of the organization.

The E.I. Unit is facilitated by Professionalism and Accountability –R.A.A.U. is available to answer questions regarding the program, as well as to consult regarding the development of a member's action plan.

Threshold Analysis

An E.I. alert is triggered when a member exceeds a pre-set threshold for incidents, or performance indicators, monitored through IAPro Performance, indicators which are measurable activities or functions relating to the member. Some of the performance indicators currently used are complaints, use of force incidents, firearm pointed at a person incidents, firearm discharge incidents, vehicle pursuits, vehicle collisions, and S.I.U. investigations. It is important to note that these incidents, or reports, are not normally indicative of poor performance; rather the majority of incidents reflect procedural reporting obligations.

Once an alert is triggered, the incidents contained in the alert, and the identified member's conduct history, are manually reviewed by R.A.A.U. The purpose of the review is to identify if there are any emerging trends, wellness concerns, or atypical behaviours that may be reflected in the reports capturing the details of each incident. If there are no concerns raised by the circumstances within the incidents, or if it is determined that the E.I. Report would not be beneficial, the alert is closed. If concerns are identified, the member's unit is provided with a comprehensive E.I. Report to assist the management team in developing performance-improving strategies.

R.A.A.U. regularly conducts data analysis to set and review the thresholds, to ensure they continue to be relevant and accurate. In fact, the E.I. Program is dynamic and continually evaluated and adjusted to reflect current trends and T.P.S. risk management concerns.

In 2024, there were 1950 alerts triggered in relation to members, which is an 8.3% increase compared to 2023 when there were 1800 alerts generated. This increase is due to the increased use of the IAPro application.

Monitored Members

In 2018, the R.A.A.U. initiated a new alert process that monitors Probationary Constables for 12 months from the date of first deployment. An alert is triggered when the monitored officer is linked as the subject officer to an incident entered into IAPro Alerts are manually reviewed by R.A.A.U. for emerging trends or patterns, atypical behavior, training issues and adjustment to the policing environment. In 2022, this process was expanded to include newly hired Special Constables, Court Officers and Parking Enforcement Officers. As a result, 614 out of the total 1950 alerts (or 31.5%) triggered in 2024 were in relation to Probationary Monitored Members. If concerns are identified in the member's performance, the matter is escalated in order to ensure that appropriate intervention strategies are considered and initiated.

Overall Alerts

In 2024, 311 of the total 1950 alerts were classified as Overall Alerts, representing 15.9%. The Overall Alert incorporates all other types of alerts. The Overall Alert captures incidents that in their totality may not have triggered an alert, but when combined and taken in the context of all other alerts, may be the beginning of a pattern of atypical behaviour. The key to the Overall Alert is the timeframe and frequency. For instance, the member may not have any previous alerts, but in the span of 12 months is the subject officer in five (5) different incidents. None of these incidents on their own would have triggered an alert, but 5 incidents in 12 months may indicate an officer performance issue.

Use of Force Alerts

Alerts generated by Use of Force incidents continued to be the highest incident type that triggered an alert in 2024. Of all alerts in 2024, 11.3%, or 220 were related to Use of Force reports submitted by officers. Use of Force incidents are individually reviewed by the Toronto Police College to ensure that the reason for force, application, level of force, and the selected use of force option was reasonable and justifiable in relation to the circumstances of the interaction.

Public Complaints

Public complaints against police officers in Ontario are overseen by the Law Enforcement Complaints Agency (L.E.C.A.), an independent civilian agency established under the Community Safety and Policing Act, 2019 (C.S.P.A.). On April 1, 2024, the Office of the Independent Police Review Director (O.I.P.R.D.) became L.E.C.A.

Police officers and special constables are expected to act with honesty and integrity and comply with the requirements of the Human Rights Code and the Charter of Rights and Freedoms. The Code of Conduct for police officers identifies a police officers' obligation under the following categories: Compliance with Laws, Human Rights and the Charter, Interactions with the Public, Integrity, and Performance of Duties.

Ontario Regulation 399/23 requires every Chief of Police to prepare an annual report for their Police Service Board that includes information on public (external) complaints from the previous fiscal year. This section of the report is intended to address the annual reporting requirement.

Law Enforcement Complaints Agency (L.E.C.A.)

The Law Enforcement Complaints Agency (L.E.C.A.) is an independent civilian oversight agency that is responsible for receiving, managing, and overseeing public complaints about the conduct of various law enforcement officers. This includes municipal, regional, provincial police officers, special constables employed by Niagara parks Commission, First Nations police officers (under certain conditions) and Peace Officers in the Legislative Protective Service.

L.E.C.A. accepts complaints from the public regarding alleged misconduct by law enforcement officers. This can include allegations of excessive force, abuse of power, discriminatory behavior, and other forms of professional misconduct. L.E.C.A. has a team of investigators that can conduct investigations into these complaints, or assign an investigation to an agency's internal investigations unit (a police service's Professional Standards Unit) where they will maintain oversight of the investigation.

To connect to L.E.C.A., which is now responsible for managing public complaints, click this [link](#) or scan the QR Code to the right.



Section 158 of the C.S.P.A. grants L.E.C.A. the discretion to screen out complaints, for example, if the complaint is found to be frivolous, vexatious, made in bad faith, better dealt with under another act/law, no jurisdiction, or not in the public interest. The complaints that are screened out by L.E.C.A. or the O.I.P.R.D. are captured as ‘not investigated’ in this report.

Under s. 158(1) of the C.S.P.A., the Director may decide not to deal with a complaint if it is made more than six months from the date of the incident cited in the complaint or when the incident was discovered by the complainant. The “six months” is not a statutory deadline, and the Director may exercise their discretion when determining if the incident should be screened out.

L.E.C.A. contributes to transparency by making information about complaints and their outcomes available to the public, within legal limitations. A key goal is to foster public confidence and help to strengthen the relationship between the police and the communities they serve by promoting accountability and holding officers accountable for their actions when misconduct is substantiated. This can be done through disciplinary actions, policy changes, and improved training for officers.

Presently, L.E.C.A. permits the investigation of complaints made by third party complainants and those received beyond the six-month limitation period.

The Office of the Independent Police Review Director (O.I.P.R.D.)

The Office of the Independent Police Review Director (O.I.P.R.D.) was established under the Independent Police Review Act and was a civilian-staffed, independent agency that acted as an objective, impartial office responsible for receiving, managing, and overseeing all public complaints against police officers in Ontario. The O.I.P.R.D. began operation on October 19, 2009 and became L.E.C.A. on April 1, 2024.¹

Prior to April 1, 2024, the P.S.A. governed all police services across the province. Section 80 of the P.S.A. defined police misconduct, which includes any violation of the Code of Conduct, as described in Ontario Regulation 268/10. The Code of Conduct categorized misconduct as discreditable conduct, insubordination, neglect of duty, deceit, breach of confidence, corrupt practices, unlawful or unnecessary exercise of authority, damage to clothing or equipment, and consuming drugs or alcohol in a manner prejudicial to duty.

The O.I.P.R.D. ensured complaints are dealt with in a transparent, effective, and fair manner for both the public and the police. In addition to managing public complaints, the O.I.P.R.D. is responsible for setting up and administering the public complaints system, including oversight, systemic reviews, audits, education, and outreach.

¹ As of April 1, 2024, Law Enforcement Complaints Agency (L.E.C.A.) – formerly known as the Office of the Independent Police Review Director (O.I.P.R.D.) – is responsible for receiving, managing and overseeing public complaints about misconduct of police officers.

Investigation of complaints that were received by the O.I.P.R.D. could have been conducted by O.I.P.R.D. investigators, an outside police service, or the police service in question. The O.I.P.R.D. reviewed all complaints to determine their classification as either a conduct, policy, or service complaint. Section 60 of the P.S.A. granted the O.I.P.R.D. the discretion to screen out complaints, for example, if the complaint is found to be frivolous, vexatious, made in bad faith or not in the public interest. The complaints that were screened out by the O.I.P.R.D. are captured as 'not investigated' in this report.

Public Contacts

Community-based policing is a priority for the T.P.S. The residential population of Toronto is estimated at 3.18 million (City of Toronto – Open data – 2024 Neighbourhood crime rate). Service members have extensive contact with members of the community in order to ensure public safety. In 2024, there were 411,608 calls for service for events attended by the T.P.S., 281,666 provincial offence tickets were issued, 13,858 Mental Health Act (M.H.A.) apprehensions following a Person in Crisis call for service, and 50,604 arrests. In total, T.P.S. officers had approximately 757,736 documented contacts² with members of the public in 2024 (this figure includes repeat contacts).

It is relevant to consider the volume of interactions T.P.S. members had with members of the public when evaluating the statistics presented in this report. For example, the total number of public complaints filed in 2024 represents only a small fraction (approximately 0.1%) of documented contacts. Further, when comparing the number of S.I.U. investigations to documented contacts, there was one S.I.U. incident investigated for every 8,711 documented contacts with members of the public (or less than 0.01%) in 2024.

Trend Analysis

In 2024, a total of 1019 public complaints were received concerning the conduct of uniform members, the policies, or the services of the T.P.S. Of the 1019 complaints, 350 were investigated and 669 were screened-out (not investigated) by L.E.C.A. and O.I.P.R.D. This represents a 5.7% decrease, in comparison to 370 investigated complaints in 2023. The total number of complaints in 2024 - 1019 including both investigated and screened-out complaints - represents a 4.6% increase from 2023 and exceeds the five-year average of 886.2 complaints (Figure 1.1).

² Documented contact numbers are a combination of the following data: calls for service, Provincial Offence Act Notices (P.O.T., Warnings, Form 104, Suspension Notices), M.H.A. apprehensions (including voluntary), and arrests.

Figure 1.1

Classification of Complaints						
Complaints - Investigated	2020	2021	2022	2023	2024	5 Year Avg.
Conduct-Less Serious	267	309	260	293	157	257.2
Conduct-Serious	9	9	8	6	6	7.6
C.S.P.A. - Human Rights and the Charter	0	0	0	0	6	1.2
C.S.P.A. - Integrity	0	0	0	0	1	0.2
C.S.P.A. - Interactions with the Public	0	0	0	0	97	19.4
C.S.P.A. - Performance of Duties	0	0	0	0	49	9.8
Policy	5	3	1	2	0	2.2
Service	17	31	51	69	34	40.4
Number and Percentage of Complaints (Investigated)	298	352	320	370	350	338.0
	37.8%	44.5%	37.3%	38.0%	34.3%	38.1%
Complaints - Not Investigated	2020	2021	2022	2023	2024	5 Year Avg.
Abandoned	0	1	0	0	5	1.2
Better Dealt with in Other Law	62	26	21	19	20	40.8
Complaint Over Six Months	0	0	9	10	11	6
Frivolous	68	62	85	64	63	68.4
No Jurisdiction	37	29	40	65	39	42
Not Directly Affected	23	18	33	25	55	30.8
Not in the Public Interest	298	300	342	407	474	364.2
Vexatious	2	2	6	13	1	4.8
Withdrawn	0	1	3	1	1	1.2
Number and Percentage of Complaints (Not Investigated)	490	439	539	604	669	548.2
	62.2%	55.5%	62.7%	62.0%	65.7%	61.9%
Total Number of Public Complaints	788	791	859	974	1019	886.2

Note: It is relevant to consider the volume of interactions T.P.S. members had with members of the public when evaluating the statistics presented in this report. For example, the total number of public complaints filed in 2024 represents only a small fraction (approximately 0.1%) of documented contacts that officers had with members of the public.³

Classification of Complaints based on Alleged Misconduct

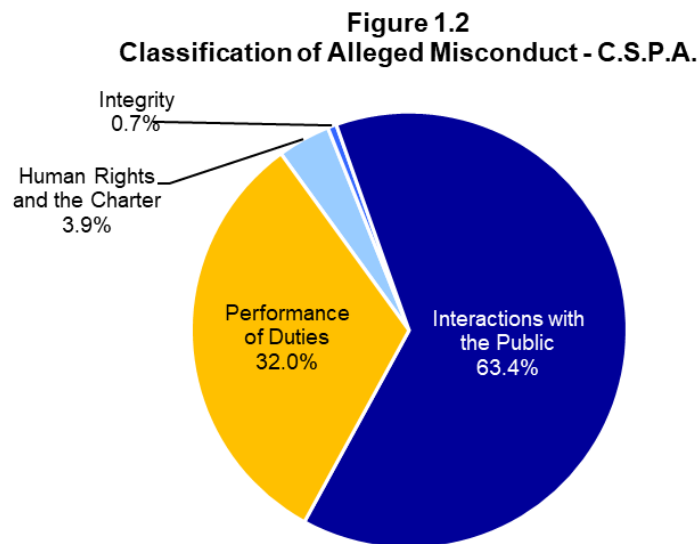
The C.S.P.A. Code of Conduct and P.S.A. Code of Conduct are utilized by the T.P.S. as a means of classifying conduct complaints received by L.E.C.A. and the O.I.P.R.D. A single complaint may involve one or more subject officers who, in turn, may be accused of multiple categories of misconduct. The most serious allegation in a single complaint is used to classify the complaint as a whole. It should be noted that a public complaint is classified on the initial allegations provided by the complainant and information gathered during the intake process. Complaint classifications and sub-classifications may be revised as the investigation progresses and/or upon concluded findings.

³ Documented contact numbers are a combination of the following data: calls for service, Provincial Offence Act Notices (POT, Warnings, Form 104, Suspension Notices), M.H.A. apprehensions (including voluntary), and arrests.

The Ontario Regulations established by the C.S.P.A. provides a code of conduct for police officers (O. Reg. 407/23) and a code of conduct for special constables (O. Reg. 410/23). The T.P.S. has adopted the standards contained in O. Reg. 407/23 *Code of Conduct for Police Officers* for all Service members, including police officers, civilians, and auxiliary, to ensure the highest standards are maintained and applied to all.

The complaint statistics for 2024 have been categorized based on the governing legislation at the time of investigation – either the P.S.A. or the C.S.P.A. Given their distinct legislative frameworks, this separation ensures an accurate reflection of the shifts in policies, accountability measures, and operational procedures. When the C.S.P.A. came into affect on April 1, 2024, it introduced more structured definitions of misconduct, leading to new trends in data analysis compared to the P.S.A. Additionally, oversight responsibilities have been restructured so that L.E.C.A. is no longer responsible for complaints about policy and service, which is now the responsibility of the Inspectorate of Policing (I.O.P.), or posting disciplinary hearing decisions, which is the responsibility of the Ontario Police Arbitration and Adjudication Commission (O.P.A.A.C.).

In 2024, interactions with the public represented 63.4% of complaints investigated under the C.S.P.A. This classification captures conduct issues such as undermine public trust, incivility, and unnecessary or excessive use of force. Allegations relating to performance of duty represent 32.0% of all complaints investigated under the C.S.P.A. in 2024. Figure 1.2 details the classifications of C.S.P.A. investigated complaints received in 2024.



In 2024, discreditable conduct represented 32.5% of complaints investigated under the P.S.A., which is comparable to 35.9% in 2023. This broad sub-classification captures conduct that may bring discredit to the T.P.S. but does not fall within one of the more specific classifications.

Allegations of unlawful or unnecessary exercise of authority accounted for 17.8% of investigated

complaints in 2024. This is comparable to 15.9% of investigated unlawful and/or unnecessary exercise of authority complaints under the P.S.A. in 2023. Allegations in relation to policy and service complaints represented 17.3% in 2024 compared to 19.2% in 2023. Figure 1.3 details the sub-classifications of investigated complaints received in 2024.

Figure 1.3
Sub-classification of Alleged Misconduct - P.S.A.

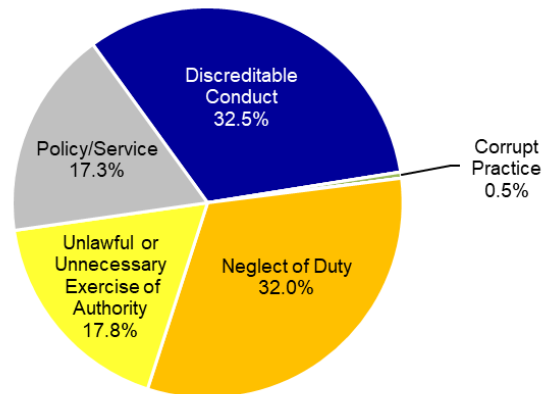


Figure 1.4 illustrates a breakdown of the top four investigated complaints received under the C.S.P.A. in 2024, with all other complaints captured under the category of ‘Other’. A description of these allegations is included in the Glossary of Terms section at the conclusion of this report. The ‘Other’ category is made up of allegations including Fail to Comply with Service Governance, Fail to Provide Identification, Fitness for Duty, Treat Person in Contravention of Human Rights, Unauthorized Disclosure of information, and Unlawful Arrest. A full breakdown of the C.S.P.A. allegations can be found in the Supplementary Data section of this report.

Figure 1.4
Sub-classification of Alleged Misconduct - C.S.P.A.

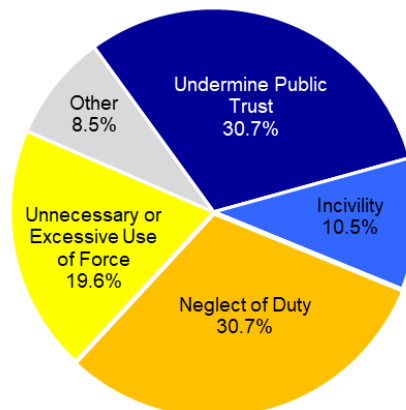
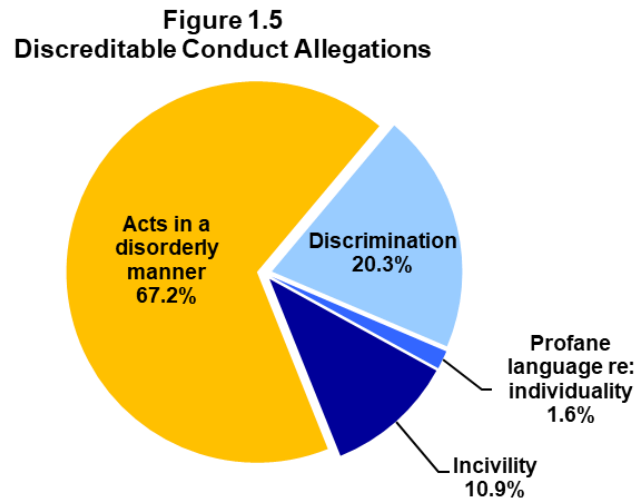


Figure 1.5 depicts investigated complaints received under the P.S.A. in 2024 that have been sub-classified as discreditable conduct, further categorized by specific charges under the P.S.A. Code of Conduct. A description of these charges is included in the Glossary of Terms section at the conclusion of this report.



In 2024, allegations of incivility accounted for 10.9% of discreditable conduct allegations under the P.S.A., an increase of 5.3% from 2023. Allegations of disorderly conduct have remained the most common allegation under the P.S.A. category of discreditable conduct at 67.2% in 2024. This represents a decrease, in comparison to 81.9% in 2023. Allegations of discrimination represented 20.3% of all discreditable conduct allegations under the P.S.A. in 2024, which is an increase compared to 11.3% in 2023.

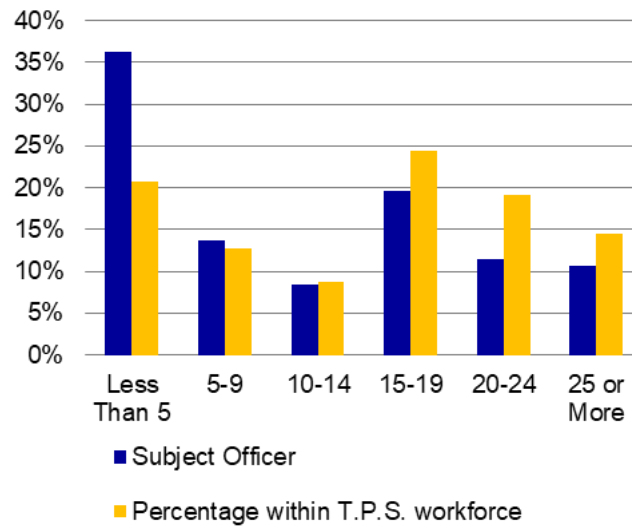
Years of Service and Rank of Subject Officer

Figure 1.6A illustrates a correlation between years of service (grouped by start date ranges), the percentage of the overall T.P.S. workforce that the age group represents, and the number of complaints in which an officer is named as a subject officer.

In 2024, T.P.S. officers with less than five years of service represented 36.2% of subject officers named in public complaints; this is the highest category in this section. Officers with 15-19 years of service represented the second highest category at 19.6%.

In general, trends in the “Years of Service” category reflect years of experience, training and assignment.

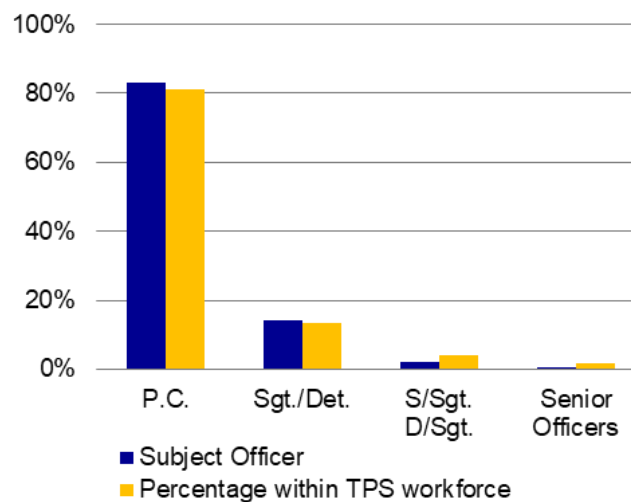
Figure 1.6A
Years of Service of Subject Officer



The rank of police constable continues to account for the majority (83.0%) of subject officers named in public complaints. This is explained by the fact that the majority of the T.P.S. uniform strength (81.1%) are police constables and that, by the nature of their roles and responsibilities, they are usually the first line of police interaction with the public.

Figure 1.6B shows a comparison of the percentage of officers named in public complaints to the percentage of officers by rank Service-wide.

Figure 1.6B
Rank of Subject Officer

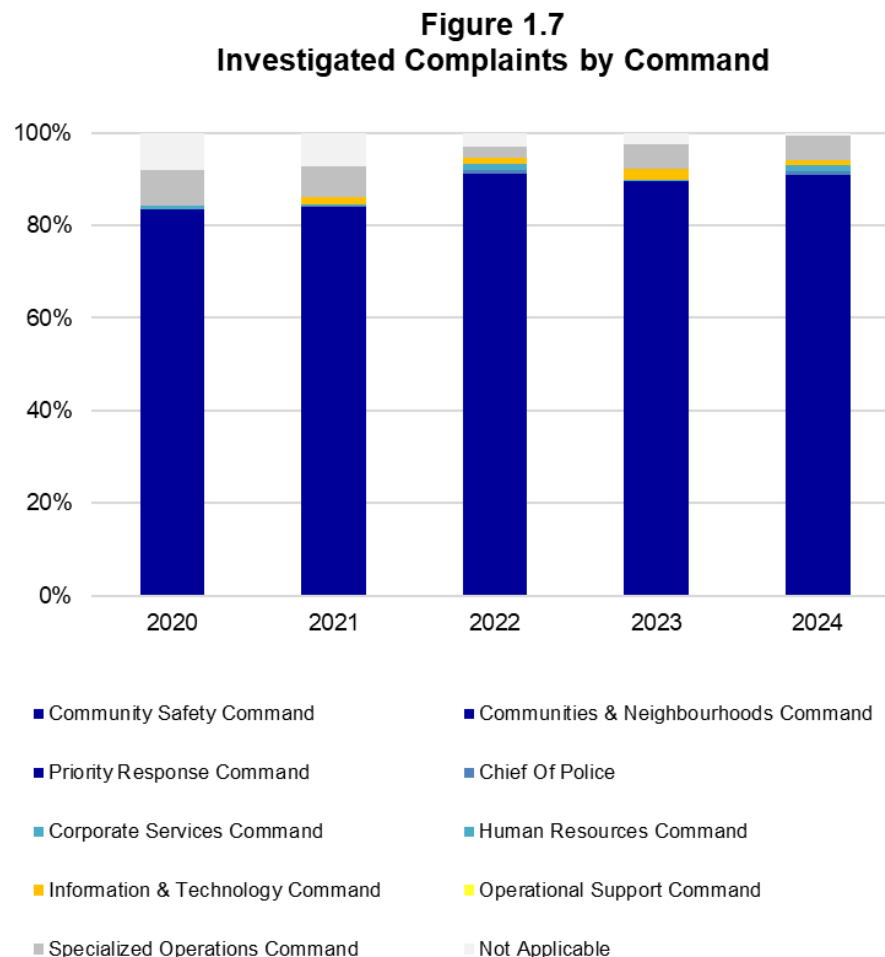


Investigated Complaints by Command

Investigated complaints in relation to officers attached to Community Safety Command accounted for 88.9% of public complaints received in 2024. Divisional Primary Response Officers, the Public Safety Response Team and Traffic Services fall under these Commands. These officers are primarily responsible for responding to calls for service and directed patrols that afford them frequent and daily interactions with the public.

Subject officers and/or commands that have not yet been identified, or are not applicable (for example, policy/service, or withdrawn complaints), account for 2.9% of complaints received in 2024. This number is expected to decrease as more investigations are concluded.

Figure 1.7 displays the breakdown of complaints received by command in 2024.



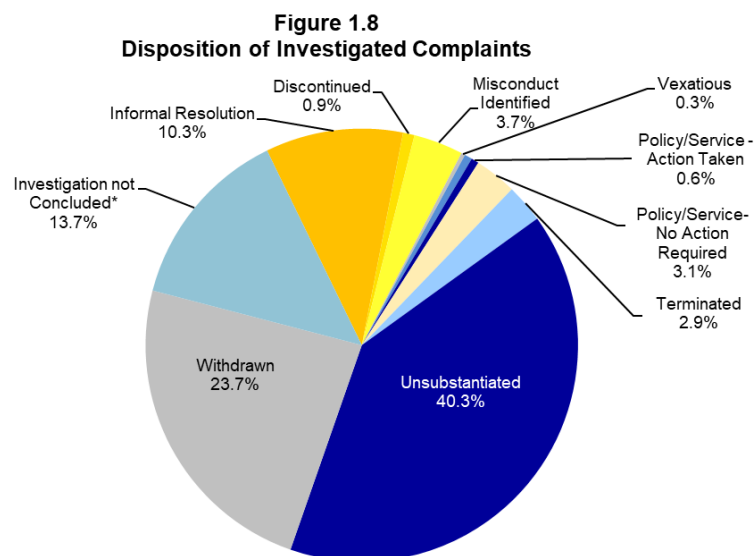
An expanded chart comparing the number and percentage of complaints for all divisions and units is contained in the Supplementary Data section of the report.

Disposition of Investigated Complaints

To date, 40.3% of the investigated complaints received in 2024 have been concluded with the disposition: allegations found to be unsubstantiated. It should be noted that 13.7% of investigated complaint files in 2024 are open and as these files are concluded, the disposition numbers will be affected.

Complaint withdrawals represent 23.7% of concluded complaints in 2024, compared to 21.1% in 2023. Informal resolutions made up 10.3% of concluded complaints in 2024, compared to 2023 where 16.5% were resolved in this manner.

The number of complaints where misconduct was identified continues to represent a small proportion of all investigated complaints. Misconduct was identified in just 3.7% of concluded complaints in 2024 thus far, which is a decrease compared to 5.4% in 2023 and comparable to the five-year average of 5.7% of complaints (Figure 1.8).



*Investigations ongoing at time of reporting.

Civilian Oversight Complaint Reviews

Public complaints against police officers in Ontario are overseen by the Law Enforcement Complaints Agency (L.E.C.A.), an independent civilian agency established under the Community Safety and Policing Act, 2019 (C.S.P.A.). On April 1, 2024, the Office of the Independent Police Review Director (O.I.P.R.D.) became L.E.C.A. All investigations, whether conducted by police services or L.E.C.A., result in one of two outcomes: substantiated or unsubstantiated, based on whether reasonable grounds exist to believe misconduct occurred.

If a police service investigates and finds no misconduct, and the complainant disagrees with the decision, the complainant may submit a Request for Review (R.4.R.) to L.E.C.A. within 30 days of receiving the Report of Investigation (R.O.I.). L.E.C.A. may uphold the findings or substitute/overturn the findings and direct further action to be taken. If the Complainant is dissatisfied with the review decision, they can appeal the same by an Application for Judicial Review in the Superior Court of Justice.

Of the complaints received in 2024, there were 34 cases where the complainant requested that the file be reviewed by L.E.C.A. / the O.I.P.R.D., a decrease of four (4) cases compared to 38 from 2023. Of the 34 reviews conducted, L.E.C.A. / O.I.P.R.D. upheld 30 decisions and 4 reviews are still ongoing.

Under the P.S.A., if a complainant requested a review of a policy or service complaint they can appeal to the respective Police Service Board.

Adverse Judicial Findings

The T.P.S. has been tracking and reporting on comments from the judiciary regarding officer conduct and testimony when advised of such findings since 2013. This is a result of a request from the Toronto Police Service Board (Min. No, P74/13).

Both the Ministry of the Attorney General – Crown Law Office and Public Prosecution Services of Canada have internal directives that govern when they are required to report concerns to the T.P.S. in relation to police officer misconduct.

The Ministry of the Attorney General's guidance is found within the Crown Prosecution Manual, at *Directive 29: Police*, within the paragraph "Police as witness – Allegations of Dishonesty".

To be connected to the Ministry of the Attorney General – Crown Prosecution Homepage, click [this link](#) or scan the QR Code to the right.



The Public Prosecution Service of Canada guidance is found within the Public Prosecution Service of Canada Deskbook, at *Part II: Principles Governing Crown Counsel's Conduct*, within the paragraph "2.13 Allegations of Misconduct by Persons Involved in the Investigation of Charges".

To be connected to the Public Prosecution Service of Canada Deskbook Homepage, click [this link](#) or scan the QR Code to the right.



In 2024, Professional Standards was made aware of ten (10) complaints from the media, the Ministry of the Attorney General, and/or the Public Prosecution Service of Canada. Complaints were raised regarding the conduct or credibility of twenty-five (25) officers, involved in ten (10) separate investigations. All ten (10) complaints of adverse judicial findings and twenty-five (25) members, were investigated by Professional Standards.

Misconduct was determined to be unsubstantiated in three (3) of the cases and substantiated in one (1) case, while six (6) cases remain active. In the case where misconduct was substantiated, one (1) member was found guilty of Neglect of Duty.

Time Taken to Conclude Investigated Complaints

Section 165 of the C.S.P.A. outlines the expected timeline within which investigations of public complaints should be conducted. It states that the Complaints Director or Chief of Police, as applicable to the case, should endeavour to complete the investigation within 120 days from its start date. This duration shall exclude any periods of postponement or suspension. If the investigation goes over 120 days, the Complaints Director or Chief of Police must provide investigation status updates every 30 days thereafter until the investigation is concluded.

There are however, provisions for investigations that require additional time. For all investigated complaints received in 2024, 85.1% have been concluded to date. Of the concluded investigations, 50.7% were completed within 90 days, compared to 55.2% in 2023 and the five-year average of 50.4%.

Figure 1.9 compares the time taken to conclude complaints that were received between 2020 and 2024. In 2024, there were 350 external complaints investigated and 302 of those complaints have been concluded. At the time of this report, investigations remain ongoing for 48 complaints received in 2024. A further breakdown of the days to conclude investigations, including percentages, can be found in the Supplementary Data section of this report.

Figure 1.9
Days to Conclude Investigated Complaints

	2020	2021	2022	2023	2024	5 Year Avg.
0 to 30 days	46	68	73	73	65	65
31 to 60 days	34	63	37	62	41	47.4
61 to 90 days	44	51	51	63	49	51.6
91 to 120 days	55	77	62	72	86	70.4
121 to 150 days	41	35	36	34	33	35.8
151 to 180 days	25	21	16	22	13	19.4
Over 180 days	52	33	45	35	15	36

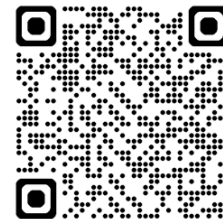
Special Investigations Unit (S.I.U.)

The Special Investigations Unit (S.I.U.) is a civilian law enforcement agency with a mandate to maintain confidence in Ontario's police services by assuring the public that police actions resulting in serious injury, death, or allegations of sexual assault are subjected to comprehensive, independent investigations.

The S.I.U. is independent of the police and is at arm's length to the Ministry of the Attorney General. Any incident that may reasonably fall within the mandate of the S.I.U. must be reported to the S.I.U. by the police service involved and/or may be reported by the complainant or any other person.

The T.P.S.'s role is to manage all S.I.U. events with respect to scene management, evidence seizure, facilitating the exchange of documents, organizing interviews with subject and witness officers, training, and conducting the administrative investigation.

To be connected to the Special Investigations Unit Homepage, click this [link](#) or scan the QR Code to the right.



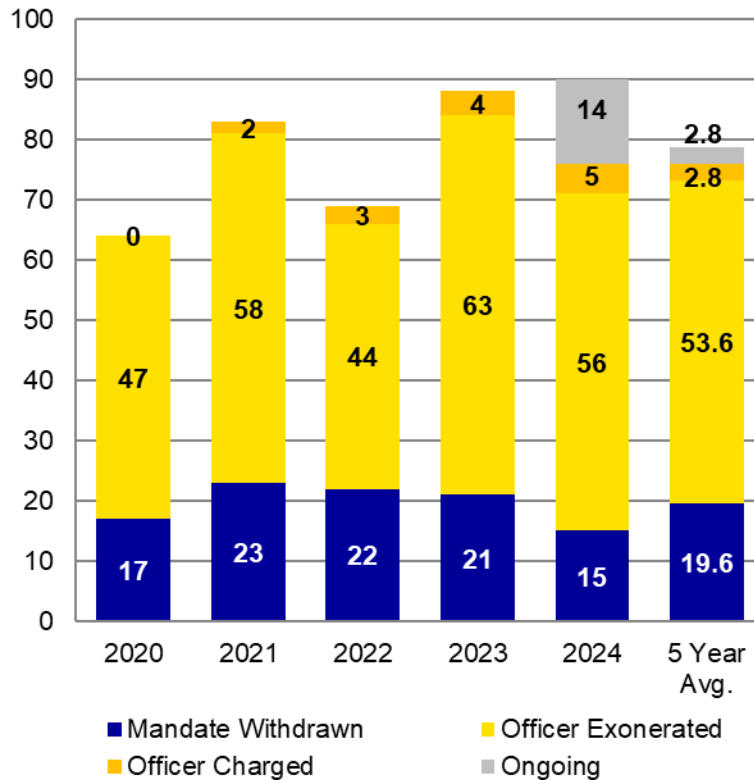
Trend Analysis

In 2024, the S.I.U. invoked its mandate with respect to investigating 90 incidents, compared to 88 incidents in 2023, representing a 2.3% increase in the number of incidents year-over-year.

Of the incidents occurring in 2024, 56 cases were concluded with the designation "No Charges" for the subject officer(s), the S.I.U. withdrew its mandate in 15 cases, 5 cases resulted in officers being charged criminally, and investigations are ongoing in 14 cases (Figure 2.1).

The S.I.U. withdraws its mandate in cases that do not meet the threshold for intervention; for example, the injury was not serious or the actions of the officer did not contribute to the injury.

Figure 2.1
Number of S.I.U. Investigations



A low proportion of police contacts with the public result in the S.I.U. mandate being invoked. When comparing the number of S.I.U. investigations to the documented number of community contacts that officers had in 2024, there was one SIU incident investigated for every 8,419 contacts. In other words, less than 0.01% of community contacts resulted in a SIU investigation.⁴

The number of custody-related incidents increased 14% from 50 in 2023 to 57 in 2024. There were twelve (12) vehicle-related incidents in 2024 which is an increase compared to ten (10) in 2023, and above the five-year average of 8.4 incidents. Figure 2.2 provides a five-year perspective of S.I.U. investigations involving T.P.S. officers.

⁴ Documented contact numbers are a combination of the following data: calls for service, Provincial Offence Act Notices (POT, Warnings, Form 104, Suspension Notices), M.H.A. apprehensions (including voluntary), and arrests.

Figure 2.2
Reasons for SIU Investigations

Occurrence Type	2020	2021	2022	2023	2024	5 Year Avg.
Discharge Firearm at Person	0	7	5	6	4	4.4
Firearm Injury	3	4	1	3	2	2.6
Firearm Death	2	3	2	1	1	1.8
Vehicle Injury	11	2	5	9	10	7.4
Vehicle Death	0	2	0	1	2	1.0
Custody Injury	29	36	34	47	52	39.6
Custody Death	8	10	4	3	5	6.0
Allegation of Sexual Assault	11	18	16	17	14	15.2
Other Injury	0	0	1	1	0	0.4
Other Death	0	1	1	0	0	0.4
Total	64	83	69	88	90	78.8

The S.I.U. invoked its mandate to investigate eight (8) deaths in 2024, an increase from five (5) in 2023, and below the five-year average of 9.2 deaths. In relation to the eight (8) 2024 investigations, officers were exonerated in five (5) incidents and three (3) are ongoing investigations.

At the time this report was drafted, 5.6% of all incidents investigated by the S.I.U. in 2024 resulted in officers being charged criminally; this is comparable to the five-year average of 3.4% incidents.

Chief's Administrative Investigations

Provincial legislation requires that the Chief of Police conduct an administrative investigation into any incident in which the S.I.U. is involved. The administrative investigation is intended to examine the policies of, and/or services provided, by the police service along with the conduct of its police officers.

These investigations are conducted by subject matter experts drawn from various units within the T.P.S. including Homicide and Missing Persons Unit, Sex Crimes, Traffic Services, and Professional Standards.

Comparison to Other Police Services

The S.I.U. maintains a statistical dashboard with respect to investigations where the S.I.U. mandate was invoked in relation to all Ontario police services. Additionally, the S.I.U. publishes an Annual Report (reporting period is January 1 to December 31).

Figure 2.3 features information contained in the 2024 S.I.U. Annual Report, as well as the S.I.U. Stats Dashboard (updated regularly) and compares the T.P.S. to other police agencies in Ontario with respect to S.I.U. investigations. In 2024, there were 1.6 S.I.U. investigations per 100 T.P.S. officers, a rate that is comparable to other large police services within Ontario.

Figure 2.3
S.I.U. Statistics - Comparison to other Police Services

Police Service	Number of Officers*	Firearm			Custody		Vehicle		Sexual Assault Allegation	Other		Total Cases	Cases per 100 Officers
		Injury	Death	Discharge at Person	Injury	Death	Injury	Death		Injury	Death		
Durham Regional	1007	0	0	1	7	1	1	1	2	0	0	13	1.3
Hamilton	881	0	1	0	8	2	3	0	6	0	0	20	2.3
Kingston	209	0	0	0	2	0	0	0	0	0	0	2	1.0
London	800	0	1	1	10	1	3	0	2	0	0	18	2.3
Niagara Regional	772	0	0	1	12	0	2	0	0	0	0	15	1.9
Ottawa	1,600	2	0	2	3	1	0	0	1	0	0	9	0.6
Peel Regional	2,200	0	0	2	21	0	7	0	1	0	1	32	1.5
Toronto	5,498	2	1	4	52	5	10	2	14	0	0	90	1.6
Waterloo Regional	851	0	1	0	4	1	2	0	2	0	0	10	1.2
York Regional	1,600	0	1	0	7	1	2	0	2	0	0	13	0.8
Investigated by S.I.U.*	26,704	10	12	17	217	21	46	8	49	0	3	383	1.4

Sources: S.I.U., Breakdown of Occurrences (January 1, 2024 to December 31, 2024): https://www.siu.on.ca/en/report_occurrences.php (extracted 2025.02.24);

S.I.U., Status of Cases, 2024: http://www.siu.on.ca/en/case_status.php (extracted 2025.02.24).

* Police Service "Number of Officers" Statistics from "Statistics Canada - Police Personnel and selected crime statistics". Please see individual Police Services' sites for a breakdown of employees (civilian vs. sworn members).

** This number includes all police services in Ontario and includes the agencies listed above.

Suspect Apprehension Pursuits

The Ontario Ministry of the Solicitor General has established detailed guidelines regarding police vehicle pursuits, including when and how pursuits are to be commenced or continued, supervisory obligations during the pursuit process, and reporting requirements.

Recognizing the inherent risk to both officers and members of the public when pursuits are initiated, the T.P.S. has undertaken a number of strategies to both reduce the number of pursuits initiated and develop targeted training to enhance safe driving practices.

Ontario Regulation 397 / 23 C.S.P.A.

Legislation governing police pursuits in Ontario is found in Ontario Regulation 397/23, entitled Vehicle Pursuits. According to the Regulation, a vehicle pursuit occurs when a police officer attempts to direct the driver of a motor vehicle to stop, the driver refuses to obey the officer, and the officer pursues in a motor vehicle for the purpose of stopping the fleeing motor vehicle, or identifying the fleeing motor vehicle, or an individual in the fleeing motor vehicle.

The Regulation allows an officer to initiate or continue the pursuit of a fleeing vehicle that fails to stop. This is allowed if the officer has reasonable grounds to believe that a criminal offence has been committed or is about to be committed. A pursuit is also permitted for the purpose of identifying the vehicle or any individual within it.

The Regulation further requires that each police service establish written procedures on the management and control of pursuits. T.P.S. Procedure 15-10 (Suspect Apprehension Pursuits) was specifically amended to address this requirement. The Province no longer requires the Provincial Fail to Stop to be used, instead they have left it up to each municipal police service to document the particulars of the pursuit using their own forms. The T.P.S. uses the Fail to Stop Report, which provides a comprehensive description of the pursuit, including the reasons for and the results of the pursuit, charge information, and the environmental conditions prevailing at the time of the pursuit.

Pursuit Reduction Initiatives

Police officers, by the demands of their profession, are asked to perform far more difficult driving tasks than the average motorist on the road. Unique aspects of police driving can be broken down into three functions: patrol, emergency response and suspect apprehension pursuit. Police

Vehicle Operations (P.V.O.), a section within the Toronto Police College, delivers specialized decision-based driver training programs that are developed by subject matter experts. The program is highly engaging with interactive classroom activities, simulation exercises and practical in-car training.

Service-Wide Suspect Apprehension Pursuit Training

In 2024, the T.P.S. conducted Service-wide training for all officers on suspect apprehension pursuits. This training is a mandatory requirement for any officer who may engage in a pursuit. P.V.O. provides training for front-line officers, supervisors and civilian communications personnel that is accredited by the Ministry of Community Safety and Correctional Services. The training ensures members are conversant with T.P.S. procedure, with a focus on identifying risks associated with pursuits and instruction on alternative strategies. S.A.P. training is incorporated into all emergency vehicle driving instruction. Every two years refresher training is required for all front-line officers.

Driver Simulator Training

The Service uses an L3 PatrolSim driving simulator to enhance delivery of S.A.P. training to frontline officers. Training scenarios are customized and developed to reflect issues that are identified through various sources and analysis, such as Service vehicle collisions, S.A.P. statistics, and in-car camera video.

During the training, officers drive in and observe a variety of common emergency response and S.A.P. scenarios, thus reinforcing classroom lectures and discussions. Combining S.A.P. with a cooperative driving system, customized simulation exercises, and practical in-vehicle training results in an advanced driving program. This program is designed to reinforce appropriate driving behaviours consistent with legislative requirements and T.P.S. procedures.

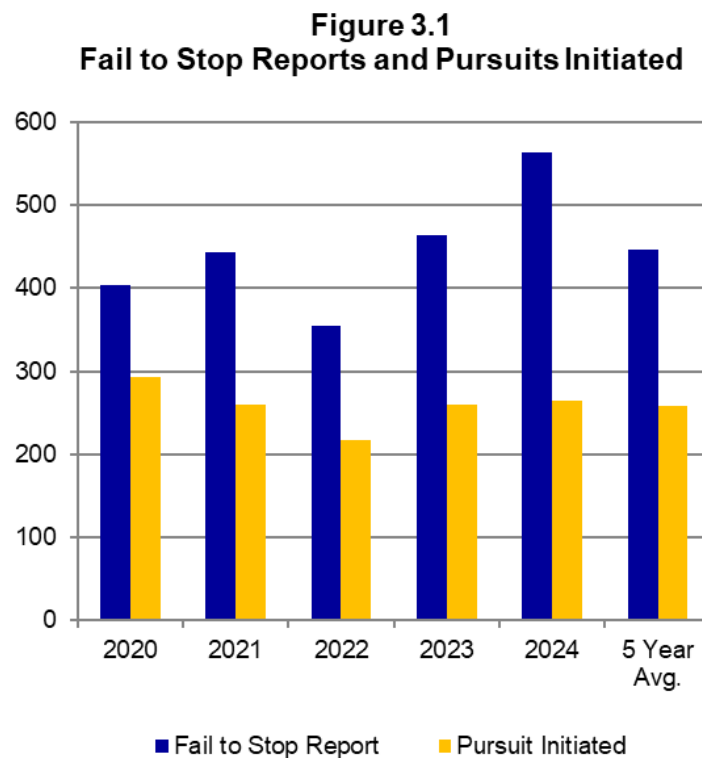
The T.P.S. is the only police service in Ontario that currently uses a driving simulator to enhance the delivery of driver training to frontline officers, making the Service a leader within Ontario with respect to safe police vehicle operations.

Trend Analysis

Number of Pursuits

In 2024, 564 Fail to Stop Reports were submitted, representing a 21.6% increase from 2023. Of the reports submitted in 2024, 46.8% (264) resulted in the initiation of a pursuit, which is a decrease when compared to the five-year average of 55.8%. The number of pursuits initiated in 2024 remained comparable to 2023, from 259 in 2023 to 264 pursuits in 2024 (Figure 3.1).

It is important to note that not all instances of failing to stop for the police result in a pursuit. Fail to Stop and Pursuits, are captured on the same T.P.S. Form.



Reasons for Initiating Pursuits

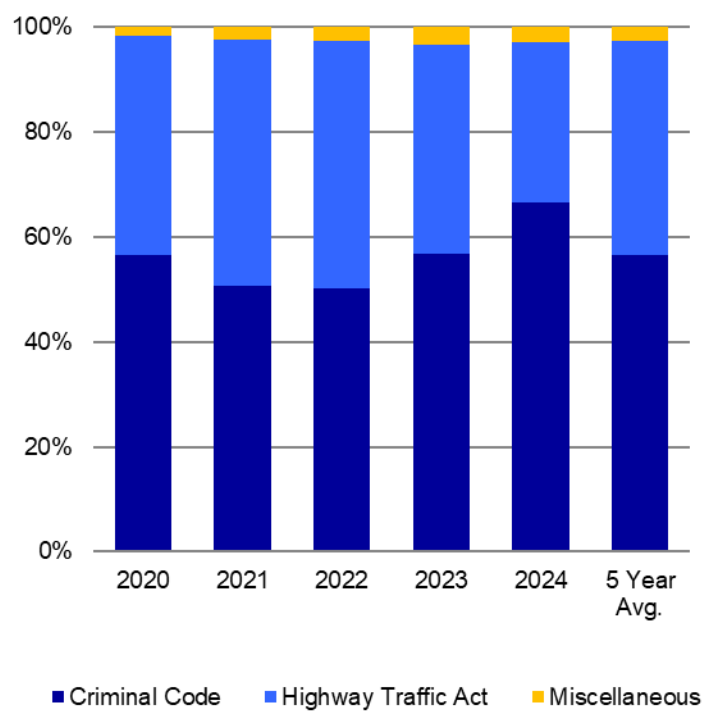
Of the 264 pursuits initiated in 2024, 66.7% were a result of the commission of *Criminal Code* offences. Within the *Criminal Code* category, the majority of pursuits were initiated as a result of

the dangerous operation of a motor vehicle or stolen vehicle. In 2024, there were 86 pursuits initiated with respect to stolen vehicles, an increase compared to the five-year average of 53.4 pursuits.

Of the pursuits initiated in 2024, 30.3% resulted from the commission of offences under the *Highway Traffic Act* (H.T.A.). This is below the five-year average (40.9%). Within the H.T.A. category, the most common reason for initiating a pursuit was in relation to moving violations, representing 18.9% of all pursuits initiated in 2024. Moving violations have consistently remained the most common reason for initiating a non-criminal pursuit over the last five years, representing 27.8% of all pursuits.

Miscellaneous circumstances, including reports from the public and suspicious vehicles, accounted for 3.0% of pursuits initiated, as indicated in Figure 3.2.

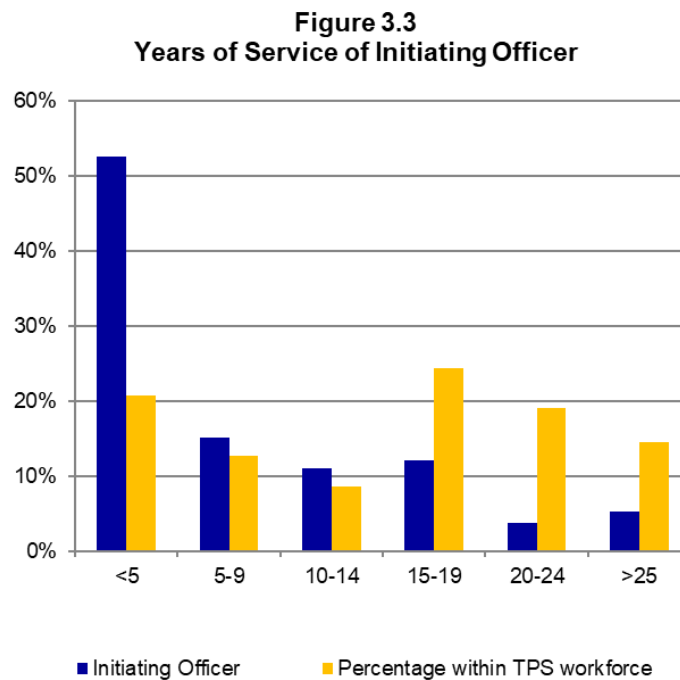
Figure 3.2
Pursuit Initiation Reasons



Years of Service

In 2024, T.P.S. officers with less than five (5) years of service initiated the majority of pursuits (52.7%), despite representing only 20.7% of all officers within the T.P.S. This discrepancy is

indicative of the fact that officers with less than five (5) years of service are primarily deployed to uniform front line policing duties and experience a greater opportunity to observe and engage with other drivers on the road. Figure 3.3 illustrates the years of service of subject officers involved in pursuits.

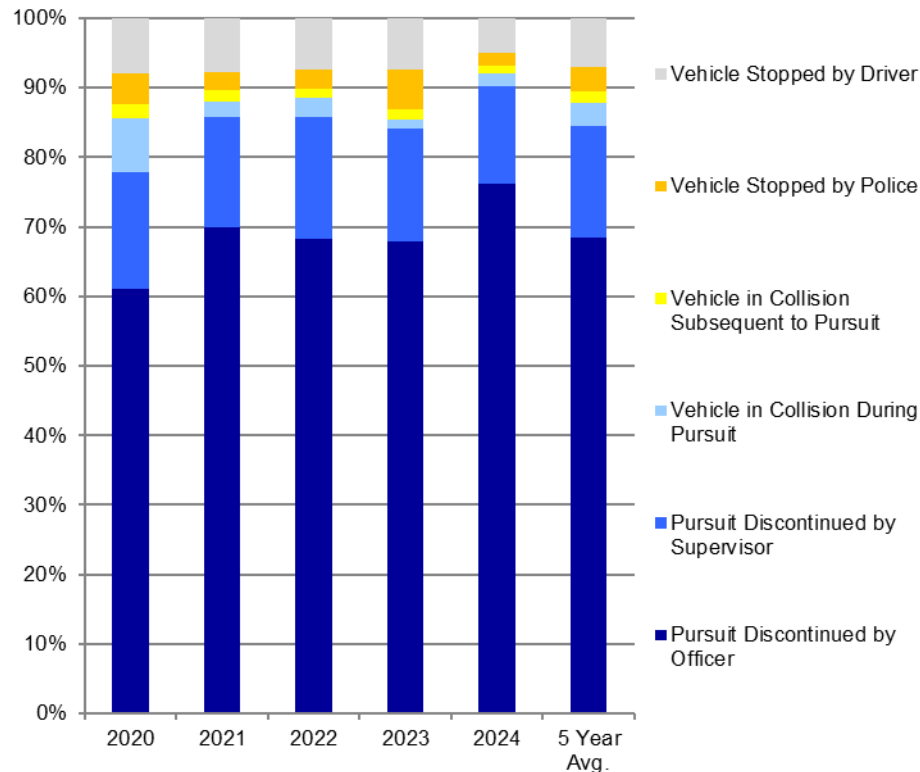


Results of Initiated Pursuits

In 76.1% of all pursuits in 2024, the pursuit was discontinued by officers. This is an increase compared to 68.0% of all pursuits initiated in 2023. In 2024, the designated pursuit supervisor terminated 14.0% of pursuits initiated, in comparison to terminating 16.2% of pursuits in 2023 (16.0% of terminated pursuits is the five-year average).

In 1.9% of all pursuits in 2024, officers were able to stop suspect vehicles using specific techniques (for example, rolling block, intentional contact, etc.), which is comparable to the five-year average of 3.6%. In 4.9% of pursuits initiated in 2024, the vehicle was stopped by the driver, which is below the five-year average of 7.0%. Pursuit results are indicated in Figure 3.4.

**Figure 3.4
Pursuit Results**



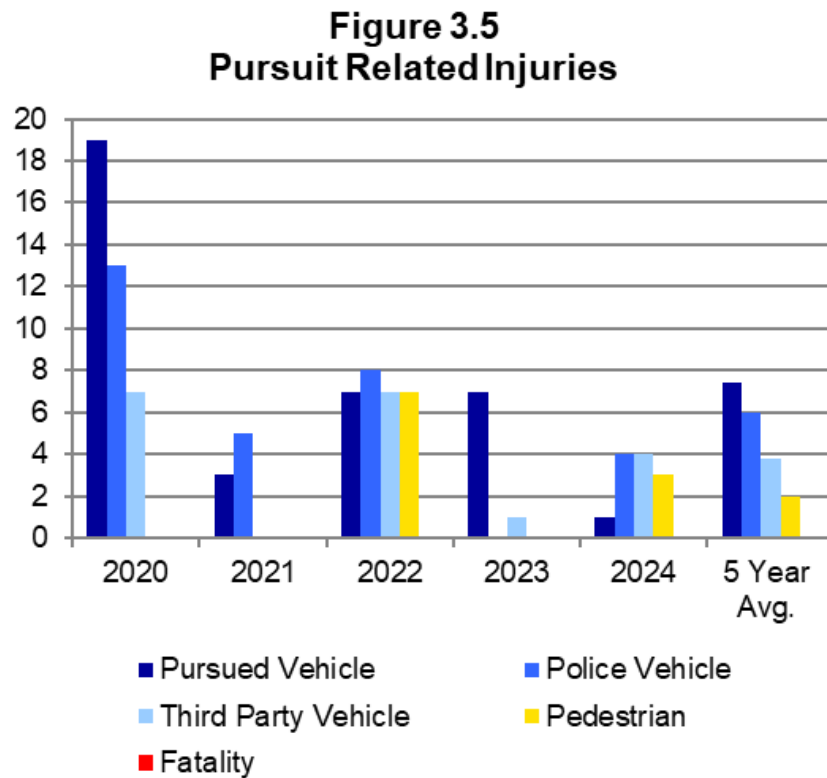
Charges Laid in Initiated Pursuits

In 2024, 56 pursuits resulted in charges being laid in relation to offences committed under the *Criminal Code*, the H.T.A., and/or other statutes, compared to 80 pursuits in 2023 where charges were laid. The 56 pursuits in 2024 resulted in 63 people being charged with *Criminal Code* offences and 28 people charged with H.T.A. offences. This is comparable to 69 and 49 respectively in 2023.

In total, 345 combined *Criminal Code*, H.T.A., and other statute charges were laid in 2024, a 7.2% decrease compared to the 372 charges laid in 2023, and a 11.2% decrease when compared to the five-year average (388.4 charges). *Criminal Code* charges equated to the majority of those laid in 2024 (81.4%).

Collisions and Pursuit Related Injuries

In 2024, eight (8) pursuits resulted in collisions, five (5) during and three (3) subsequent to the pursuit, representing 3.0% of all pursuits initiated. Of the 264 pursuits in 2024, eleven (11) resulted in injuries, for a total of twelve (12) individuals injured: one (1) individual in the pursued vehicle, four (4) individuals in the police vehicle, four (4) individuals in a third-party vehicle, and three (3) pedestrians (Figure 3.5).



Supplementary Data

Public Complaints

Alleged Misconduct - Investigated Complaints												
	2020		2021		2022		2023		2024		5 Year Avg.	
	#	%	#	%	#	%	#	%	#	%	#	%
Breach of Confidence	2	0.7	1	0.3	2	0.6	3	0.8	0	0.0	1.6	0.5
Consuming Drugs or Alcohol	0	0.0	0	0.0	0	0.0	1	0.3	0	0.0	0.2	0.1
Corrupt Practice	2	0.7	1	0.3	1	0.3	1	0.3	1	0.3	1.2	0.4
Deceit	0	0.0	0	0.0	1	0.3	0	0.0	0	0.0	0.2	0.1
Discreditable Conduct	166	55.9	175	49.7	139	43.4	133	35.9	64	18.3	135.4	40.1
Fail to Comply Service Governance	0	0.0	0	0.0	0	0.0	0	0.0	1	0.3	0.2	0.1
Fail to Provide Identification	0	0.0	0	0.0	0	0.0	0	0.0	1	0.3	0.2	0.1
Fitness for Duty	0	0.0	0	0.0	0	0.0	0	0.0	1	0.3	0.2	0.1
Incivility	0	0.0	0	0.0	0	0.0	0	0.0	16	4.6	3.2	0.9
Insubordination	2	0.7	5	1.4	1	0.3	4	1.1	0	0.0	2.4	0.7
Neglect of Duty	45	15.2	75	21.3	70	21.9	98	26.5	110	31.4	79.6	23.6
Treat Person in Contravention of HRC	0	0.0	0	0.0	0	0.0	0	0.0	6	1.7	1.2	0.4
Unauthorized disclosure of information	0	0.0	0	0.0	0	0.0	0	0.0	1	0.3	0.2	0.1
Undermine Public Trust	0	0.0	0	0.0	0	0.0	0	0.0	46	13.1	9.2	2.7
Unlawful Arrest	0	0.0	0	0.0	0	0.0	0	0.0	3	0.9	0.6	0.2
Unlawful/Unnecessary Exercise of Authority	58	19.5	61	17.3	54	16.9	59	15.9	35	10.0	53.4	15.8
Unnecessary or excessive use of force	0	0.0	0	0.0	0	0.0	0	0.0	31	8.9	6.2	1.8
Policy/Service	22	7.4	34	9.7	52	16.3	71	19.2	34	9.7	42.6	12.6
Total	297	100.0	352	100.0	320	100.0	370	100.0	350	100.0	337.8	100.0

Number of Days to Conclude Investigated Complaint Investigations												
	2020		2021		2022		2023		2024		5 Year Avg.	
	#	%	#	%	#	%	#	%	#	%	#	%
0 to 30 days	46	15.5	68	19.5	73	22.8	73	20.2	65	21.5	65.0	20.0
31 to 60 days	34	11.4	63	18.1	37	11.6	62	17.2	41	13.6	47.4	14.6
61 to 90 days	44	14.8	51	14.7	51	15.9	63	17.5	49	16.2	51.6	15.8
91 to 120 days	55	18.5	77	22.1	62	19.4	72	19.9	86	28.5	70.4	21.6
121 to 150 days	41	13.8	35	10.1	36	11.3	34	9.4	33	10.9	35.8	11.0
151 to 180 days	25	8.4	21	6.0	16	5.0	22	6.1	13	4.3	19.4	6.0
Over 180 days	52	17.5	33	9.5	45	14.1	35	9.7	15	5.0	36.0	11.1
Total	297	100.0	348	100.0	320	100.0	361	100.0	302	100.0	325.6	100.0

Top Three Sub-Classifications of Alleged Misconduct - P.S.A.												
	2020		2021		2022		2023		2024		5 Year Avg.	
	#	%	#	%	#	%	#	%	#	%	#	%
Discreditable Conduct												
Discrimination	25	15.1	26	14.9	21	15.1	15	11.3	13	20.3	20.0	14.8
Profane language re: individuality	2	1.2	2	1.1	2	1.4	2	1.5	1	1.6	1.8	1.3
Incivility	28	16.9	11	6.3	13	9.4	7	5.3	7	10.9	13.2	9.7
Contravene P.S.A.	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0.0	0.0
Acts in a disorderly manner	111	66.9	136	77.7	103	74.1	109	82.0	43	67.2	100.4	74.2
Total	166	100.0	175	100.0	139	100.0	133	100.0	64	100.0	135.4	100.0
Neglect of Duty												
Neglects to perform a duty	44	97.8	74	98.7	69	98.6	97	99.0	62	98.4	69.2	98.6
Fails to report or bring offender to justice	0	0.0	0	0.0	0	0.0	1	1.0	0	0.0	0.2	0.3
Fails to report matter	0	0.0	1	1.3	1	1.4	0	0.0	1	1.6	0.6	0.9
Fails to disclose evidence	1	2.2	0	0.0	0	0.0	0	0.0	0	0.0	0.2	0.3
Omits to make entry in a record	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Total	45	100.0	75	100.0	70	100.0	98	100.0	63	100.0	70.2	100.0
Unlawful/Unnecessary Exercise of Authority												
Unlawful/unnecessary arrest	12	20.7	21	34.4	17	31.5	24	40.7	17	48.6	18.2	23.5
Unnecessary force	46	79.3	40	65.6	35	64.8	32	54.2	18	51.4	58.4	75.3
Collect information about individual	0	0.0	0	0.0	2	3.7	3	5.1	0	0.0	1	1.3
Total	58	100.0	61	100.0	54	100.0	59	100.0	35	100.0	77.6	100.0

Classifications of Alleged Misconduct - C.S.P.A.		
	2024	
	#	%
Human Rights and the Charter		
Treat person in contravention of HRC	6	100.0
Infringe or deny Charter Right	0	0.0
Total	6	100.0
Interactions with the Public		
Unlawful arrest	3	3.1
Unauthorized physical or psychological detention	0	0.0
Neglect health or safety of person in custody	0	0.0
Undermine public trust	46	47.4
Unnecessary or excessive use of force	30	30.9
Incivility	17	17.5
Conceal identification	0	0.0
Fail to provide identification	1	1.0
Total	97	100.0
Integrity		
Solicit, offer, or take bribe	0	0.0
Accept gratuity	0	0.0
Corrupt practice	0	0.0
Unauthorized disclosure of information	1	100.0
Breach of confidentiality	0	0.0
Total	1	100.0
Performance of Duties		
Neglect of Duty	47	95.9
Fail to take proper notes	0	0.0
Fitness for duty	1	2.0
Fail to report misconduct	0	0.0
Leave Jurisdiction	0	0.0
Unauthorized disclosure to media	0	0.0
Late or absent for duty without excuse	0	0.0
Insubordination	0	0.0
Fail to comply with Service Governance	1	2.0
Loss or damage to clothing or equipment	0	0.0
Fail to report loss or damage to clothing or equipment	0	0.0
Engage in workplace violence or harassment	0	0.0
Deceit	0	0.0
Total	49	100.0

Disposition - Investigated Complaints												
	2020		2021		2022		2023		2024		5 Year Avg.	
	#	%	#	%	#	%	#	%	#	%	#	%
Discontinued	1	0.3	1	0.3	0	0.0	1	0.3	3	0.9	1.2	0.4
Informal Resolution	67	22.5	76	21.6	46	14.4	61	16.5	36	10.3	57.2	16.9
Misconduct Identified	14	4.7	25	7.1	25	7.8	20	5.4	13	3.7	19.4	5.7
No Jurisdiction	0	0.0	2	0.6	3	0.9	1	0.3	0	0.0	1.2	0.4
Not in Public Interest	0	0.0	1	0.3	0	0.0	0	0.0	2	0.6	0.6	0.2
Policy/service - Action Taken	2	0.7	2	0.6	2	0.6	4	1.1	2	0.6	2.4	0.7
Policy/service-No Action Required	9	3.0	18	5.1	32	10.0	29	7.8	11	3.1	19.8	5.9
Terminated	0	0.0	6	1.7	11	3.4	18	4.9	10	2.9	9.0	2.7
Unsubstantiated	138	46.3	150	42.6	134	41.9	149	40.3	141	40.3	142.4	42.1
Vexatious	0	0.0	0	0.0	0	0.0	0	0.0	1	0.3	0.2	0.1
Withdrawn	66	22.1	67	19.0	67	20.9	78	21.1	83	23.7	72.2	21.4
Investigation not Concluded*	1	0.3	4	1.1	0	0.0	9	2.4	48	13.7	12.4	3.7
Total	298	100.0	352	100.0	320	100.0	370	100.0	350	100.0	338.0	100.0

*Number is anticipated to decrease as complaints are concluded, this will effect the final dispositions.

Complaints by Command										
	2020		2021		2022		2023		2024	
	#	%	#	%	#	%	#	%	#	%
Chief Of Police	0	0.0%	1	0.3%	3	0.9%	0	0.0%	3	0.9%
Community Safety Command	N/A	N/A	192	54.5%	286	89.4%	329	88.9%	311	88.9%
Communities & Neighbourhoods Command	134	45.0%	59	16.8%	N/A	N/A	N/A	N/A	N/A	N/A
Priority Response Command	103	34.6%	38	10.8%	N/A	N/A	N/A	N/A	N/A	N/A
Corporate Services Command	N/A	N/A	1	0.3%	4	1.3%	1	0.3%	4	1.1%
Human Resources Command	2	0.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Information & Technology Command	N/A	N/A	5	1.4%	4	1.3%	9	2.4%	4	1.1%
Specialized Operations Command	22	7.4%	23	6.5%	8	2.5%	19	5.1%	18	5.1%
Not Applicable	23	7.7%	25	7.1%	9	2.8%	9	2.4%	2	0.6%
Not Identified	14	4.7%	8	2.3%	6	1.9%	3	0.8%	8	2.3%
Total	298	100.0%	352	43.8%	320	100.0%	370	100.0%	350	100.0%

Investigated Complaints by Involved Unit										
Involved Unit	2020		2021		2022		2023		2024	
	#	%	#	%	#	%	#	%	#	%
11 Division	7	2.3	11	3.1	12	3.8	17	4.6	7	2.0
12 Division	5	1.7	9	2.6	10	3.1	11	3.0	9	2.6
13 Division	5	1.7	8	2.3	5	1.6	8	2.2	9	2.6
14 Division	14	4.7	26	7.4	27	8.4	21	5.7	37	10.6
22 Division	11	3.7	14	4.0	20	6.3	28	7.6	16	4.6
23 Division	9	3.0	13	3.7	7	2.2	24	6.5	10	2.9
31 Division	11	3.7	17	4.8	12	3.8	9	2.4	7	2.0
32 Division	19	6.4	9	2.6	15	4.7	20	5.4	26	7.4
33 Division	2	0.7	11	3.1	20	6.3	18	4.9	11	3.1
41 Division	19	6.4	12	3.4	13	4.1	16	4.3	19	5.4
42 Division	7	2.3	15	4.3	14	4.4	16	4.3	19	5.4
43 Division	22	7.4	31	8.8	8	2.5	22	5.9	16	4.6
51 Division	23	7.7	31	8.8	26	8.1	30	8.1	35	10.0
52 Division	26	8.7	21	6.0	34	10.6	26	7.0	31	8.9
53 Division	14	4.7	8	2.3	15	4.7	20	5.4	12	3.4
54 Division	7	2.3	4	1.1	0	0.0	0	0.0	0	0.0
55 Division	8	2.7	22	6.3	23	7.2	16	4.3	19	5.4
Communication Services	4	1.3	4	1.1	17	5.3	6	1.6	7	2.0
Community Pship and Engagement	0	0.0	0	0.0	1	0.3	0	0.0	0	0.0
Corporate Communications	0	0.0	1	0.3	1	0.3	0	0.0	2	0.6
Court Services	0	0.0	0	0.0	0	0.0	3	0.8	0	0.0
Drug Squad	1	0.3	1	0.3	0	0.0	2	0.5	1	0.3
Emergency Management & Public Order	0	0.0	0	0.0	0	0.0	1	0.3	0	0.0
Emergency Task Force	5	1.7	1	0.3	1	0.3	2	0.5	1	0.3
Field Services	0	0.0	0	0.0	0	0.0	0	0.0	1	0.3
Financial Crimes Unit	1	0.3	2	0.6	0	0.0	1	0.3	0	0.0
Forensic Identification Services	0	0.0	1	0.3	0	0.0	1	0.3	0	0.0
Hold Up Squad	0	0.0	0	0.0	1	0.3	1	0.3	0	0.0
Homicide	2	0.7	3	0.9	0	0.0	0	0.0	1	0.3
Information and Technology Cmd	0	0.0	2	0.6	3	0.9	8	2.2	2	0.6
Intelligence Services	1	0.3	1	0.3	1	0.3	1	0.3	1	0.3
Marine	1	0.3	3	0.9	0	0.0	1	0.3	1	0.3
Mounted	2	0.7	1	0.3	1	0.3	0	0.0	0	0.0
Not Applicable	23	7.7	25	7.1	8	2.5	9	2.4	2	0.6
Not Identified	14	4.7	7	2.0	6	1.9	3	0.8	8	2.3
Organized Crime Enforcement	4	1.3	5	1.4	4	1.3	4	1.1	2	0.6
Parking Enforcement	1	0.3	0	0.0	0	0.0	0	0.0	1	0.3
People and Culture	0	0.0	0	0.0	0	0.0	1	0.3	1	0.3
Police Dog Services	0	0.0	2	0.6	0	0.0	0	0.0	0	0.0
PRIME	0	0.0	0	0.0	0	0.0	1	0.3	0	0.0
Pro ROPE, Fug Sq & Bail Comp	0	0.0	1	0.3	0	0.0	0	0.0	0	0.0
Professional Standards	1	0.3	0	0.0	1	0.3	0	0.0	3	0.9
Property & Video Evidence Mgmt	0	0.0	0	0.0	1	0.3	0	0.0	0	0.0
Public Safety Response	3	1.0	0	0.0	1	0.3	1	0.3	10	2.9
Records Management Services	0	0.0	3	0.9	0	0.0	1	0.3	2	0.6
Sex Crimes Unit	2	0.7	2	0.6	0	0.0	2	0.5	3	0.9
Strategy Management	0	0.0	1	0.3	0	0.0	0	0.0	0	0.0
Talent Acquisition	0	0.0	0	0.0	1	0.3	0	0.0	0	0.0
Toronto Police College	1	0.3	1	0.3	2	0.6	0	0.0	2	0.6
Toronto Police Operations	4	1.3	1	0.3	0	0.0	3	0.8	1	0.3
Traffic Services	19	6.4	22	6.3	9	2.8	16	4.3	15	4.3
Total	298	100.0	352	100.0	320	100.0	370	100.0	350	100.0

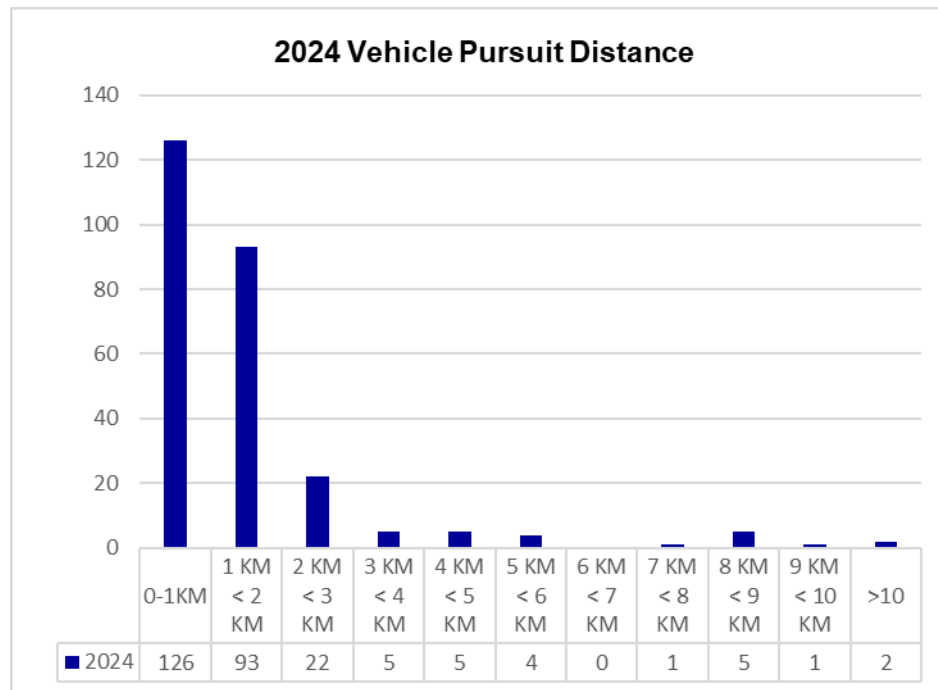
Suspect Apprehension Pursuits

Pursuit Initiation Reason												
	2020		2021		2022		2023		2024		5 Year Avg.	
	#	%	#	%	#	%	#	%	#	%	#	%
Criminal Code												
Break and Enter	3	1.0	6	2.3	4	1.8	14	5.4	2	0.8	5.8	2.2
Dangerous Operation	44	15.0	31	11.9	19	8.8	30	11.6	25	9.5	29.8	11.5
Impaired Operation	19	6.5	21	8.1	15	6.9	11	4.2	18	6.8	16.8	6.5
Other*	32	10.9	43	16.5	26	12.0	25	9.7	38	14.4	32.8	12.7
Prohibited Operation	4	1.4	1	0.4	2	0.9	1	0.4	1	0.4	1.8	0.7
Robbery	10	3.4	1	0.4	2	0.9	9	3.5	6	2.3	5.6	2.2
Stolen Vehicle	54	18.4	29	11.2	41	18.9	57	22.0	86	32.6	53.4	20.6
Sub-total	166	56.7	132	50.8	109	50.2	147	56.8	176	66.7	146	56.5
Highway Traffic Act												
Equipment Violation	29	9.9	20	7.7	15	6.9	10	3.9	12	4.5	17.2	6.7
Moving Violation	81	27.6	87	33.5	70	32.3	72	27.8	50	18.9	72	27.8
Other	11	3.8	14	5.4	16	7.4	18	6.9	18	6.8	15.4	6.0
R.I.D.E.	0	0.0	0	0.0	0	0.0	1	0.4	0	0.0	0.2	0.1
Suspended Driver	1	0.3	1	0.4	1	0.5	2	0.8	0	0.0	1	0.4
Sub-total	122	41.6	122	46.9	102	47.0	103	39.8	80	30.3	105.8	40.9
Miscellaneous												
Other**	1	0.3	2	0.8	1	0.5	0	0.0	4	1.5	1.6	0.6
Report from Public	0	0.0	0	0.0	0	0.0	3	1.2	1	0.4	0.8	0.3
Suspicious Vehicle	4	1.4	4	1.5	5	2.3	6	2.3	3	1.1	4.4	1.7
Sub-total	5	1.7	6	2.3	6	2.8	9	3.5	8	3.0	6.8	2.6
Total	293	100.0	260	100.0	217	100.0	259	100.0	264	100.0	258.6	100.0

* Other Criminal Code offences for which officers engaged in pursuits in 2024 included attempted theft of/from Motor Vehicles, Shooting and Firearm investigations, Stolen/Missing Plates, and Wanted Persons.

** Other miscellaneous events for which officers engaged in pursuits in 2024 were Suspicious Incidents and Stolen Plates.

Vehicle Pursuit Distance										
	2020	2020%	2021	2021%	2022	2022%	2023	2023%	2024	2024%
0-1KM	120	41.0%	117	45.0%	104	47.9%	130	50.6%	126	47.7%
1 KM < 2 KM	76	25.9%	84	32.3%	61	28.1%	78	30.4%	93	35.2%
2 KM < 3 KM	55	18.8%	22	8.5%	26	12.0%	18	7.0%	22	8.3%
3 KM < 4 KM	21	7.2%	11	4.2%	7	3.2%	6	2.3%	5	1.9%
4 KM < 5 KM	11	3.8%	11	4.2%	10	4.6%	10	3.9%	5	1.9%
5 KM < 6 KM	4	1.4%	7	2.7%	4	1.8%	6	2.3%	4	1.5%
6 KM < 7 KM	2	0.7%	3	1.2%	0	0.0%	2	0.8%	0	0.0%
7 KM < 8 KM	0	0.0%	0	0.0%	0	0.0%	4	1.6%	1	0.4%
8 KM < 9 KM	1	0.3%	1	0.4%	0	0.0%	0	0.0%	5	1.9%
9 KM < 10 KM	2	0.7%	0	0.0%	1	0.5%	1	0.4%	1	0.4%
>10	1	0.3%	4	1.5%	4	1.8%	4	1.6%	2	0.8%
Total:	293	100.0%	260	100.0%	217	100.0%	257	100.0%	264	100.0%



Glossary of Terms

Police Services Act Definitions

Discreditable Conduct

- | | |
|---------------|---|
| 2(1)(a)(i) | Fails to treat or protect a person equally without discrimination with respect to police services because of race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. |
| 2(1)(a)(ii) | Uses profane, abusive or insulting language that relates to a person's race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. |
| 2(1)(a)(iii) | Is guilty of oppressive or tyrannical conduct towards an inferior in rank. |
| 2(1)(a)(iv) | Uses profane, abusive or insulting language to any other member of a police force. |
| 2(1)(a)(v) | Uses profane, abusive or insulting language or is otherwise uncivil to a member of the public. |
| 2(1)(a)(vi) | Wilfully or negligently makes any false complaint or statement against any member of a police force. |
| 2(1)(a)(vii) | Assaults any other member of a police force. |
| 2(1)(a)(viii) | Withholds or suppresses a complaint or report against a member of a police force or about the policies of, or services provided by the force of which the officer is a member. |
| 2(1)(a)(ix) | Is guilty of an indictable criminal offence or criminal offence punishable upon summary conviction. |
| 2(1)(a)(x) | Contravenes any provision of the <i>Act</i> or the regulations. |
| 2(1)(a)(xi) | Acts in a disorderly manner or in a manner prejudicial to discipline or |

likely to bring discredit upon the reputation of the police force of which the officer is a member.

Insubordination

- 2(1)(b)(i) Is insubordinate by word, act or demeanour.
- 2(1)(b)(ii) Without lawful excuse, disobeys, omits or neglects to carry out any lawful Order

Neglect of Duty

- 2(1)(c)(i) Without lawful excuse, neglects or omits promptly and diligently to perform a duty as,
 - (A) A member of the police force of which the officer is a member, if the officer is a member of an Ontario police force as defined in the *Interprovincial Policing Act, 2009*, or
 - (B) A police officer appointed under the *Interprovincial Policing Act, 2009*,
- 2(1)(c)(ii) Fails to comply with any provision of the *Special Investigations Unit Act, 2019*,
- 2(1)(c)(ii.1) Failed to comply with any provision of Ontario Regulation 267/10 (Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit) before the revocation of that regulation,
- 2(1)(c)(iii) Fails to work in accordance with orders, or leaves an area, detachment, detail or other place of duty, without due permission or sufficient cause.
- 2(1)(c)(iv) By carelessness or neglect permits a prisoner to escape.
- 2(1)(c)(v) Fails, when knowing where an off ender is to be found, to report him or her or to make due exertions for bringing the off ender to justice.
- 2(1)(c)(vi) Fails to report a matter that is his or her duty to report.
- 2(1)(c)(vii) Fails to report anything that he or she knows concerning a criminal or other charge, or fails to disclose any evidence that he or she, or any person within his or her knowledge, can give for or against any prisoner or defendant.
- 2(1)(c)(viii) Omits to make any necessary entry in a record.
- 2(1)(c)(ix) Feigns or exaggerates sickness or injury to evade duty.

- 2(1)(c)(x) Is absent without leave from or late for any duty, without reasonable excuse.
- 2(1)(c)(xi) Is improperly dressed, dirty or untidy in person, clothing or equipment while on duty.

Breach of Confidence

- 2(1)(e)(i) Divulges any matter which it is his or her duty to keep secret,
- 2(1)(e)(ii) Gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of the warrant or service of the summons,
- 2(1)(e)(iii) Without proper authority, communicates to the media or to any unauthorized person any matter connected with,
 - (A) The police force of which the officer is a member, if the officer is a member of an Ontario police force as defined in the *Interprovincial Policing Act, 2009*, or
 - (B) The police force with which the officer is working on a joint forces operation or investigation, if the officer is appointed as a police officer under the *Interprovincial Policing Act, 2009*, or
- 2(1)(e)(iv) Without proper authority, shows to any person not a member of the police force described in sub-sub clause (iii) (A) or (B), as the case may be, or to any unauthorized member of that police force any record that is the property of that police force;

Unlawful or Unnecessary Exercise of Authority

- 2(1)(g)(i) Without good and sufficient cause makes an unlawful or unnecessary arrest.
- 2(1)(g)(i.1) Without good and sufficient cause makes an unlawful or unnecessary physical or psychological detention.
- 2(1)(g)(ii) Uses any unnecessary force against a prisoner or other person contacted in the execution of duty.
- 2(1)(g)(iii) collects or attempts to collect identifying information about an individual from the individual in the circumstances to which Ontario Regulation 58/16 (Collection of Identifying Information in Certain Circumstances – Prohibition and Duties) made under the Act applies, other than as permitted by that regulation;

Community Safety and Policing Act Definitions

Compliance with Laws

- s.2 Fail to comply with CSPA or ORegs
- s. 3 Fail to comply with SIUA
- s. 4 Found guilty of offence under CC, CDSA, CA
- s. 5(1)) Treat person in contravention of HRC
- s. 6(1)) Infringe or deny Charter Right

Interactions with the Public

- s. 8(1) Unauthorized physical or psychological detention
- s. 9 Neglect health or safety of person in custody
- s. 10(1) Undermine public trust
- s. 11(1) Unnecessary or excessive use of force
- s. 12(1) Incivility
- s. 13(1) Conceal identification
- s. 13(2) Fail to provide identification

Integrity

- s. 14 Solicit, offer, or take bribe
- s. 15(1) Accept gratuity
- s. 16(1) Corrupt practice
- s. 17(1) Unauthorized disclosure of information
- s. 18 Breach of confidence

Performance of Duties

- s. 19 Neglect of duty
- s. 20 Fail to take proper notes
- s. 21 Fitness for duty
- s. 22(1) Fail to report misconduct
- s. 23 Leave jurisdiction
- s. 24 Unauthorized disclosure to media
- s. 25 Late or absent for duty without excuse
- s. 26 Insubordination
- s. 27 Fail to comply with Service Governance
- s. 28 Loss or damage to clothing or equipment
- s. 29 Fail to report loss or damage to clothing or equipment
- s. 30 Engage in workplace violence or harassment
- s. 31 Deceit



10. Annual Report: 2024 Annual People Report: Recruitment, Appointments and Promotions; Auxiliary Members – Termination of Appointments; Secondments; Secondary Activities; and Cumulative Legal Costs for Labour Relations Counsel and Legal Indemnification



PUBLIC REPORT

March 28, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Annual Report: 2024 Annual People Report: Recruitment, Appointments and Promotions; Auxiliary Members – Termination of Appointments; Secondments; Secondary Activities; and Cumulative Legal Costs for Labour Relations Counsel and Legal Indemnification

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive this report as outlined in the following table of contents.

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Termination of Auxiliary Member Appointments.....	11
2024 Secondment Update.....	11
Secondary Activities.....	11
Labour Relations Counsel and Legal Indemnification.....	13
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Financial Implications:

This report includes implications related to salary expenses, staffing complement, and costs associated with labour relations counsel, legal indemnification and arbitration. All costs associated with this report were incurred in 2024 and any annualization of salary costs have been included in the 2025 budget requests.

Both Civilian and Uniform recruitment often draws from existing members, which can result in a reallocation of existing headcount for new positions. In 2024, Civilian vacancies were filled by internal recruitment approximately 31% of the time, resulting in additional recruitment costs to backfill the role that had been vacated as a result of the internal movement. New police cadets were hired from existing civilian staff, including Special Constables, Parking Enforcement Officers, and other civilian positions almost 11% of the time, resulting in additional cascading backfill costs.

Labour relations counsel, legal indemnification, and arbitration costs totalled approximately \$1.9 Million in 2024. These costs are funded from the Toronto Police Service's (Service) Legal Reserve. The obligation to pay legal indemnification costs is contained in the collective agreements between the Board and the Toronto Police Association (T.P.A.) and Toronto Police Senior Officers' Organization (S.O.O.), as well as Board Policy.

Summary:

This report combines four annual reports that were submitted separately, prior to 2022, entitled: (1) Recruitment, Appointments and Promotions for Uniform and Civilian Members; (2) Secondment Listing; (3) Secondary Activities; (4) Labour Relations Counsel and Legal Indemnification Cumulative Legal Costs; and (5) Auxiliary Members – Termination of Appointments; which was reported separately, prior to 2024. This combined People and Culture Pillar report includes the following annual information for 2024:

- new job descriptions that were created for Civilian Service members;
- socio-demographic information about applicants and selected candidates in recruitment and promotional processes;
- strategies the Service currently employs or intends to employ to address any issues or gaps related to recruitment and promotional processes;

- termination of Auxiliary members, including notification to the Ministry of the Solicitor General about the termination of Auxiliary members appointed before April 1, 2024, when the Police Services Act (P.S.A.) was repealed and replaced by the Community Safety and Policing Act, 2019 (C.S.P.A.);
- a list of secondment positions filled by Service members;
- a summary of applications received from Toronto Police Service members to engage in secondary activities; and
- information on the payment of accounts for labour relations counsel and cumulative legal indemnification costs for 2024

Relevant Board Policies and Compliance

This report is provided in response to the following Board Policies:

At its meeting on September 27, 2021, the Board approved a new Policy entitled “Recruitment, Appointments and Promotions for Uniform and Civilian Members of the Toronto Police Service (Service)”. The Board requested an annual summary report that is to include:

- a copy of current promotional process(es);
- new job descriptions that were created for civilian members;
- detailed demographic information about applicants applying for, and who are successful in promotions;
- an analysis of trends at every stage of the promotional process, including whether it appears that there may be systemic or other barriers to promotion based on aggregated demographic information, and if so;
- what strategies the Service intends to employ in order to rectify any potential concerns about the promotional process and/or disparate outcomes for identified groups.

This policy was further refined and approved at the Board’s meeting held on March 2, 2023 (Minute No. P2023-0302-2.0 refers). The revised policy includes the following changes:

- Board approval will be required for appointments and promotions of civilian senior officers from the classification of Z30 (Manager) and above;
- recommendations for delegated authority to the Chief or their designate for certain types of promotions and terminations;
- a requirement for consultation where changes to the established promotional process are being contemplated, with an understanding that establishing a standardized promotional process should be completed; and
- expanding and enhancing the requirements for the Chief’s annual report to the Board on hiring, promotions and terminations.

Also relevant to this report, the Board directed that the Chief of Police report annually on the following:

- secondments of Service members (Min. No. P5/01 refers); decisions with respect to Secondary Activities;

- payments relating to all accounts for labour relations counsel, arbitration fees, legal indemnification claims and accounts relating to inquests which were approved by the Director, People and Culture, and the Manager of Labour Relations (Min. No. P5/01 refers and Min. No. P2021-0729-4.0 refers).

Background Regarding Reporting Termination of Auxiliary Members:

Auxiliary members are governed by the C.S.P.A., Policing Standards Guidelines, Board Policy T.P.S.B. A1-004, Toronto Police Service Governance, Standards of Conduct, and Service Procedure 14-20 entitled, "Auxiliary Members."

Under section 91(1) and 91(3) of the C.S.P.A. (formerly section 52(1) of the P.S.A.), the Board is authorized to appoint, suspend, and terminate the appointment of Auxiliary members. For Auxiliary members appointed pursuant to the P.S.A. before April 1, 2024, the approval of the Ministry of the Solicitor General was required.

In December of 2024, the Board requested that the annual report on Termination of Auxiliary Members be added to this Annual People and Culture Report moving forward.

Discussion:

2024 Recruitment, Appointments and Promotions

Civilian Hiring

In 2024, 467 full time civilian vacancies were filled, excluding Youth in Policing Initiative (Y.I.P.I.) hires. There was a total of 304 job calls, including those for mass classes. This represents a 13.0% increase over the number of 2023 civilian job calls (269) and a 36% increase compared to the number of civilian job calls in 2022. Of the 467 full time hires, 31.3% (146) were hired as internal movements/promotions (compared to 35.6% or 240 in 2023) and 68.7% (321) were external hires.

In 2024, 28 new civilian jobs were created by the Service. Note that the creation of new civilian jobs does not necessarily mean an increase in the 2024 or 2025 headcount as there may be internal reallocations or redesign of existing jobs to prioritize current resource needs or budget approvals from previous years. The new jobs are listed below:

Senior Officer Organization (S.O.O.) - Civilian Senior Officer Positions

- Z28 PRODUCT MANAGER, IT PRODUCTS
- Z28 PROGRAM MANAGER, PEOPLE & CULTURE

Toronto Police Association (T.P.A.) - Unit A Position

- A13 INFRASTRUCTURE ENGINEER
- A13 LEAD, INFORMATION SECURITY
- A13 SENIOR SYSTEMS APPLICATIONS LEAD
- A12 CLIENT TECHNOLOGY SUPERVISOR
- A12 SYSTEMS SPECIALIST, COURT SERVICES
- A11 SENIOR RISK MANAGEMENT ANALYST

- A11 DIGITAL EVIDENCE SPECIALIST
- A11 PROCESS INTEGRATION & PROJECT SPECIALIST
- A10 GIS & STATISTICAL ANALYST
- A10 SENIOR PENSION ANALYST
- A10 BUSINESS ANALYST
- A09 DATA ENABLEMENT ANALYST
- A09 DIGITAL EVIDENCE ANALYST
- A08 RECRUITMENT SPECIALIST, UNIFORM STAFFING
- A08 EQUITY & INCLUSION PROJECT COORDINATOR
- A08 SENIOR CRIME SCENE SUPPORT TECHNICIAN
- A08 EARLY INTERVENTION ANALYST
- A08 RESEARCH COORDINATOR, RISK MANAGEMENT– COURT SERVICES
- A08 POLICY ANALYST, STRATEGIC PLANNING AND GOVERNANCE
- A08 PAYROLL ANALYST
- A07 EMERGENCY MANAGEMENT COORDINATOR
- A07 GROUP LEADER, PEOPLE SERVICES
- A06 INDIGENOUS ENGAGEMENT COORDINATOR
- A05 CLERK, PLATOON - COMMUNICATIONS SERVICES
- A05 AWARDS PLANNING ASSISTANT

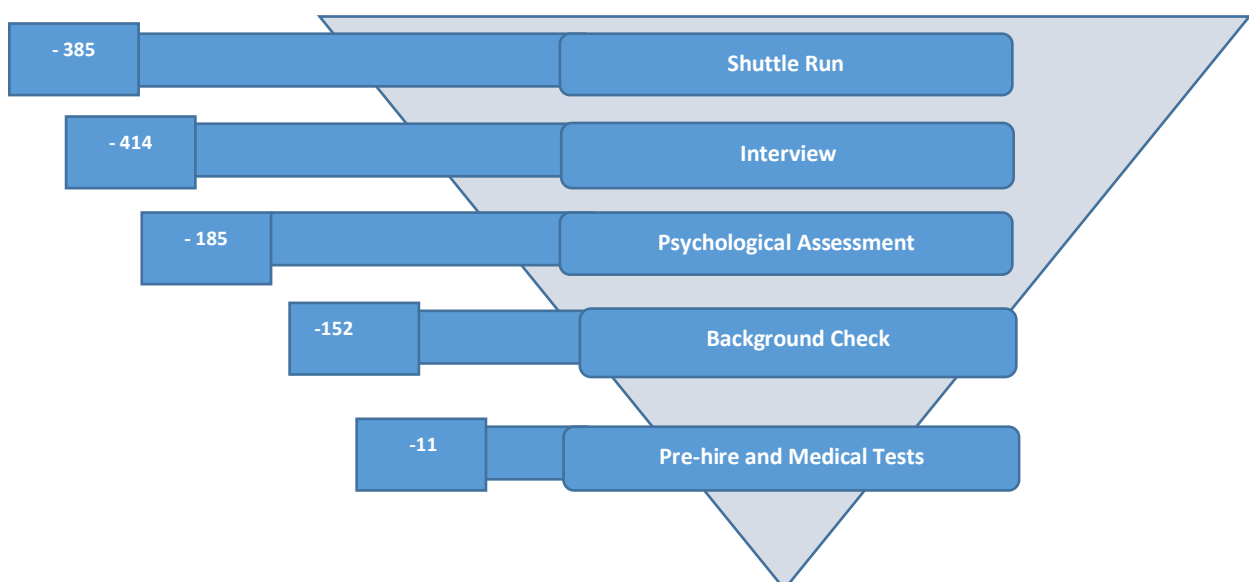
T.P.A. - Unit B Position

- B05 KENNEL ATTENDANT

Appendix A Contains Civilian Socio-Demographic Data. Appendix H Contains New Civilian Job Descriptions.

Cadet Hiring

In 2024, the Service received 4,980 distinct applicants for the position of Police Cadet in Training, representing an annual increase of 32% (3,761 in 2023 and 3,370 in 2022). Of the 2024 distinct applications, 3,343 candidates did not successfully meet the pre-screening requirements and were automatically screened out by the system. The remaining 1,637 applications (up from 1,450 in 2023) were considered in 2024. The following diagram summarizes the outcome of the applicant screen-out rates at each stage of the hiring process.



**It is important to note that although a new job call is created each year, the processing of applications is continuous and often runs from one year to the next. Some applications received in 2024 were therefore carried over for consideration in 2025 and aren't reflected in the diagram.*

In 2024, 361 cadets were hired across four classes. Included are 10 candidates deferred from 2023 to 2024.

Of the successful cadets, almost 11% were internal hires. In 2024, 28.8% of new hires learned about the profession through a member referral process, up from 25.8% in 2023. Talent Acquisition's recruitment strategy centres around consistent community outreach and engagement, as well as encouraging current member(s) to be Ambassadors, identifying people who demonstrate the necessary skills, abilities and moral character for the profession.

Socio-demographic data for the cadet hiring processes can be found in Appendix B.

In addition to cadets, the Lateral Experienced Officer Program consists of both officers who had previously worked for the Toronto Police Service (and are returning) and officers who came to the Service as new members from other Services. In 2024 there were 27 Lateral Experienced Police Constables hired by the Service; 8 of whom were considered "T.P.S. Re-Hires". The number of lateral hires in 2024 is consistent with 2023 (27) and higher than 2022 (21).

2024 Uniform Promotional Process Redesign and Continuous Improvement

The design and administration of uniform promotional processes have been an ongoing area of focus for the Service. Fair and transparent human resource processes are critical to member trust, sound labour relations, and community confidence.

In 2024, two promotional processes were conducted: Staff Superintendent and Sergeant

Staff Superintendent Promotional Process: March – April 2024

The Staff Superintendent Promotional Process had 9 applicants, resulting in the promotion of 5 new Staff Superintendents by the Board at the public meeting on April 30, 2024 (Min. Nos. P2024-0430-5.0.).

The Service enhanced the process for promotion to the rank of Staff Superintendent, providing all candidates with a Leadership Assessment conducted by Stefan, Fraser and Associates, as well as including a community leader as part of the interview panel. The details about this process, including the names of successful candidates, were reported at the Board meeting on April 30, 2024. (Min. Nos. P2024-0430-5.0.). The Routine Order announcing the process and the list of successful candidates can be found in Appendix C.

Sergeant Promotional Process: September – November 2024

The Service continued to improve the design, implementation, and evaluation of the new promotional process for the rank of Sergeant. The 2024 process carried forward elements from the 2023 promotional process re-design, reported to the Board on June 24, 2024 (Min. Nos. P2024-0624-3.0), and included updates that were the result of feedback sessions held with candidates and evaluators by a third-party consultant at the conclusion of the 2023 process.

The Sergeant promotional process was administered in two phases:

- Phase 1: Multiple Choice Exam
Career and Assignment Summary
- Phase 2: Candidate Application that included:
- Community Experience and Core Competencies, assessed by Grading Team consisting of a Senior Officer and a Community Member
 - Skills and Leadership abilities assessed by Unit Commander
 - Career Development, assessed by Staff Superintendent/Director
- Interview: Panel interview conducted by Senior Officers

A total of 292 applications were received for the 2024 Sergeant Promotional Process. The top 208 candidate scores from Phase 1 proceeded to Phase 2.

The Skills and Leadership section of the application was evaluated by the candidate's Unit Commander and reviewed by their respective Staff Superintendent. The Community Experience element was evaluated by a grading team consisting of one Inspector and one Community Member.

Interviews were conducted in early November 2024 by five panels comprised of a diverse mix of Superintendents and Inspectors from across the Service.

A total of 122 candidates were selected and placed on a list for promotion.

Appendix D contains the aggregated socio-demographic data for applicants and successful candidates, the list of selected candidates and the Routine Order outlining the promotional process for the rank of Sergeant.

Analysis of Trends in Hiring/Promotion and Identification of Systemic Barriers

The Service continues to attract, hire and promote an increasingly diverse workforce at all levels. In an attempt to understand our current and future hiring trends, the Service continues to collect voluntary socio-demographic information from applicants and newly hired members and has recently launched an opportunity for current members to participate in a workforce census (This is Us). Efforts to inform and engage members on the importance of participation in the census will be ongoing through 2025 and beyond. This includes dedicated time allotted in the annual In-Service Training Program to complete the census. The aggregate results of the census will be used by the Service to identify programs and initiatives that will best serve all members.

The Service continues to attract and select a diverse membership. Consistently 35 – 38% of all external applicants (cadets and civilian roles) self-identify as having a racialized background (proportionate to the city)

Since 2020, in line with an increase in hiring activity, the total number of cadets from racialized backgrounds have increased by 145%. An analysis of the 2024 cadet hiring process reveals both progress and areas for improvement. Female cadets are being hired at proportionately higher rates than their representation in the applicant pool. However, with only 8% of applicants identifying as female, significant recruitment efforts are still necessary to build a sustainable workforce and succession pipeline. This is particularly important given that 17% of current officers and 28% of senior officers are female. In terms of racial diversity, applicants who self-identified as racially diverse were hired at the same or higher rates than their presence in the cadet applicant pool. When considering the makeup of the City, gaps remain in attracting and hiring more female, East/Southeast Asian, and Indigenous candidates, highlighting the need for targeted outreach and recruitment strategies to better reflect the diversity of the City.

In the 2024 Sergeant process, candidates that self-identified from historically underrepresented areas in the Service were generally successful in higher or the same proportions than their presence in the interview stage of the process.

Civilian hiring appears to have experienced an increase in successful female candidates compared to 2023, however disparities remain when considering other elements of diversity, with a gap between the diversity of applicants and those ultimately hired. There is a high variability in response rates across different civilian hiring classes meaning drawing definitive conclusions is difficult. Improvements to the data collection process are being undertaken in 2025 to increase response rates. This should allow for further analysis of the results moving forward.

Overall, 48% of the uniform senior leadership team now identify as belonging to at least one historically underrepresented group, a significant increase from 29% in 2018. While this demonstrates meaningful progress, continued efforts will be necessary to develop a sustainable workforce reflective of the broader community over the long term.

Looking ahead to 2025 the Service will focus on enhancing the overall recruitment process, including attracting and retaining female candidates.

The Service will continue to focus on attracting and recruiting females with new and ongoing initiatives. New initiatives targeting female recruitment in 2025 include:

- Attending female fitness focused events such as MudGirl, Shoppers Drug Mart Run for Women event, Service Charity Roll-a-thon, Hyrox etc.
- Hosting a Service 'Coffee with a Female Cop' event, where the public can speak to female officers to get their insight on being an officer while juggling family life
- Running a fitness camp incorporating PREP/Shuttle run for 15-18 year old females during school break along with a tour of select specialty units

- Hosting a summer/fall 2025 Ontario Police Services Supporting Women in Policing Recruitment Fair. Specifically for this event, the Recruiting team plans to create a female-focused video showcasing work and family
- Female officer compilation series of social media posts, where female officers are filmed answering the question “Why is it important to have women in policing?”

These new initiatives are in addition to the female specific recruitment efforts currently underway and listed in Appendix E.

The Service has commenced a comprehensive review of all recruitment processes to identify opportunities for improvement. The review will include focus groups with internal and external stakeholders conducted by an independent Workplace Consultant.

Moreover, from a retention standpoint, a ‘Family Friendly’ Working Group (F.F.W.G.) has been struck to formulate ideas and perspectives as part of a comprehensive attraction and retention strategy.

Important to note that attracting greater female cadets to the profession is a provincial priority as this gap is not specific to only the Service. To this end, the Service is also participating in a Collaborative Working Group (C.W.G.) on Marketing the Policing Profession to examine recruitment issues and opportunities, advocate for change and offer sound recommendations in order to build and sustain strong and vibrant police organizations that contribute to safe communities across the province.

Recruitment and Hiring Initiatives

The Recruiting Team (Recruiting) in Talent Acquisition continues to develop strategies to attract the most diverse pool of applicants and successful candidates, with a focus on addressing socio demographic gaps highlighted above. Each year, they attend numerous community events across the City, reaching as many members of diverse communities as possible to promote joining the Service.

Recruiting tracks each event attended throughout the year. The tracking and evaluation consists of logging the number of attendees at the event, the number of engaging conversations that took place with attendees, the approximate percentage of attendees that are interested in roles at the Service (sworn and civilian), and any additional feedback pertinent to the event. Future attendance and recruitment plans are then informed by this review. Internal correspondence is also published to all members via eUpdates, requesting suggestions for community events to attend. This allows members to identify opportunities based on their exposure to the City and lived experience.

For each event attended, Recruiting showcases the 'Connect with Us' QR code that allows attendees to scan the code and connect directly with a Service Recruiter. The scanned code allows for additional evaluation on the effectiveness of different events. The code also allows potential applicants to ask questions they may have directly to a recruiter, creating a timely and responsive experience.

Appendix E identifies a list of recruitment and hiring initiatives undertaken by the Talent Acquisition team.

Termination of Auxiliary Member Appointments

The purpose of this portion of the report is to notify the Board of the 2024 termination of 40 Auxiliary members, comprised of 38 Auxiliary Constables and 2 Auxiliary Sergeants.

Of the 40 members, 18 have secured careers in law enforcement with 11 securing employment with the Service as constables.

In accordance with section 91(1) and 91(3) of the C.S.P.A. (formerly section 52(2) of the P.S.A.), Appendix E contains the names of the 40 members whose appointments were voluntarily terminated during the period between January 1, 2024, and December 31, 2024, as they are no longer available to perform their duties due to resignation, retirement or they are deceased.

2024 Secondment Update

In 2024, a total of 52 Service members (48 uniform and 4 civilians) were seconded to various provincial, federal and American partner organizations. Of this total, 35 uniform and 3 civilians were seconded to various agencies at full cost recovery for salaries and benefits to the Service.

In addition, for the same time period, 13 uniform and 1 civilian were seconded with no cost recovery to the Service.

The unfunded secondment positions include partnerships with federal and provincial government agencies, with both the Service and the partner agencies benefitting from the working relationship. These partnerships are necessary and enable more effective and efficient strategies and action to help address various crime and security issues, which cross national boundaries, as well as create key liaisons with various provincial entities. The 2024 Secondment list is found in Appendix F.

Secondary Activities

Secondary activities performed by members of the Service outside of their employment with the Service are governed by Section 49 of the *Police Services Act (P.S.A.)* (before April 1, 2024), the *C.S.P.A* (after April 1, 2024), and related Service Procedure.

Section 49(1) of the *P.S.A.* states:

49(1) A member of a police force shall not engage in any activity:

- (a) that interferes with or influences adversely the performance of his or her duties as a member of the police service, or is likely to do so; or
- (b) that places him or her in a position of conflict of interest, or is likely to do so; or
- (c) that would otherwise constitute full-time employment for another person; or
- (d) in which he or she has an advantage derived from employment as a member of a police force.

Section 89(1) of the *C.S.P.A.* states:

89 (1) A member of a police service maintained by a police service board shall not engage in any activity,

- (a) that interferes with or influences adversely the performance of his or her duties as a member of a police service, or is likely to do so;
- (b) that places him or her in a position of conflict of interest, or is likely to do so;
- (c) that would otherwise constitute full-time employment for another person; or
- (d) in which he or she has an advantage derived from being a member of a police service.

Pursuant to Service Procedure 14-25 - Secondary Activities, members are required to submit an Application for Secondary Activity on Form T.P.S. 778 for approval by the Chief of Police if the member believes the activity may contravene Section 49(1) of the *P.S.A.* or Section 89(1) of the *C.S.P.A.*

Service Procedure 14-25 does not outline an exhaustive list of activities which may contravene Section 49(1) of the *P.S.A.* or Section 89(1) of the *C.S.P.A.*, and the Chief of Police exercises discretion, on a case-by-case basis, to determine whether an application is likely to contravene the restrictions set. Members whose applications are approved are required to sign an agreement outlining the terms and conditions of approval.

A “member”, as defined in the *P.S.A.* and *C.S.P.A.* means a police officer, and in the case of a municipal police force includes an employee who is not a police officer. Therefore, both uniform and civilian employees are considered members covered under Section 49(1) of the *P.S.A.* and Section 89(1) of the *C.S.P.A.*

The Board Policy on Secondary Activities requires that the Chief of Police report to the Board annually on decisions with respect to Secondary Activities.

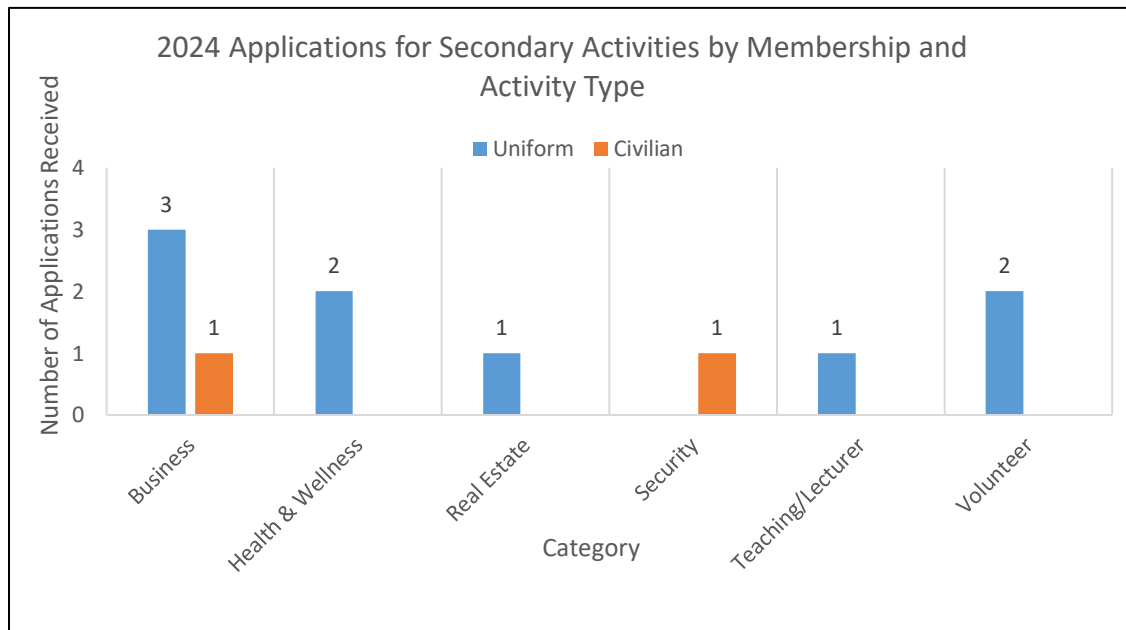
The chart below outlines the number of secondary activity applications received from uniform and civilian members for the past 5 years. These members may or may not be continuing to engage in these activities.

Secondary Activity Applications – 2020 to 2024

Year	Uniform	Civilian	Total	Approved	Denied
2020	9	16	25	19	6
2021	12	5	17	17	0
2022	12	13	25	24	1
2023	14	9	23	23	0
2024	9	2	11	11	0

During 2024, there were 11 new applications received from members requesting approval to engage in secondary activities. Of these 11 applications, 11 were approved and deemed not to contravene Section 49(1) of the *P.S.A.* or Section 89(1) of the *C.S.P.A.*, while zero (0) were denied.

The bar chart below summarizes the number of applications received in 2024 and details the type of secondary activities requested, broken down by the number of applications received from uniform and civilian members.



Given that members are only required to seek approval to engage in secondary activities when they believe the activity may place them in a conflict with Section 49(1) of the *P.S.A.* or Section 89(1) of the *C.S.P.A.*, it is not possible to report the total number of members currently engaged in secondary activities.

Labour Relations Counsel and Legal Indemnification

The legal costs outlined in this report relate to those incurred in respect of labour and employment law services as well as those incurred as a result of the Board's obligation to indemnify members of the Service for legal costs incurred in particular circumstances

as outlined in s.38(1)(f), s.38(4), and s.47(2) of the C.S.P.A., 2019, Board Policy, Service Procedure, and the terms of the collective agreements between the Board and the T.P.A. and the S.O.O.

Labour and Employment Law Legal Costs

At its meeting on November 23, 2021, after a competitive procurement process, the Board approved a contract award to Hicks Morley Hamilton Stewart Storie L.L.P. (Hicks Morley) for the provision of supplementary legal services in the area of employment and labour law (Min No. P2021-1123-5.0 refers).

Legal services provided by Hicks Morley include representing the Board at grievance arbitration, the Human Rights Tribunal of Ontario, the Workplace Safety and Insurance Board and Appeals Tribunal. In addition, Hicks Morley provided legal advice, opinions, draft documents, and case management services in the area of employment and labour law.

Legal Indemnification Costs

Members of the Service may be eligible for indemnification for legal costs incurred in respect of particular types of legal proceedings as outlined in the relevant Collective Agreements and Service Procedure where, amongst other things, a member was acting in the good faith performance of his or her duties. These proceedings include criminal and civil proceedings, Special Investigations Unit investigations, Coroner's Inquests, and reviews by the Law Enforcement Complaints Agency (formerly the Office of the Independent Police Review Director).

There are a number of existing parameters and risk management measures in place for legal indemnification claim approvals, including those contained in the Collective Agreements as well as memoranda of understanding between the T.P.A. and the Board. The T.P.A. or S.O.O., as appropriate, are responsible for retaining counsel for a member involved in a legal proceeding and for following the application and adjudication process prescribed by the parties. All legal fees are independently reviewed for reasonableness and necessity by the City Solicitor's Office and dockets are amended, when necessary, before indemnification is approved. In addition, hourly rates charged by counsel for members are capped for different types of proceedings.

Cumulative Summary for 2024

During the period from January 1 to December 31, 2024, 434 invoices or files for external labour relations counsel, including for grievance and W.S.I.B. case management, collective bargaining, and labour relations settlement costs totalling \$541,937 were approved for payment. Nine invoices totalling \$26,075 were received and approved for payment to arbitrators presiding over grievances.

During the period from January 1 to December 31, 2024, 160 accounts from external counsel relating to legal indemnification were paid totalling \$1,326,197, representing the largest component (70%) of the total legal costs incurred for 2024.

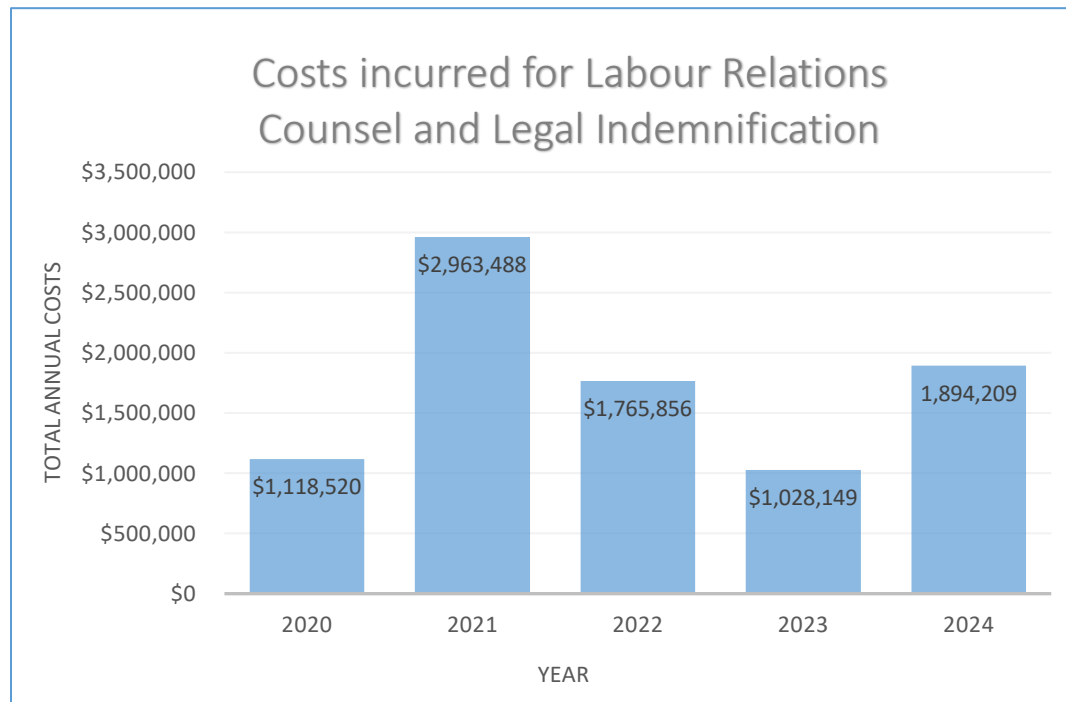
For the period January 1 to December 31, 2024, legal costs incurred for Labour Relations Counsel and Legal Indemnification totalled \$1,894,209 as follows:

Number of Files	Type of Account Paid	2024 Costs Incurred
434	Payments for labour relations counsel: 76 payments for labour relations counsel 14 payments for bargaining (T.P.A. & S.O.O.) 342 payments for Workplace Safety and Insurance Board (W.S.I.B.) case management 2 payments for legal settlements	\$167,636 \$158,451 \$209,461 \$6,389
9	Arbitration Costs related to Grievances: 9 payments for grievance arbitration costs	\$26,075
124	Legal Indemnification – Special Investigations Unit (269 officers represented)	\$533,484
31	Legal Indemnification – Third Party Records Application (41 officers represented)	\$447,553
1	Legal Indemnification – Criminal Charges (1 officer represented)	\$25,535
1	Legal Indemnification – Highway Traffic Act Charges (1 officer represented)	\$16,097
1	Legal Indemnification – Office of the Independent Police Review Director (1 officers represented)	\$128,810
2	Legal Indemnification – Coroner's Inquests (6 officers represented)	\$174,718
	Total Costs for 2024	\$1,894,209

Five Year Trend

Total legal costs increased in 2024 due an increase in legal costs related to W.S.I.B. case management and collective bargaining, as well as an increase in legal indemnification claim volume and amounts, which are variable from year to year.

The following chart illustrates the total legal costs incurred for labour relations counsel and legal indemnification for the years 2020 to 2024:



Terminations

There are 17 members who were terminated in 2024. There is a confidential attachment with additional information regarding terminations.

In all cases where a member was terminated (or resigned as an alternative) for misconduct, the identified misconduct in each case was deemed serious enough to merit a termination for cause. Equity, Inclusion and Human Rights was consulted in all matters, as appropriate.

In all cases, members received representation from the T.P.A. or the S.O.O., depending on their role.

Summary and Analysis of Exit Survey Data

Exit surveys were re-introduced to the Service in 2023. In 2024, there were 367 departing employees, including retirees. The surveys were disseminated to the 111 members who provided personal email addresses and 44 members responded. The table below lists the top reasons that contributed to the separation. (Note: Survey participants were able to select multiple reasons for their departure.)

Well-being/Human Rights-Related Survey Factors	Contributed to Member's Reason for Leaving (%)	Primary Reason for Member Leaving (%)
Poor work-life balance	30	5
Level of stress	35	12
Unhealthy organizational culture	28	12
Physical safety of the work environment	7	0
Inability to effectively prevent or address workplace harassment	15	7
Discrimination towards me based on gender, sexual orientation, race	14	7
Lack of support during critical illness or leave of absence	14	5

* Excluding deceased (10), failed probation (7), and services dispensed with (4)

Changes are being made to the forms related to retirements and separations so that there is an opportunity earlier in the process to ask members the reasons for leaving.

The Service has provided an update on a number of initiatives aimed at improving workplace culture in the 'Update on Building a Respectful Workplace' Board report (Min. No. P2024-0912-7.0 refers).

Conclusion

This report provides the Board with an annual People and Culture update, including:

- information on 2024 civilian and uniform hiring and promotions;
- a list of 2024 Auxiliary member terminations;
- a 2024 secondment update;
- a summary of applications received for secondary activities in 2024;
- a summary of the total cumulative legal costs for labour relations counsel, legal indemnification claims, and claims relating to inquests for the period January 1 to December 31, 2024;
- a summary of survey results from members separating from the Service.

It includes the following appendices:

- new Civilian Job Descriptions;
- aggregate demographic information on applicants/hires/promotions where available;
- a list of terminated Auxiliary members;
- a list of funded and unfunded secondment positions filled by Service members during 2024.

The Service is committed to continuous improvement across its people processes in order to be an employer of choice and be leaders as it relates to transparency, fairness, equity and trust. Looking ahead to 2025 and beyond, the Service is focused on addressing gaps specific to female recruitment, improve retention, and continued narrowing of any other identified socio-demographic gaps in its people processes.

Significant progress in the last five years has been made, as evidenced by the data and recent recognition from Excellence Canada, through its Mental Health at Work Gold certification. The Service is committed to building upon this recognition and has recently submitted a 'Top Employer' award. External validation not only recognizes the strengths of the Service as an employer, they also help highlight opportunities to further improve and it also serves as a source of organizational pride and differentiation for current and potential members.

Ms. Svina Dhaliwal, Chief Administrative Officer, and Ms. Nancy Casselman, Director of People and Culture, will be in attendance to respond to any questions that the Board may have regarding this report.

Reason for Confidential Information

Sections 44(2)(b) and 44(2)(d) of the C.S.P.A. This report includes a separate confidential attachment relating to personnel matters identifiable information including members of the Service.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police

Appendices:

Appendix A: 2024 Civilian Socio-demographic Data

Appendix B: 2024 Cadet Socio-demographic Data

Appendix C: Staff Superintendent Routine Order and Promotion List

Appendix D: Sergeant Socio-demographic Data, Routine Order and Promotion List

Appendix E: List of Recruitment and Hiring Initiatives by Talent Acquisition

Appendix F: List of Terminated Auxiliary Members for 2024

Appendix G: 2024 Secondment List

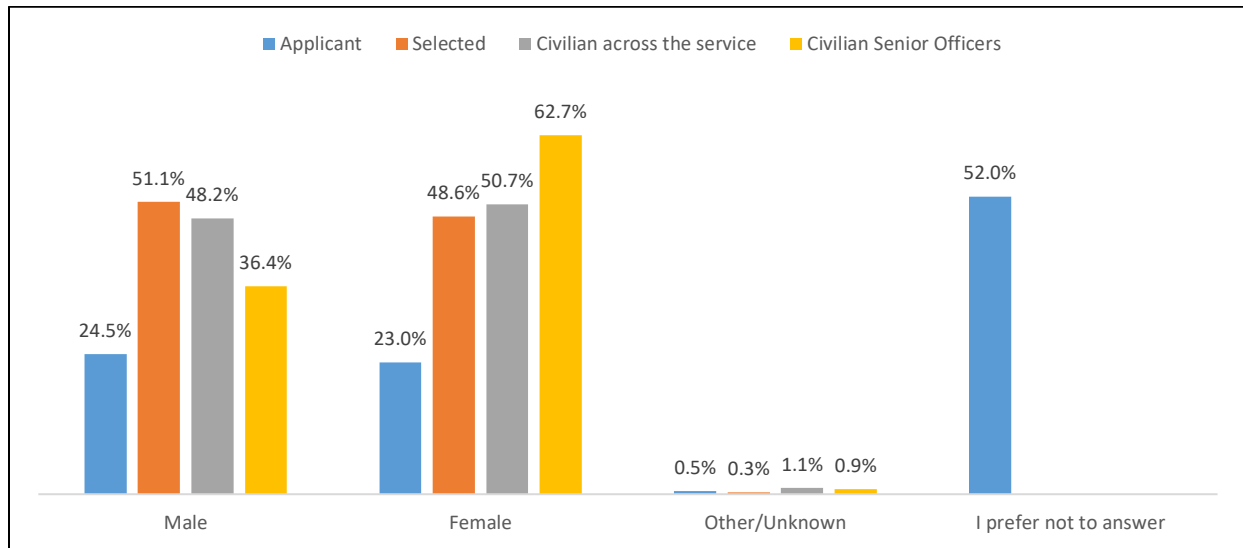
Appendix H: 2024 New Civilian Job Descriptions

Appendix A: Civilian Socio-demographic Data

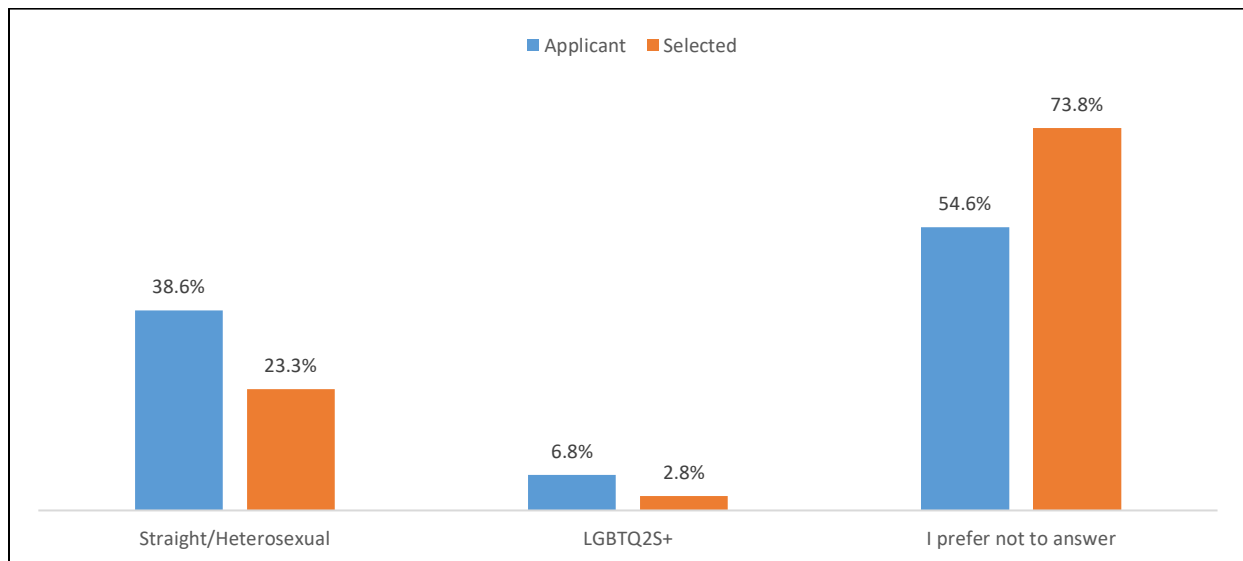
Note

- Non-Respondents and those that selected prefer not to answer were aggregated together
- For Gender comparison HRMS actuals data was aggregated and compared to applicant survey data

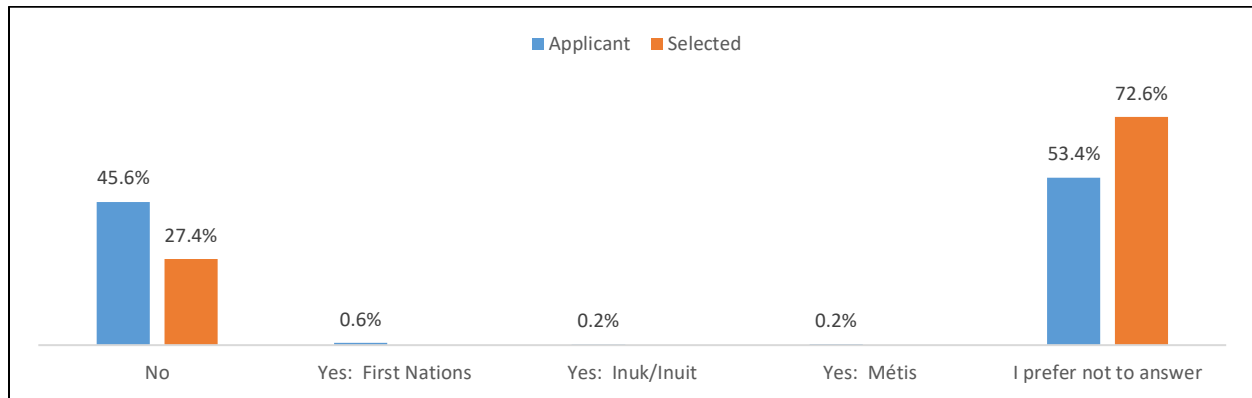
Gender – % Civilian Applicant Vs % Selected Civilian Vs % Civilian member across the Service Vs % Civilian Senior Officers



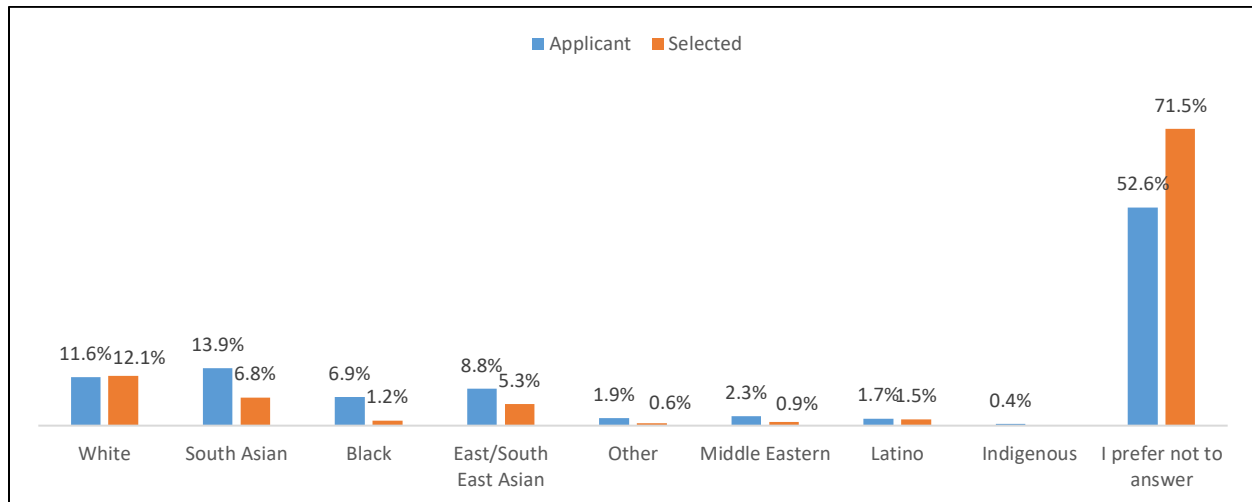
Sexual Orientation:



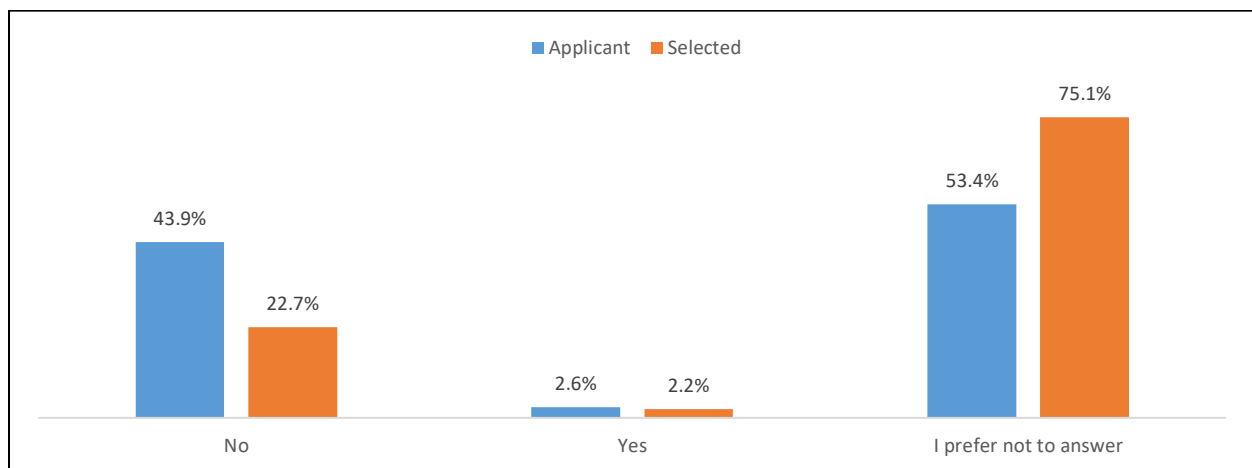
Indigenous Identification:



Race:



Disability:

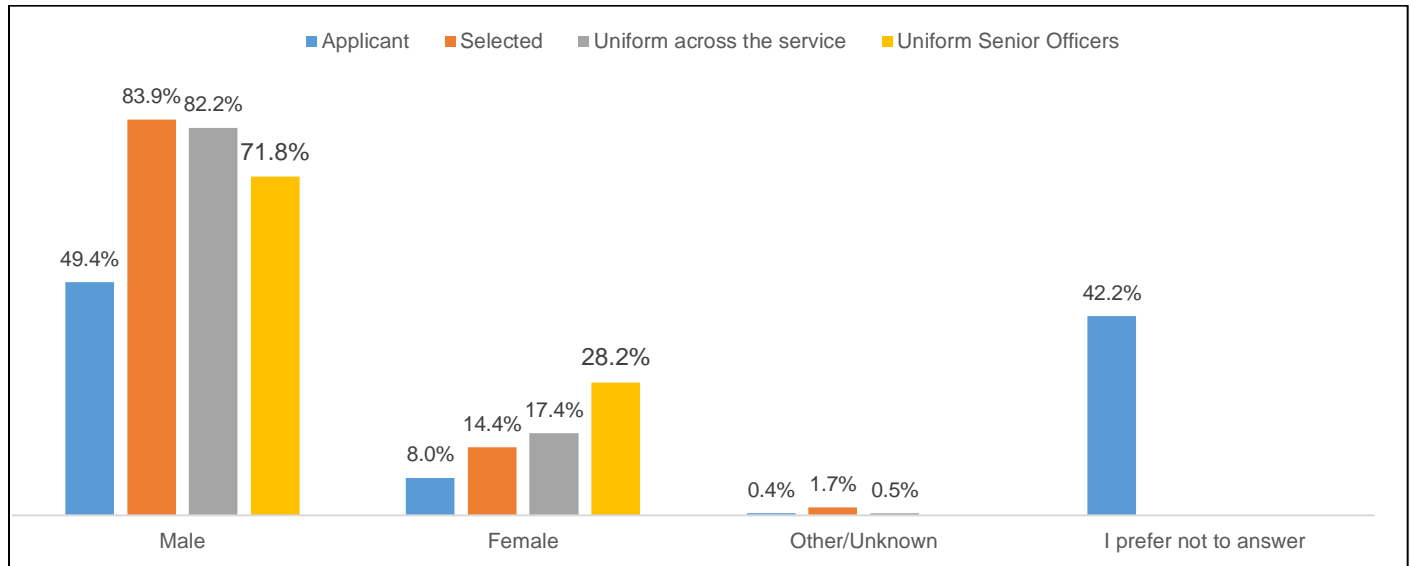


Appendix B – 2024 Cadet Socio-demographic Data

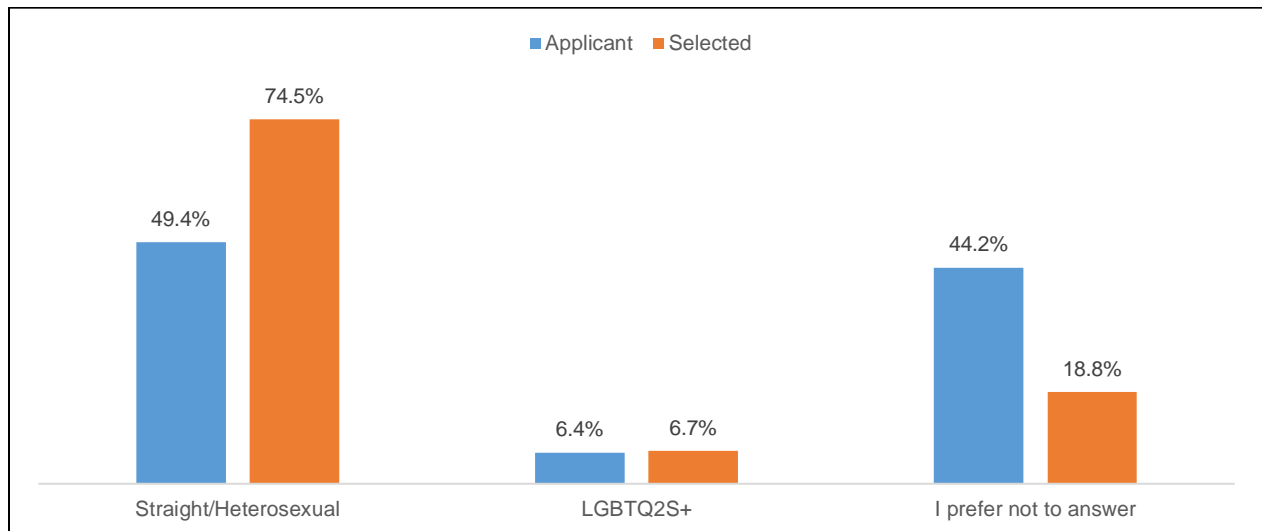
Note

- Non-Respondents and those that selected prefer not to answer were aggregated together
- For Gender comparison HRMS actuals data was aggregated and compared to applicant survey data

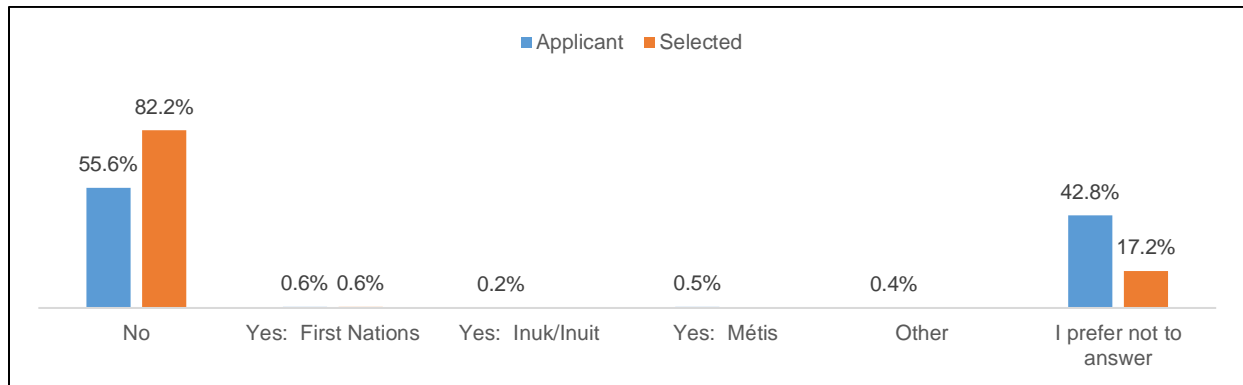
Gender Identification – %Cadet Applicant Vs %Selected Cadet (External) Vs % Uniform members across the service Vs % Uniform Senior Officers



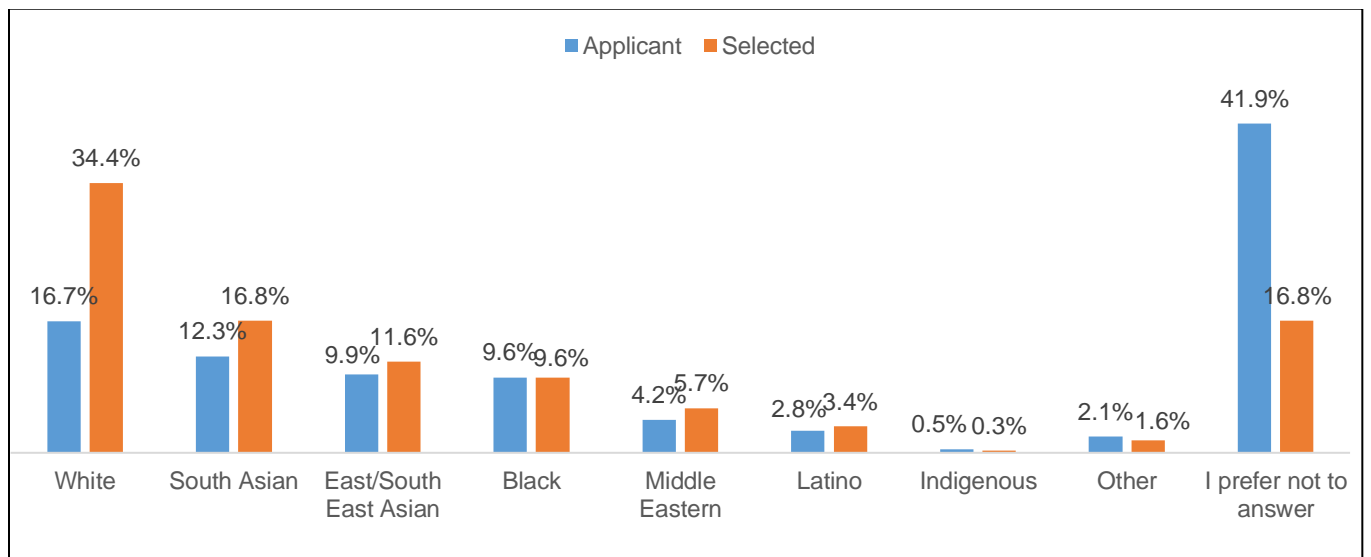
Sexual Orientation:



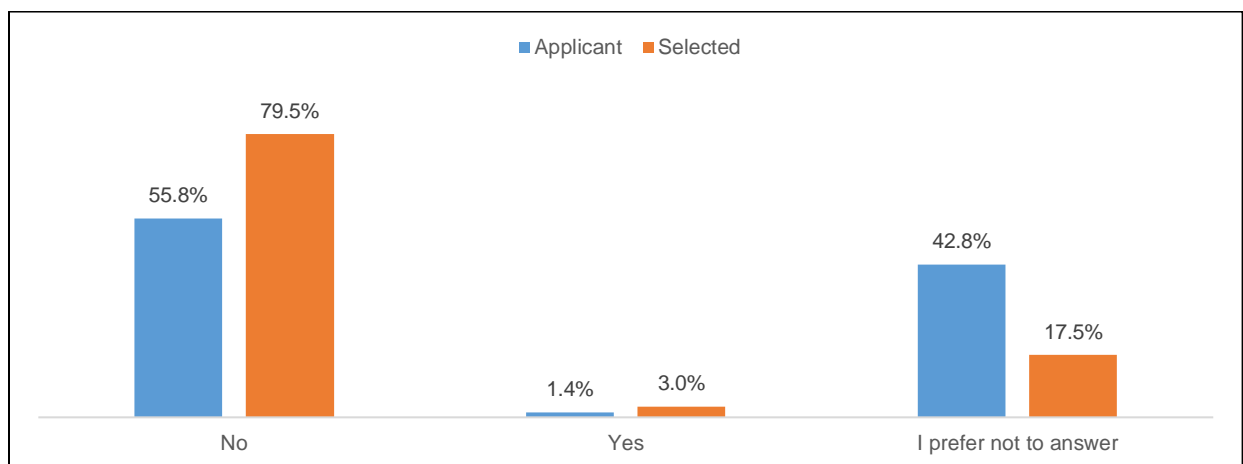
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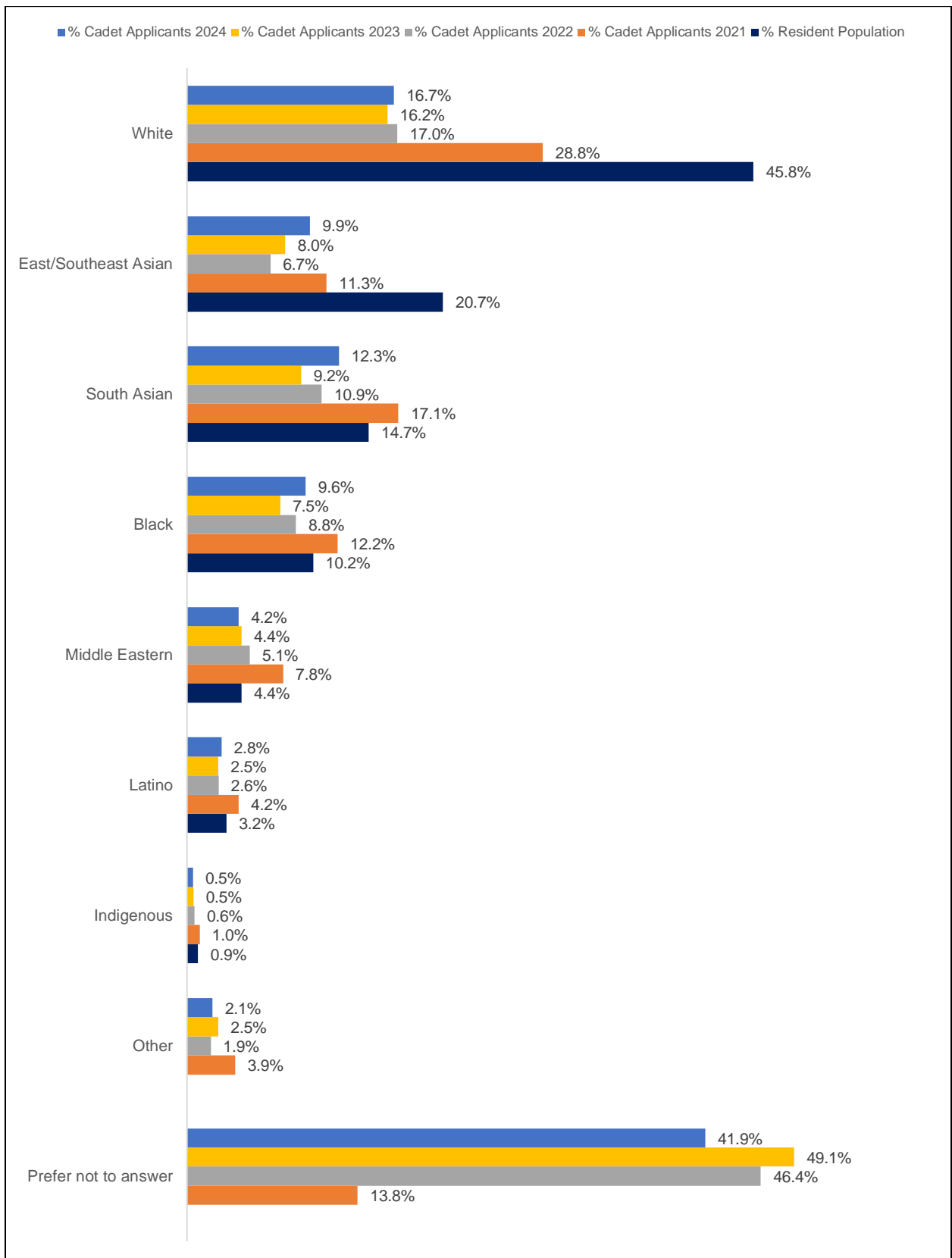
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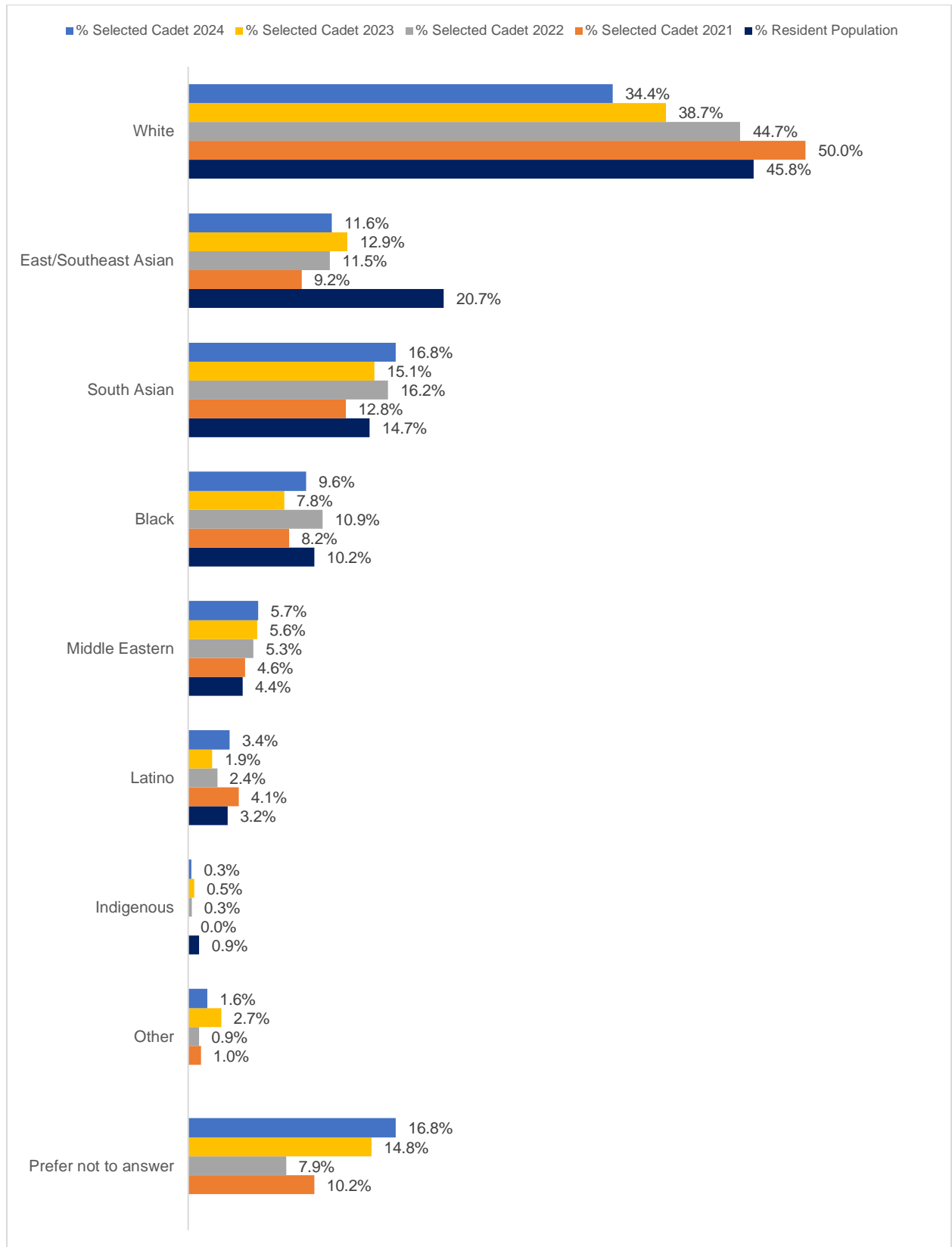
Disability:



Racial make-up of Toronto (2020) Vs Applicants 2024, 2023, 2022 & 2021



Racial make-up of Toronto (2020) Vs Selected candidates 2024, 2023, 2022 & 2021



Appendix C – Staff Superintendent Routine Order and Promotion List:**24.02.28-0188 - 2024 PROMOTIONAL PROCESS TO THE RANK OF STAFF SUPERINTENDENT**

The Service is pleased to announce the upcoming promotional process to the rank of Staff Superintendent. Members applying must hold the rank of Superintendent by the date of application to qualify.

Communication regarding the 2024 Staff Superintendent promotional process and its components will occur via Routine Orders. In the event of process-related questions or issues, the directives outlined in this Routine Order will take precedence. It is the responsibility of interested members to keep themselves apprised at all times of critical timelines and all other information communicated regarding this process via Routine Orders.

The ideal candidate(s) will have a proven record in leadership roles within the organization and will be able to articulate their management skills and experience in relation to Service and community relationships, leadership, strategic thinking, planning, operations and administration.

Further, ideal candidate(s) will demonstrate an exemplary commitment to the Core Values, goals and objectives of the Service, particularly in relation to:

- Improving Trust In and Within the Service
- Accelerating Police Reform and Professionalization
- Supporting Safer Communities

Qualification Requirements

- Have at least 2 years with a clear discipline record from the date any penalties or discipline are concluded
- Are not the subject of an appeal against a penalty or finding of guilt imposed by a hearing tribunal with respect to misconduct under the PSA
- Have conformed, presently conform and continue to conform to the Service's Core Values
- Have completed all mandatory training

Process Requirements

1. Submission of resume and cover letter. You are also strongly encouraged to complete the 'This is Us' survey on Member Gateway.
2. Participation in a leadership assessment conducted by Stefan, Fraser & Associates Inc.
3. All candidates receiving an interview will be subject to a background check conducted by Professional Standards. All applicants in good standing will be

provided an opportunity for a Command-level interview, tentatively scheduled for April 4-5, 2024.

4. Candidates also need to have completed an IDI (Intercultural Development Inventory) assessment and feedback session within the past 4 years. If this has not been done, you will be provided an opportunity to complete this during the process.
5. Command selection will require Board approval.

Qualified candidates are invited to apply for promotion to the rank of Staff Superintendent, as follows:

Step 1: Apply

- Complete and save a Consent to Disclose Personal Information (TPS 828)
- Prepare a personal, professional resume (not HRMS Internal Resume) **and** a cover letter/letter of expression of interest

Submit all documents via email to Nancy CASSELMAN, Director of People and Culture at nancy.casselman@torontopolice.on.ca, as well as to your Command Officer/Staff Superintendent/Director for review by no later than **March 13, 2024**.

- Candidates will receive an e-mail confirmation within 24 hours of submission

As part of the application process, candidates are strongly encouraged to also access the tile in Member Gateway entitled “This is Us” and take the time to complete the survey.

Step 2: Leadership Assessment

As part of the promotional process, you will be asked to participate in a job-related psychological assessment and background interview with a workplace psychologist. The purpose of the assessment is to understand how your abilities and personal characteristics align with those required for strong performance as a Staff Superintendent. The assessment results are not the sole basis for selection decisions; rather, they reflect an additional set of data to be considered along with the other elements in the promotional process. You are invited to obtain feedback on your assessment results from the psychologist once the process has concluded. The information will be provided to support your development as a police leader regardless of the outcome.

Step 3: Interview

This promotional process will consist of one (1) interview.

The interviews are tentatively scheduled to be held on April 4-5, 2024, and will require candidates to appear before a panel consisting of the Chief of Police, Chief Administrative Officer, Chief Information Officer, Deputy Chiefs of Police and up to two community/stakeholder representatives.

This interview will last approximately 90 minutes and will consist of a series of questions, which may include hypothetical, situational, behavioural, performance and/or questions about current issues.

The order of dress for the interview will be dress uniform with no medals (ribbons will be permitted) and no white gloves. Candidates are NOT permitted to bring any electronic devices, notes or materials into the interview room for the purpose of assisting them in the interview.

Candidates will be notified via email of their interview date, time and location.

Please note that interview dates are subject to change and will be announced by way of Routine Orders, should that be the case. Any questions about this promotional process should be directed electronically to Director Nancy CASSELMAN (85213), People and Culture at nancy.casselman@torontopolice.on.ca or by telephone at local 8-7877.

All candidates receiving an interview will be subject to a background check conducted by Professional Standards.

Step 4: Intercultural Development Inventory

Candidates need to have completed an IDI (Intercultural Development Inventory) assessment and feedback session within the past 4 years. If this has not been done, you will be provided an opportunity to complete one during the process. This is intended for development purposes and is not part of the selection process.

Step 5: Board Approval

Final decisions require Board approval. The timing of this process will result in an approval date of April 22, 2024, or May 31, 2024.

Per: People & Culture

2024.03.05-0210 - ADDITIONAL INFORMATION - 2024 PROMOTIONAL PROCESS TO THE RANK OF STAFF SUPERINTENDENT

Further to Routine Order [2024.02.28-0188 - 2024 PROMOTIONAL PROCESS TO THE RANK OF STAFF SUPERINTENDENT](#), People & Culture would like to provide the following additional information to potential candidates for promotion based on member feedback:

Intercultural Development Inventory® (IDI)

The **Intercultural Development Inventory® (IDI)** is an effective psychometric assessment and developmental tool that helps individuals and teams assess and reflect on their stages of cultural and racial awareness and competence. This tool looks at how leaders and staff in the organization are engaging with and creating understanding of cultural differences. The instrument is widely used by businesses, non-profit organizations, post-secondary institutions, cultural institutions, and government agencies across Canada. The strength of the IDI is that it is an evidence-based tool that is statistically reliable and cross-culturally valid. It has been widely used by educators as

an effective component of any training program in equity, anti-oppression, anti-racism and unconscious bias.

Candidates for promotion need to have completed an IDI assessment and feedback session within the past 4 years. If this has not been done, candidates will be provided an opportunity to complete it during the process. This is intended for development purposes and is **not** part of the selection process.

IDI individual results are provided in an Individual Profile Report that is shared in a confidential, one-on-one Debrief with a licensed Qualified Administrator. Engagement in this guided conversation can provide powerful insights into one's strengths and developmental opportunities for more effective engagement across differences.

The IDI has been widely deployed at the Toronto Police Service (TPS), including for the 2022/2023 cadet classes and recent Command-level selection process.

Of note, in 2020/2021, many newly promoted Inspectors also completed the IDI assessment. As several of these members have since been promoted to Superintendent, candidates for promotion to Staff Superintendent may find they have already completed the IDI within the past 4 years. Any candidate who has not yet had the opportunity to complete the IDI assessment in the past 4 years will be contacted and connected with DiversiPro, the organization engaged to carry out this work.

Leadership Assessment

The **Leadership Assessment** will be completed by an external firm, Stefan, Fraser & Associates Inc. A FAQ is appended to this Routine Order that provides more detail regarding the firm and the type of assessment that will be conducted. A similar assessment was carried out for the recent Command-level selection process.

Per: People and Culture

2024.03.12-0240 - UPDATE TO SUBMISSION INSTRUCTIONS FOR PROMOTIONAL PROCESS TO THE RANK OF STAFF SUPERINTENDENT

Further to Routine Order [2024.02.28-0188 - 2024 PROMOTIONAL PROCESS TO THE RANK OF STAFF SUPERINTENDENT](#), Candidates applying for promotion to the rank of Staff Superintendent are directed to submit their professional resume and cover letter/letter of interest to Director Nancy Casselman at Nancy.casselman@torontopolice.on.ca, as well as their respective Command Officer only. There is no longer a requirement to include your Staff Superintendent or Director.

Please continue to direct any questions about the process to Director Nancy Casselman.

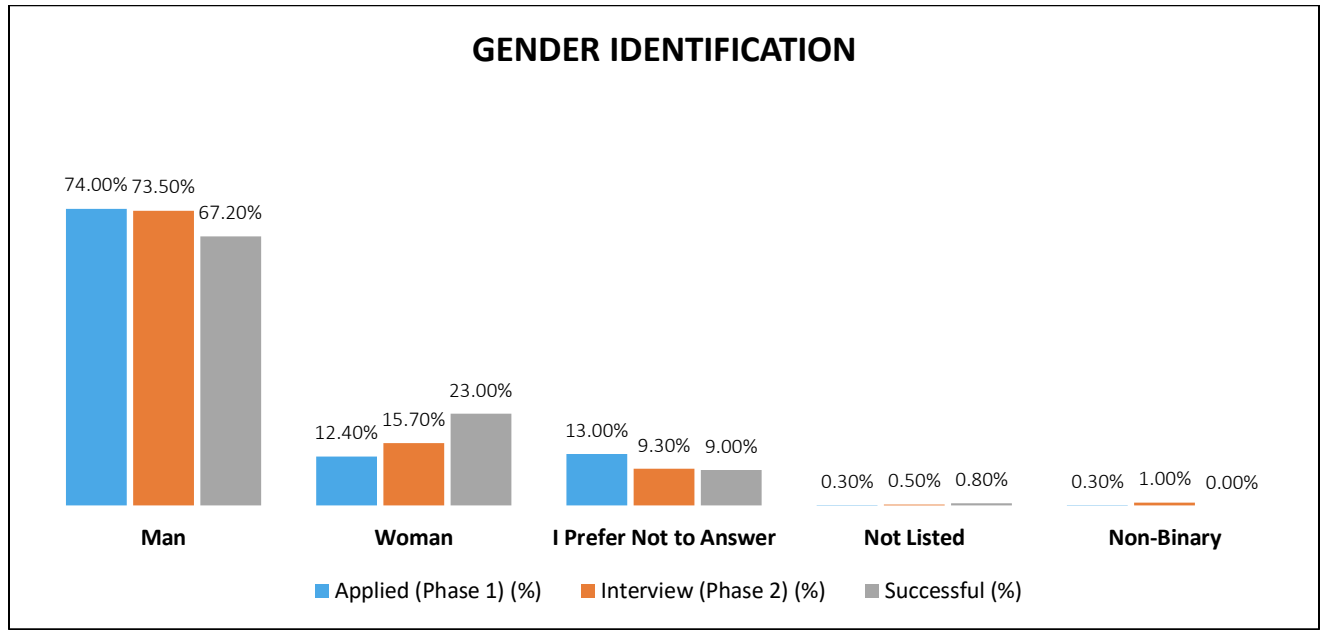
Per: People and Culture

Promotions to the Rank of Staff Superintendent		
Name	Badge	Date of Board Appointment
BARREDO, Francisco	4101	May 7, 2024
DAWSON, Shannon	5061	May 7, 2024
MATTHEWS, Joseph	1199	May 7, 2024
NICOL, Brett	99444	May 7, 2024
SKINNER, Kelly	5268	May 7, 2024

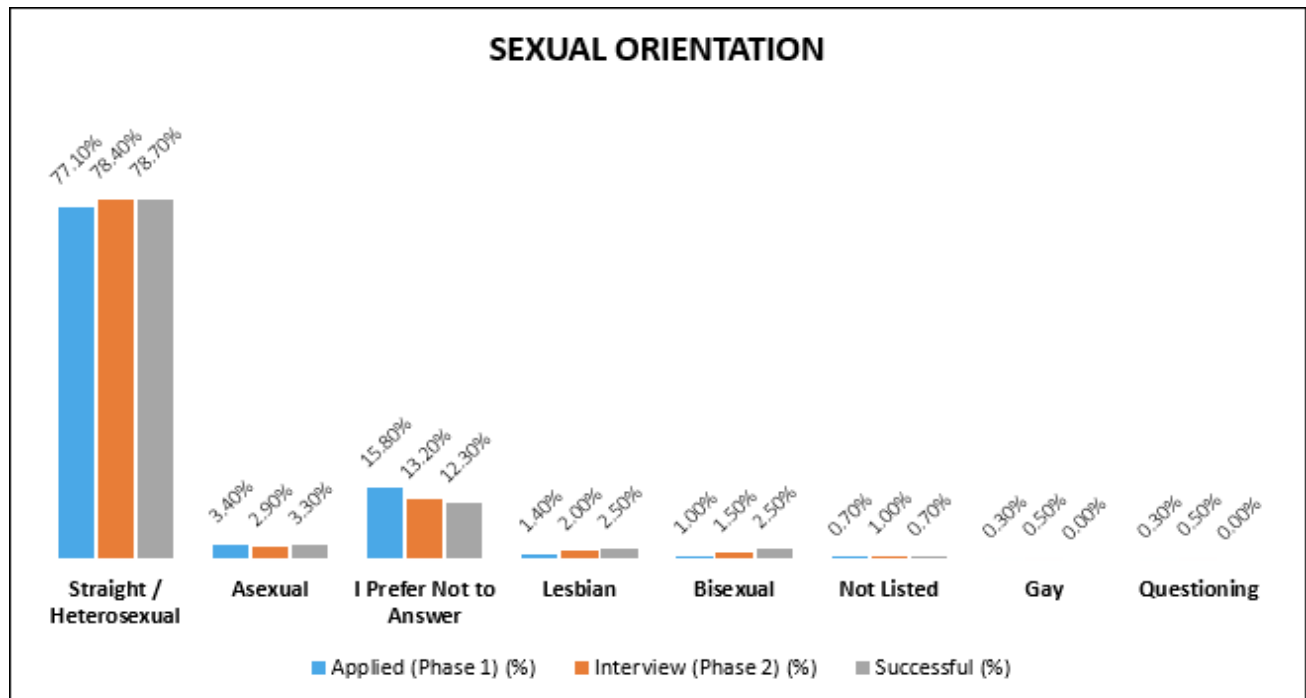
Appendix D: Sergeant Socio-demographic Data, Routine Order and Promotion List:

Note

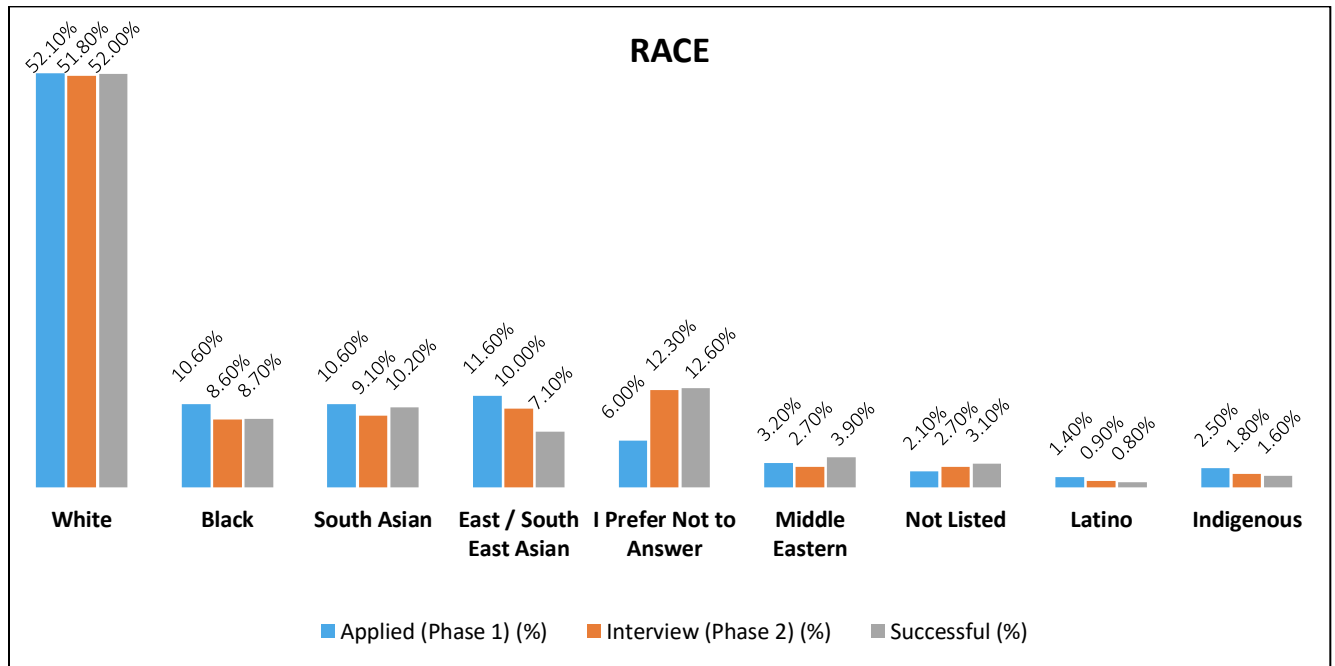
- Non-Respondents and those that selected prefer not to answer were aggregated together
- For Gender comparison HRMS actuals data was aggregated and compared to applicant survey data
-



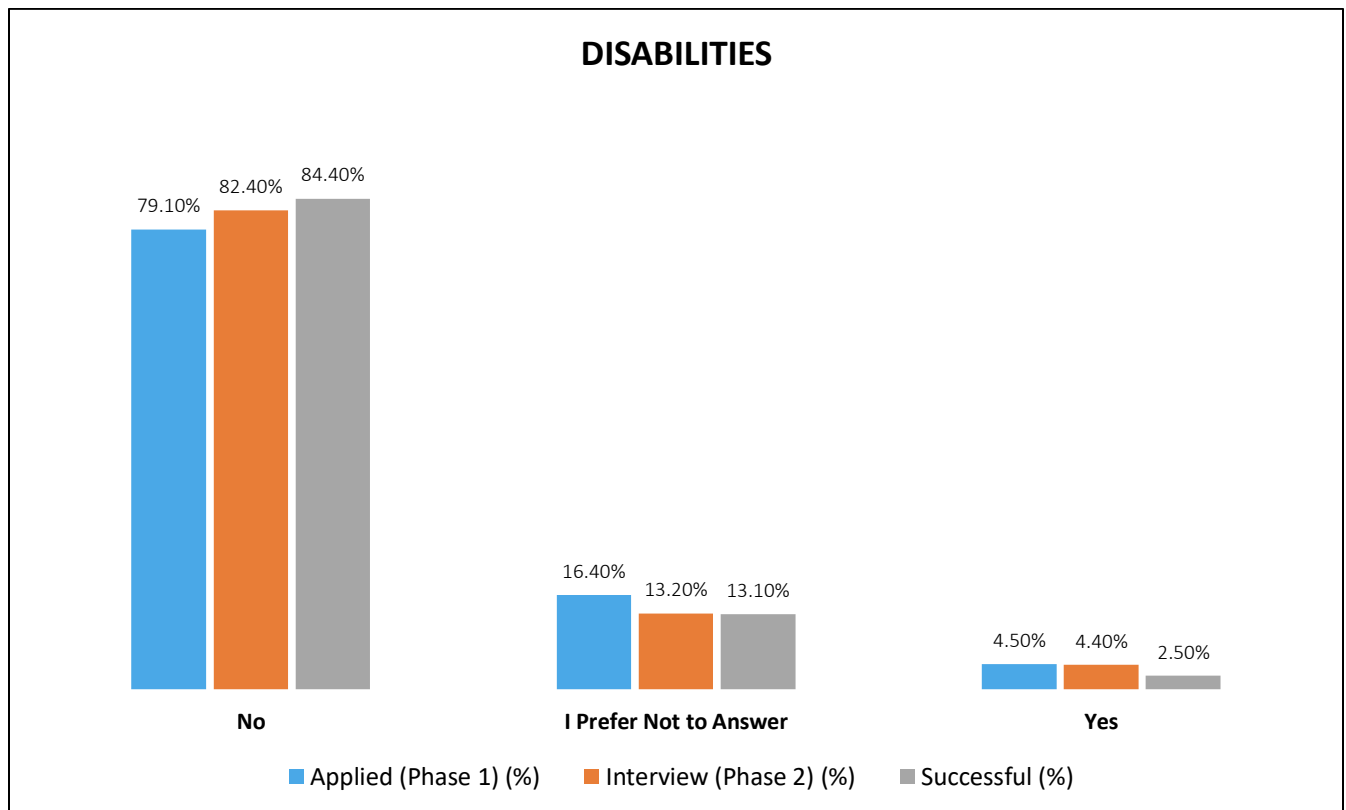
Sexual Orientation:

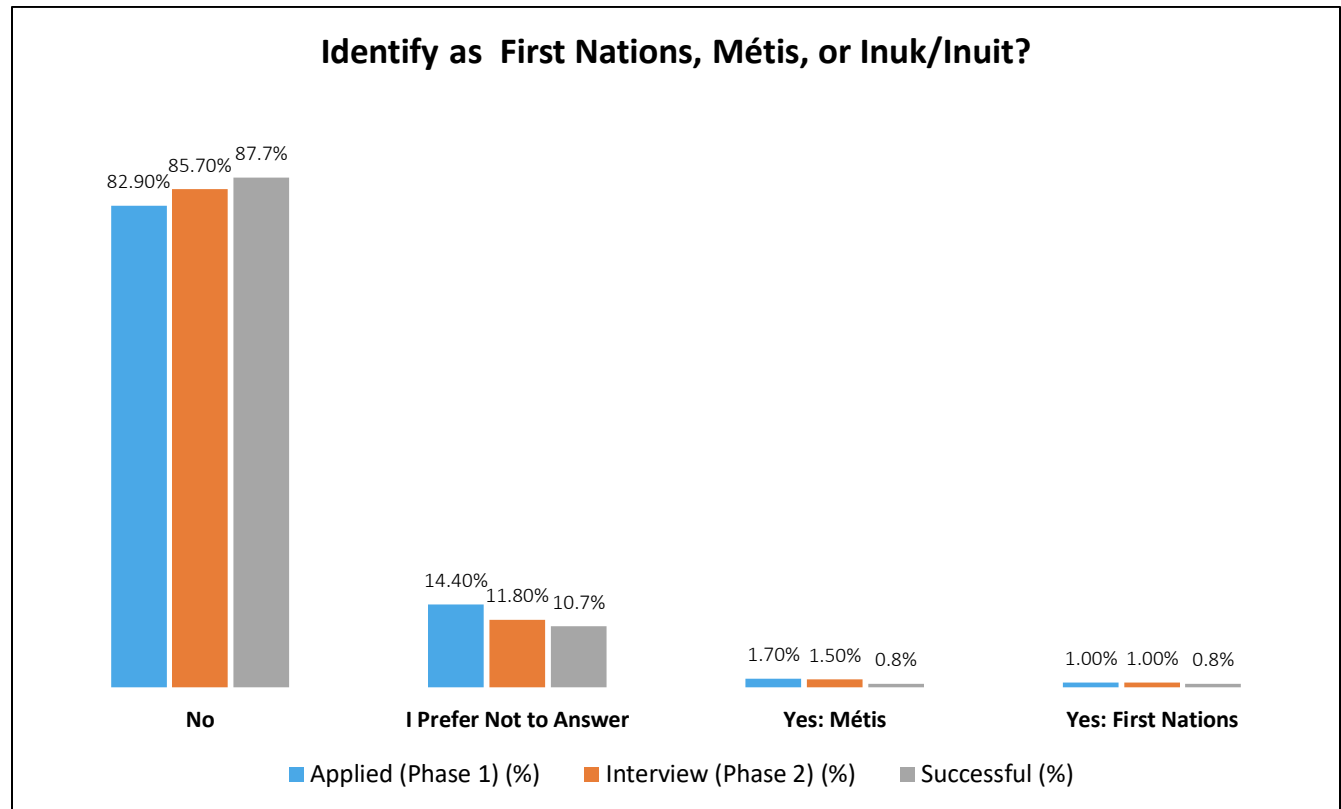


Race:



Disabilities:



First Nations, Métis, or Inuk/Inuit:

Routine Order Announcing Sergeant Promotional Process:

2024.08.23-0920 - UPCOMING 2024 PROMOTIONAL PROCESS TO THE RANK OF SERGEANT

The Service is pleased to announce the launch of the 2024 Promotional Process to the rank of Sergeant.

The purpose of this Routine Order is to inform prospective candidates of the promotional process timelines, allowing them to make appropriate arrangements for participation.

The aim of this process is to promote members to the rank of Sergeant to fill both critical supervisory vacancies and to create a list of eligible members for promotion over a 24-month period as additional vacancies arise.

Incorporating feedback collected at the conclusion of the 2023 Promotional Process, the Service will be running a two-phased process. Phase I consists of the registration, exam and a career summary. Phase II consists of an application and the interview process. Exams are scheduled to take place at the Toronto Police College the week of September 30, 2024.

We anticipate the final results of the process to be communicated in December.

This year, the Sergeant promotional process is as follows:

Phase I

In this phase members must register and declare their interest to participate in the process, can register to write the exam, and must complete the career summary.

- Part A: Exam (worth 60%) – **Only members who score 80% or higher will be invited to complete Part B.**
- Part B: Career Summary (worth 40%)

The top 240 candidates with the highest total scores in Phase I (Part A & Part B) will be invited to proceed to Phase II.

Phase II

This Phase involves an application form that will be reviewed by the Unit Commander, Staff Superintendent/Director and a community member. This phase will conclude with an interview in front of a panel of Senior Officers.

- Part A: Rationale (8%) – Completed by candidate
- Part B: Community Impact (4%) – Completed by candidate
- Part C: Competency Questions (8%) – Completed by candidate
- Part D: Skills/Leadership (25%) – Completed by Unit Commander
- Part E: Professional Development (5%) – Completed by Staff Superintendent or Director
- Part F: Interview Panel (50%)

The eligibility list for promotion to the rank of Sergeant will be determined by the candidate's scores in Phase II (Parts A to F) only.

To facilitate timely and accessible communication about the promotional process the following channels are in place:

- A website has been developed to communicate all details of the promotional process. **Members are responsible for checking the website regularly for updates:** [Uniform Promotional Processes](#) (Site launches on August 26, 2024);
- An email address will be used for correspondence and questions: promotions@tps.ca; and
- Communication through Routine Orders and eUpdates will still occur for updates of significance; however, members remain responsible for checking the website regularly.

High Level Select Key Dates

- **New Promotional Website and Exam Study Package Release:** August 26, 2024
- **Member Gateway Registration and Declaration of Interest:** September 3 - 19, 2024
- **Exam Registration:** September 9, 2024, at 0900 hours - September 19, 2024 at 1200 hours
- **Exams Held** the week of September 30, 2024, at the Toronto Police College
- **Interviews** will commence November 12, 2024
- **Communication of the Results:** December 2024

Additional dates for the remaining steps of the process will be found on the promotional process website.

All dates are subject to confirmation. It is the responsibility of interested members to stay informed about critical dates and other information published on the new promotional website.

Registration and Declaration of Interest

In order for the Service to coordinate the process logistics, organize all the panels, and develop an interview schedule, **understanding the number of candidates who will be participating in the process is critical.** Members who are interested in participating in the promotional process **must complete** the “2024 Uniform Promotional Process to the Rank of Sergeant - Declaration of Interest and Registration” in Member Gateway.

Beginning on September 3, 2024, and until September 19, 2024, members will be able to access the “2024 Uniform Promotional Process to the Rank of Sergeant - Declaration of Interest and Registration” in the Internal Job Postings tile in Member Gateway.

- Members can find the posting by searching **Job ID 7019** in the listings.
- Members shall complete the screening questions included in the posting and attach their fully signed Consent to Disclosure of Personal Information Form (TPS828) and Participant Agreement Form (TPS981E), both of which can be found in TPS forms.
- Once all documents have been successfully attached, click submit. Members should receive an email confirming receipt within 24 hours. ****Please note:** Members' internal resumes will automatically attach to the posting once they click submit.
- It is each member's responsibility to declare their interest in participating in the upcoming promotional process once the posting is open.

Exam Information

Beginning at 0900 hours on Monday, September 9, 2024, and until September 19, 2024, at 1200 hours, interested members can register for the promotional exam via Search Course Catalogue in Member Gateway by searching course code: **110036** and then selecting an available date and time.

Exams will once again be held at the Toronto Police College.

The study package will be published on the website [Uniform Promotional Processes](#) as of **August 26, 2024**.

It will be each member's responsibility to book a time and date for their exam through Member Gateway. **Members may only select one date to write their exam.**

The member's immediate supervisor will be responsible for approving the selected time slot for business continuity purposes, as well as notifying their Unit Commander that persons under their command will be writing the exam and participating in the promotional process. This approval is not intended to be a confirmation of promotional 'readiness'; this is an administrative and operational scheduling approval only.

Members interested in booking an examination date should consider the following:

- Members who previously wrote the **2021** (RO 2023.04.27-0382) **or 2023** Sergeant promotional exam and received a mark of 80% or higher, can either retain their previous mark, OR re-take the upcoming exam;
- If the member chooses to re-take the exam, the highest exam mark of the two will be carried forward into this promotional process;
- Promotional exams taken in 2024 will also be valid for (2) two years;
- It will be each member's responsibility to register a time and date for their exam through Member Gateway;
- Members can find the examination sessions by searching Course Code of **110036**;
- Members can only register for one examination session; and
- Members will be able to register for the exam September 9, 2024, at 0900 hours - September 19, 2024 at 1200 hours.

Members taking the promotional exam are reminded of the following requirements for the day of the exam:

- Members SHALL bring their **badge** and warrant card with them to the exam and will be required to present these prior to starting their exam;

- Members SHALL bring their Toronto Police Service (TPS) issued **e-token** to the exam and will be required to log into a computer at the Toronto Police College (TPC); and
- Members SHALL NOT bring any electronic devices (e.g. phones, watches, headphones, etc.) inside the classroom in which they will be taking their exam.

Accommodation requests can be made through the Wellness Unit by following Procedure 08-13 Workplace Accommodation. Any request for accommodation for the exam must be made by September 20, 2024.

Members who do not attend their scheduled exam date and time will receive a score of zero. Members will only be permitted to write the exam once in this set of exam dates for 2024.

To assist candidates in preparing for the process, the new [Uniform Promotional Processes](#) website contains a wealth of information and resources regarding the process. All candidates are encouraged to read all of the information found there, as well as access all of the resources and training opportunities offered. If you have any questions about the materials found on the website, you can reach out via email to promotions@tps.ca.

Eligibility

Members considering participating in the promotional process for the rank of Sergeant shall meet the following minimum requirements as of their Declaration of Interest & Registration date, and throughout the process timeline:

- Must be a 1st class Constable for a minimum of one year at the time of application;
- Have successfully met the requirements of O.Reg. 926/90 (Use of Force) made under the *Police Services Act* (PSA) and/or O.Reg 391/23 (Use of Force and Weapons) of the *Community Safety and Policing Act* (CSPA) except where the applicant has a bona fide restriction as approved by the Wellness Unit, which renders them incapable of meeting the qualification requirements;
- Have not been convicted of a criminal offence for which a pardon has not been obtained. If a pardon has been received, proof of pardon must be provided. If a Conditional or Absolute Discharge has been received, proof of discharge must be provided;
- Must have at least two years with a clear discipline record from the date of any finding of serious misconduct made as a result of the professional discipline process prescribed by the *Community Safety and Policing Act* or previous *Police Services Act*;
- Are not the subject of an appeal against a penalty or finding of guilt with respect to misconduct under the PSA or CSPA;

- Are not under suspension pursuant to Procedure 13–08; and
- Have conformed, presently conform and continue to conform to the Service's Core Values.

Candidates who are the subject of a criminal investigation, including but not limited to being designated as a subject officer in an investigation conducted by the Special Investigations Unit (SIU), or have been identified as a subject officer in a misconduct investigation pursuant to the PSA or CSPA, or are the subject of a complaint made by a member of the public, including but not limited to complaints made to the Office of the Independent Police Review Director (OIPRD) or the Law Enforcement Complaints Agency (LECA), may enter and continue in the promotion process. If the candidate is successful in the promotion process, the candidate will be promoted off the eligibility list if the underlying matter is resolved, and the candidate still meets the minimum requirements.

For any questions regarding the promotional process, please contact Staff Planning at promotions@tps.ca.

Per: Talent Acquisition - Staff Planning

Routine Order Announcing Successful Candidates:

2024.12.10-1312 - PROMOTIONAL PROCESS TO THE RANK OF SERGEANT

The 2024 Sergeant Promotional Process has concluded, and the officers named in the attached list below have been placed on the eligibility list for promotion to the rank of Sergeant.

These officers are to be commended for their achievement. The efforts and dedication of all members who participated in this process are sincerely acknowledged and appreciated.

Candidates must continue to meet the established Eligibility Requirements for promotion to the rank of Sergeant at all times. Candidates who are subject to an investigation, as outlined in the Eligibility Requirements, will be promoted from the eligibility list only after the matter under investigation is resolved and they are confirmed to meet eligibility criteria.

Per: Talent Acquisition

Badge	Surname	First Name
10935	ALAGARAJAH	Anenthan
10247	ALIAS	Gavin
99754	ALS	Anthony
9378	ALVEY	Robert
86527	ANGUS	John
90147	ASNER	Robert
8976	BARTHOLOMEW	Darryl
10626	BEDARD	Melanie
8328	BENTLEY	Christopher
10379	BIANCHI	Ashley
5484	BILBY	David
9610	BRADY	Jason
10461	BRAGANZA	Ryan
11063	BRANKER	Fenella
65788	BUCCIERI	Felice
10447	CHAHAL	Mandeep
65670	CHARLES	Simbert
10346	CHRISTODOULOU	Yiorgo
9343	COHEN	Melissa
9208	COOPER	Christina
9831	COURT	Andrew
82256	CROLL	Diana
9038	CRUZ	John
9127	DICK	Michael
90064	DUNNE	James
9901	DURST	Christopher
7713	ECKERSALL	Peter
10617	EGELI	Enis
9768	FADEL	Mohamad
90394	FENWICK	Matthew
10630	FOX-VIGNARAJAH	Suzanne
9787	FRENDON-JONES	Mark
9272	GARGANIS	Angelo
8517	GHOTBI	Farzad
9401	GILL	Sandeep
8752	GILL	Kuljit
9896	GILLESPIE	Michelle

Badge	Surname	First Name
10879	GIRGIS	Mina
9183	GRAVELIJN	Robert-Theo
8956	HAINES	Richard
9854	HASSARD	Lauren
7397	HEWKO	Tamari
10526	HICKS	Joey
5437	HUBER	Erwin
9065	INGLEY	Paul
9809	KAMA	Guy
10610	KAWAYA	Djo
9392	KERR	Jaime
9820	KIM	Judy
9461	KOECH	Aggrey
11068	KOVACEVIC	Martina
9289	KOVIC	Victor
10800	LACROIX	Natalie
7263	LADOUCEUR	Jennifer
8353	LAZARUS	Terrence
90250	LISKA	Andrea
9212	MA	Yu Pau
10776	MACLEAN	Joseph
10718	MANSON-HING	Stephen
82543	MARTIN	Kathryn
8864	MCINTYRE	Ryan
10613	MCPHERSON	Anne
7708	MCRAE	Patricia
9797	METZGER	Katimarie
9886	MIAN	Farhaan
9780	MITCHELL	Christopher
10041	MITCHENER	Robert
9024	MURPHY	Michael
10686	NEADLES	William
9747	NEVILLS	Shari
10640	NIKOV	David
8922	NOTO	Diana
10855	OAKES	Joshua
7647	OLIVER	Matthew

Badge	Surname	First Name
7638	OLIVEROS	Ramon
8949	PARASRAM	Lawrence
10661	PARK	John
7548	PEACOCK	Jason
10371	PERSAUD	Chaitram
8538	PETKOVIC	Boris
8147	PICKETT	Travis
7325	PORTER	Dainian
9045	PRICE	David
10349	PROVENDER	Stephanie
10099	RANDHAWA	Palvinder
11056	RANGI	Sunjeet
65680	RIM	Chris
8783	ROBERTS	Deighton
6097	ROMANO	Anthony
10703	ROSS	Cailey
9630	SACCOCCIA	Paolo
9167	SALERMO PANEQUE	Javier
10478	SAMSON	Meghann
9810	SCHULZE	Scott
9973	SHAFIQ	Amad
90492	SIDHU	Husandeep
9878	SIMPSON	Oliver
9678	SINCLAIR	Douglas
10747	SMITH	Nicholas
9491	STEVENSON	Kevin
9437	STEWART	Kerry
8399	STOJIC	Nenad
7567	STRACHAN	Kerry
11136	THOMPSON	Brandon
90402	TISSAWAK	Elias
99533	TROVATO	Luigi
11022	TRUONG	Kim
10357	VANDEKERCKHOVE	Gregory
10053	VILVANATHAN	Piratheepan
9100	VIRDI	Ravinder
9988	VIRK	Maheep

Badge	Surname	First Name
8805	WALKER	Julie-Anne
10533	WANG	Jordan
90392	WATKINSON	Douglas
9230	WESTER	Benjamin
8117	WHITE	Christopher
7200	WHITEFIELD	Ross
10219	WHITTALL	Shawn
9646	YOUROUKOS	Jonathan

Appendix E: List of Recruitment and Hiring Initiatives by Talent Acquisition:

The Talent Acquisition (T.A.), Recruitment Team continued taking steps in 2024 to implement new and expand on current initiatives, to reach Toronto's multicultural communities. Below are the new and expanded upon initiatives implemented to support the organization's recruitment efforts:

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
<p>The Women in Policing Recruiting initiative, is an ongoing effort.</p> <p>Recruiting Initiatives such as Women's Only Motivational Mondays and the Women's Only Mentoring Program/Fitness Training Program are designed to continue to increase female applicants and increase their overall success rate.</p> <ul style="list-style-type: none"> • Fitness bootcamp sessions were held twice in 2024. For the first session there were 40 invites, with an average of 13 attendees. 3 certificates were awarded during this session. The second session, there were 80 invites, with an average of 17 attendees. 0 certificates were issued. • After the completion of the six-week fitness program, the attendees are put through the Physical Readiness Evaluation for Police (P.R.E.P.) test. Those deemed successful, meaning they meet provincial standard are issued a certificate that is valid for 30 days. • There were seven Women's only P.R.E.P. sessions held on Saturdays in 2024. Total of 303 attendees with 66 certificates issued. Of the 66 certificates issued, 25 applicants were hired. <p>Women focused events</p> <ul style="list-style-type: none"> • 6 recruiting booths at various GoodLife Fitness Women's Only locations. • 3 recruiting booths at a Girls Hockey League Tournament. • Dreamer Day Event • Meet the Motivators • Female Volleyball Tournament 	X	X	

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
<p>Ontario Police Services Career Fair in support of Women in Policing, June 8, 2024.</p> <ul style="list-style-type: none"> The goal, to identify potential applicants and introduce them to all the opportunities available. Enabled all attending provincial police services to engage with and showcase their current recruitment and hiring strategies. Between 300-400 registered attendees and 19 different provincial policing services attended. <p>Taylor Swift Eras Tour</p> <ul style="list-style-type: none"> Recruitment in collaboration with Corporate Communications and the Office of the Chief had 25 Service members (women) engage with the public attending the Taylor Swift Eras Tour. The Service's Mounted Unit had friendship bracelets around the horses' neck. This community engagement went viral on social media. This natural, organic engagement proved there was an opportunity for female Service members to engage women of all ages, sharing smiles and bracelets with fellow Swifties. Video compilation created by Service Recruiting captured the heartfelt event, gained traction with over 55,000 views on Instagram and over 1,700 likes. 			
<p>Shuttle Run Practice Sessions</p> <ul style="list-style-type: none"> Candidates deemed unsuccessful during the physical testing shuttle run but managed to achieve level 5 to 6.5 were offered an opportunity to attend an exclusive practice. Individuals who attend exclusive practice(s) receive training tips from recruiters and fitness training staff where appropriate. 		X	
<p>Colleges and Universities</p> <ul style="list-style-type: none"> 30 events at colleges and universities; events range from recruiting booths, coffee with a cop, and General Information Sessions. 	X	X	

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
Canadian Armed Forces, (C.A.F.) Collaboration November 15 and 16, 2024 <ul style="list-style-type: none"> • C.A.F. members often have transferable skills and experiences relating to Uniform positions. On November 15 and 16, in collaboration with C.A.F., an event was held at Toronto Police College (T.P.C.). Reservists participated in General Information Sessions, Physical testing sessions, and career conversations with Ambassadors who were members of both the Service and the C.A.F. • In the 2-day event, approximately 24 reservists attended. 12 reservists passed the physical component and 6 have applied to the Service and are currently in the Constable Selection process. 	X	X	
Indigenous Candidate Initiative <ul style="list-style-type: none"> • In 2023, an Indigenous Candidate initiative was established to proactively seek candidates, and provide information and access to Indigenous peoples. • This initiative is an informal program, where the Recruitment Team works with the Service's Aboriginal Peacekeeping Unit (A.P.U.) to collaborate ideas to strengthen the relationship with the Indigenous community as well as within the Service. • Recruiting attends Indigenous events such as, Na-me-res Pow-wow, Indigenous Legacy Gathering event, Pow-wows and Miziwe Biik Information Session with the A.P.U. After good engagement in 2024, the Recruiting Team plans to attend the Na-me-res Pow-wow and the 2-Spirit Pow-wow again in June 2025 • Recruiting further engages with the Indigenous community by placing advertisements in an Indigenous/First Nation newsletter, as well as the 'She is Wise' female Indigenous-focused magazine. The Recruiting Team is currently 		X	X

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
<p>looking into advertising in the Turtle Island News Indigenous newspaper</p> <ul style="list-style-type: none"> The Recruiting Team continues to forge connections within Indigenous Educational Centres at colleges and universities in Ontario to request opportunities to showcase the Service to their students. The A.P.U. continues to assist with this outreach. New educational requirements to apply to become a cadet in-training include having a degree from an Indigenous Institute that is approved under the Indigenous Institutes Act 2017. Recruiting is actively engaging the approved institutions and these efforts are ongoing. 			
<p>Internal Support Network (I.S.N.)</p> <ul style="list-style-type: none"> The Internal Support Network (I.S.N.) "I Am Toronto Police" project was a collaboration with Video Services - the goal was to create a social media campaign showcasing some of our members who are part of the I.S.N.s. This informs the public that we not only care about the community we police, but our own members as well; we have groups and programs that support you! After initially being in the hands of Video Services/Corporate Communications for the duration of 2024, this project was recently taken over by the Recruiting Team. The project consists of six hours of interview footage which must be reviewed and edited. The intention is to release 30-second bi-weekly videos/reels on Instagram & Facebook. 	X		X
<p>Social Media</p> <ul style="list-style-type: none"> Recruitment Video <ul style="list-style-type: none"> Launched May during Police Week, 2024 	X	X	X

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
<ul style="list-style-type: none"> ○ Showcased on CTV new segment and used for online advertising on Meta platforms and YouTube/Google ○ Launched 2nd version, September, 2024 of video with an alternate ending and voice over. This version was reposted and utilised for online advertising. ○ Video internally promoted with Senior Officers, Managers, Neighbourhood Community Officers and encouraged to be used when interacting with the public. ○ Video is now playing on a continuous loop at Headquarters and the T.P.C. ● Podcast <ul style="list-style-type: none"> ○ Careers@TPS episodes have been consistently posted since May 2024. In total, 14 episodes involving Officers from the Recruitment/Backgrounds, Neighbourhood Community Officer Program, Internal Support Networks, and Civilian members from Communications and Special Constables have participated. ● P.R.E.P. Technique Videos <ul style="list-style-type: none"> ○ The technique video provides all applicants with access to learn and be better prepared for the P.R.E.P. and or Shuttle Run. ○ 3 things to prepare for the P.R.E.P. ○ Push/Pull technique ○ Arm restraint technique ○ Short wall & high wall technique ○ Dummy Drag technique ○ Stairs & Bar technique ● Taylor Swift Video <ul style="list-style-type: none"> ○ Video showcasing Women employed by the Service engaging the Taylor Swift crowd. It was an opportunity for the Service to demonstrate different 			

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
<p>opportunities available and being performed by women.</p> <ul style="list-style-type: none"> ● Graduations <ul style="list-style-type: none"> ○ Videos and photos relating to Service Graduations for both Uniform (Cadets/Laterals) and Civilians. ● Unit showcases/facility showcases <ul style="list-style-type: none"> ○ Videos demonstrating the unique opportunities available with the Service. Video included: Marine Unit, Immediate Response Team at the T..PC. and Police Dog Services. Further video with Unit Commander, Paul Rinkoff provided insight to the T.P.C. ● Feedback from the Recruits <ul style="list-style-type: none"> ○ Video from recent Recruits who highlighted the value and importance of the T.A. Recruiting Team. ● Advertising for upcoming events <ul style="list-style-type: none"> ○ Job fairs, trade shows, internally hosted events, pop-up booths, upcoming information sessions, etc. ○ constant flow of information to our followers and social users. ○ Where do I go? Where do I register? What time does it take place? <ul style="list-style-type: none"> ■ These are all answered in the form of infographic posts ○ Instagram & Facebook stories (content that is shared for a 24-hour period, then goes away. 			

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
<ul style="list-style-type: none"> • Posting Stories while we are at an event <ul style="list-style-type: none"> ○ Sharing photos/live streaming video(s) when at community events. • Sharing photos/video after an event <ul style="list-style-type: none"> ○ Highlights ongoing community engagement being done by the Recruitment Team. • Ontario Police Services Supporting Women in Policing Recruitment Fair <ul style="list-style-type: none"> ○ Advertised event in advance, generating interest and encouraging registration. 			
Live Question and Answer (Q.&A.) Sessions on Instagram/Facebook <ul style="list-style-type: none"> • Due to the volume of inquiries received via social media pages, T.A. will be launching a LIVE Q.&A. segment (once a month) sharing information about upcoming Recruitment events and/or Constable Selection process. Keeping people up-to-date ensures they have access to learn about and/or apply for the various employment opportunities. 			X
Mentoring Contact Cards <ul style="list-style-type: none"> • The Recruitment Team roster is subject to change. To ensure recruitment and access is not negatively affected, T.A. will be converting the Mentoring Card into a link so members of the public can have direct access with our Recruitment Team/individual recruiters. 		X	X
Cadet Feedback Sessions <ul style="list-style-type: none"> • In 2024, sessions were held with Cadets seeking feedback on their experience about the recruitment process. The input will further assist 	X	X	

Initiative and Program Area	2024	Ongoing	New/ Future
Recruitment and Engagement			
in refining and/or improving our current recruitment process.			

Appendix F: List of Terminated Auxiliary Members for 2024

Surname	First Name	Rank	Badge Number
ABDOLLAHI	ELHAM	PC	51690
BECKSTED	JAMES	PC	50702
BROUGHTON	AMANDA	SGT	51645
DA COSTA	KEVIN	SGT	51911
DOCKRAY	DIANE	PC	50888
IRWIN	HEATHER	PC	51597
LIU	XIAO	PC	51612
MACDONALD	AMANDA	PC	51996
MALLIK	ANDRIY	PC	51812
PETTI	GUILIANO	PC	51875
ROSS	CHRISTOPHER	PC	51740
SHARMA	KARAN	PC	51783
SWABY	DAMANI	PC	52017
TILARDO	KARLO	PC	52018
TU	VICTOR	PC	51962
WALIA	HARDEEP	PC	51846
YOUSIF	HALIMA	PC	52096

Surname	First Name	Rank	Badge Number
BAGGA	ARJUN	PC	52193
VUS	MARIIA	PC	52153
SHAW	DONIETO	PC	52226
SINGH	JARNAIL	PC	52149
HASHEMZADEH	YEGANEH	PC	52129
ZAVALNISKI	PAUL	PC	52167
GOCOOOL	NEELA	PC	52170
MURRAY	JANELLE	PC	52224
BALKHE	PHILIP	PC	52222
CARVER	GREGORY	PC	52101
CHUMACERA	NATHANIELLE	PC	52171
MAAN	OJASVI	PC	52246
WOESER	TENZIN	PC	52172
MEHTA	Hardik	PC	52299
FERNANDEZ	JILLIAN	PC	52104
MOUSAVI	MILAD	PC	52199
SILVERMAN	BRANDON	PC	52125
CHOUDHARY	AHMED	PC	52276
RANU	SIMRAN	PC	52261
GOMULKA	PATRICK	PC	52255
CRISOLO	FREDERICK	PC	52219
RAJIV	RENUKA	PC	52243
MUNJAL	MOHIT	PC	52202

Appendix G: 2024 Secondment List

No. of Members	RANK	LOCATION	TERM			COST
1	Detective Sergeant	Royal Canadian Mounted Police Combined Forces Special Enforcement Unit (C.F.S.E.U.)	2023.08.01	to	2025.08.01	U.F.D.
2	Detective	Royal Canadian Mounted Police Combined Forces Special Enforcement Unit (C.F.S.E.U.)	2023.08.01	to	2025.08.01	U.F.D.
2	Detective Constable	Royal Canadian Mounted Police Combined Forces Special Enforcement Unit (C.F.S.E.U.)	2023.07.28	to	2025.07.28	U.F.D.
1	Police Constable	Royal Canadian Mounted Police Marine Security Enforcement Team (M.S.E.R.T.)	2020.08.13	to	Ongoing	F.C.R.
1	Inspector	Royal Canadian Mounted Police Integrated National Security Enforcement Team (O.I.N.S.E.T./G.T.A.)	2024.06.20	to	2026.06.20	F.C.R.
1	Detective Constable	Royal Canadian Mounted Police Integrated National Security Enforcement Team (O.I.N.S.E.T./G.T.A.)	2023.04.17	to	2025.04.17	F.C.R.
1	Police Constable	Royal Canadian Mounted Police Pearson International Airport	2021.07.19	to	2024.07.19	U.F.D.
1	Detective Constable	Correctional Service Canada Community Corrections Liaison Officer (C.C.L.O. Liaison Officer)	2023.04.01	to	Ongoing	U.F.D.
1	Detective Constable	Government of Canada	2022.03.07	to	2024.03.07	U.F.D.
2	Detective Constable	Ministry of Community Safety & Correctional Services Chief Firearms Office (C.F.O.)	2021.04.01	to	2026.03.31	F.C.R.

1	Police Constable	Ministry of Solicitor General Biker Enforcement Unit (B.E.U.)	2019.04.01	to	Ongoing	U.F.D.
1	Inspector	Ministry of Solicitor General Criminal Intelligence Service of Ontario (C.I.S.O.) Deputy Director	2023.06.20	to	2025.06.19	F.C.R.
1	Acting Detective Sergeant	Ministry of Solicitor General Criminal Intelligence Service of Ontario (C.I.S.O.) Fate Co-ordinator	2022.10.24	to	2024.10.23	F.C.R.
1	A/S/Sergeant	Ministry of Solicitor General Criminal Intelligence Service of Ontario (C.I.S.O.) Exchange Program	2024.01.01	to	2024.12.31	F.C.R.
1	Detective	Ministry of Solicitor General Criminal Intelligence Service of Ontario (C.I.S.O.) C.I. Co-ordinator	2023.05.23	to	2025.05.23	F.C.R.
1	Detective Constable	Ministry of Solicitor General Human Trafficking (I.J.F.S.)	2021.03.29	to	2025.03.31	F.C.R.
1	Civilian A09	Ministry of Solicitor General Human Trafficking (I.J.F.S.)	2021.02.01	to	2026.03.31	F.C.R.
1	Detective	Ministry of Solicitor General Provincial Anti-Terrorism (P.A.T.)	2021.01.04	to	2023.12.29	F.C.R.
1	Detective Constable	Ministry of Solicitor General Provincial Anti-Terrorism (P.A.T.)	2021.03.15	to	2024.03.17	F.C.R.
1	PC	Ministry of Solicitor General Violent Crime Linkage Analysis System (ViCLAS)	2023.10.15	to	2026.10.15	F.C.R.
1	Detective Constable	Ministry of Solicitor General Violent Crime Linkage Analysis System (ViCLAS)	2023.01.10	to	2025.12.31	F.C.R.
1	Sergeant	Ontario Police College Basic Constable Training	2024.01.02	to	2025.12.19	F.C.R.
1	Sergeant	Ontario Police College Basic Constable Training	2023.08.28	to	2025.08.15	F.C.R.
1	Sergeant	Ontario Police College Basic Constable Training	2023.08.30	to	2023.12.15	F.C.R.
1	A/Sergeant	Ontario Police College Basic Constable Training	2023.12.02	to	2025.12.19	F.C.R.
1	Acting Sergeant	Ontario Police College Basic Constable Training	2023.01.03	to	2024.12.06	F.C.R.

2	Detective Constable	Ontario Chief Coroner Coroner's Inquest	2022.07.01	to	2024.06.30	U.F.D.
2	Detective Constable	Ontario Provincial Police Guns & Gangs G.T.A. Hub	2022.07.04	to	2025.07.04	F.C.R.
1	Civilian A09	Ontario Provincial Police Missing Persons	2022.11.05	to	2027.11.05	U.F.D.
1	Inspector	Ontario Provincial Police Provincial Repeat Offender Parole Enforcement (R.O.P.E.)	2022.01.01	to	2027.01.01	F.C.R.
2	Detective	Ontario Provincial Police Provincial Repeat Offender Parole Enforcement (R.O.P.E.)	2022.01.01	to	2027.01.01	F.C.R.
7	Detective Constable	Ontario Provincial Police Provincial Repeat Offender Parole Enforcement (R.O.P.E.)	2022.01.01	to	2027.01.01	F.C.R.
1	Civilian C05	Ontario Provincial Police Provincial Repeat Offender Parole Enforcement (R.O.P.E.)	2020.12.08	to	2027.01.01	F.C.R.
1	Detective Constable	Ontario Provincial Police Investigation & Enforcement Woodbine Casino	2023.09.11	to	2024.09.10	F.C.R.
1	Detective Constable	Ontario Provincial Police Organized Crime Tow & Auto Theft Lucknow	2022.06.06	to	2025.06.05	F.C.R.
1	Detective	U.S. Immigration & Customs Enforcement (I.C.E.)	2021.09.27	to	2024.09.26	U.F.D.
1	Detective	New York Police Department (N.Y.P.D.) Liaison	2023.03.01	to	2024.02.29	U.F.D.
1	Detective Constable	United States Postal Service Telemarketing	2020.02.04	to	Ongoing	F.C.R.
1	Civilian A04	United States Postal Service Telemarketing	2020.11.18	to	Ongoing	F.C.R.

Legend:

F.C.R. - Full Cost Recovery
U.F.D. - Unfunded

Appendix H: 2024 New Civilian Job Descriptions



TORONTO POLICE SERVICE JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 818
Pay Class: Z28

JOB TITLE:	Product Manager, IT Products	JOB NO.:	Z28038
BRANCH:	Information Technology Services	SUPERSEDES:	New
UNIT:	Infrastructure Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Infrastructure and Operations	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Manager, Infrastructure Services	DATE PREPARED:	2024.05.17

SUMMARY OF FUNCTION:

The Product Manager, IT Products is responsible for the Agile Product Management Lifecycle of IT solutions including digital work place productivity, collaboration, messaging and communication software and hardware including the 24X7 operational and support. They are responsible for chairing stakeholder input, ensuring user adoption - advising, implementing and supporting security, governance, resolving incidents, performance management, and developing schedules for required activities.

This role manages IT Product installations, upgrades and configurations, measures and prioritizes user experience, adoption, and success. Assesses system performance and recommends improvements, resolves issues escalated by technical support personnel and engineers. This role ensures that data is transferred, processed and stored in accordance to legal, security and company governance, provides support and guidance to stakeholders. This role also oversees budgets and controls costs for related systems and vendor contracts (e.g. development platforms, service provider companies) financial forecasting, rationalization and software licenses.

DIRECTION EXERCISED:

Supervises the activities of the IT Product support function with management of system development and backlog priorities, and day-to-day management of technical activities.

MACHINES AND EQUIPMENT USED:

TPS workstation with associated software and other office equipment as required. Wireless Data Devices with associated software and equipment.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and controls the operational oversight including incident management of all IT infrastructure.
2. Prepares business cases, user experience, adoption, system activity and progress reports regarding the performance of the IT Products in relation to the expected service levels and business objectives (e.g.: officer time saved).
3. Participates in the capacity planning process.
4. Develops and manages the annual IT Product budget including, contractors, maintenance, contract renewals and projected requirements.
5. Leads RFX contract selection and awarding processes. Liaises with vendors regarding computer service and problems.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 818
Pay Class: Z28

JOB TITLE:	Product Manager, IT Products	JOB NO.:	Z28038
BRANCH:	Information Technology Services	SUPERSEDES:	New
UNIT:	Infrastructure Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Infrastructure and Operations	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Manager, Infrastructure Services	DATE PREPARED:	2024.05.17

DUTIES AND RESPONSIBILITIES: (Cont'd)

6. Develops and implements appropriate instructions, policies and procedures for use of the Agile methodology and IT Product support areas and ensures they are adhered to.
7. Manages the end-to-end functioning, sustainment, change, and evolution of the product/solution
8. Responsible for the productivity, career development, evaluation and day to day counselling of assigned personnel. Participates in hiring interviews and provides recommendations.
9. Coordinate with partner teams, define product roadmaps and features. Launch new products and features, test their performance, and iterate quickly. Gathers customer feedback to further improve the Product. Balances the needs of the customers and limitations defined by stakeholders. Advocates for best practice use of and promotes adoption of the product/solution.
10. Performs typical duties inherent to the job.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 818

Pay Class: Z28

JOB TITLE:	Product Manager, IT Products	JOB NO.:	Z28038
BRANCH:	Information Technology Services	SUPERSEDES:	New
UNIT:	Infrastructure Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Infrastructure and Operations	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Manager, Infrastructure Services	DATE PREPARED:	2024.04.25

EDUCATION

BSc/BA in Computer Science, Engineering, IT or relevant field or an equivalent combination of education, training and/or experience.

ADDITIONAL REQUIREMENTS:

- 5 to 7 years of recent and progressively responsible experience with system installations, configurations, user requirements, and technical and financial analysis combined with demonstrated supervisory experience including dealing with the deployment of staff.
- Experience in planning of staffing, budgets and the overall administration of a large technology business unit.
- Experience in negotiation of vendor contracts and maintenance agreements.
- Must be capable of managing the implementation and on going support of all facets of the IT Products in a rapidly changing environment. For example, digital ecosystems, cloud platforms, digital platforms, agile and product management.
- Ability to tactfully deal with system users, applications personnel and vendors at the senior management and executive level, dealing with computer systems and their on-going maintenance and support.
- Thorough knowledge of Microsoft 365 suite of applications and their capabilities, SaaS, and cloud computing monitoring and incident management. Understand both the technical and business side and representing the end-user's needs.
- Has expert knowledge on the usage and functions of the product/solution and can apply these to TPS use cases
- Thorough knowledge of data security, operations and relevant legislation.
- Demonstrated leadership and organizational skills.
- Ability to manage multiple projects with competing timelines.
- Outstanding communication skills.
- Excellent problem-solving aptitude.
- Understanding of business process planning, developing, launching, and managing a product or service
- Preferred qualifications include:
 - Prior experience in agile methodologies (experience in product management) preferred.
 - Familiarity in the governance, use cases, and management of AI productivity technology such as Microsoft CoPilot is preferred.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

- of AI productivity technology such as Microsoft CoPilot is preferred.

QUALIFYING PERIOD:

One (1) year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 848
Pay Class: Z28

JOB TITLE:	Program Manager, People & Culture	JOB NO.:	Z28039
BRANCH:	People & Culture	SUPERSEDES:	New
UNIT:	Office of the Director of People & Culture	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Director, People & Culture	DATE PREPARED:	2024.05.28

SUMMARY OF FUNCTION:

The Program Manager, People & Culture (P&C) is responsible for driving the successful execution of P&C initiatives through a proactive and disciplined project management approach. This position will lead selected strategic initiatives and provide generalist support to the Director's Office as required. The Program Manager is a seasoned professional with broad and deep HR experience within large complex highly unionized environments. This position will leverage exceptional customer service commitment, qualitative analysis, process improvement, strategy development and execution, collaboration, and communication skills, to translate P&C objectives into actionable initiatives. Results driven and highly collaborative, the Program Manager employs strong facilitation and influence skills coupled with a nuanced understanding of leadership and culture best practices to create a healthy, safe and positive workplace environment.

DIRECTION EXERCISED:

Reports to the Director, People & Culture. Directs the activities of project teams. Monitors progress and performance of P&C initiatives. Provides ongoing oversight to project teams throughout all phases of projects and initiatives.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Provides program leadership and oversight for P&C initiatives. Responsible for driving the successful execution of P&C initiatives through managing projects and ensuring they are delivered on time and according to business requirements.
2. Ensures alignment across P&C initiatives and creates opportunities for collaboration between Units.
3. Supports the development of People & Culture strategies, initiatives, goals and benchmarks, under the guidance and direction of the Director
4. Manages communications, deadlines, project plans, and quality measurements related to projects and initiatives.
5. Effectively and efficiently handles multiple competing priorities, working with stakeholders at all ranks and roles.
6. Identifies opportunities to streamline, consolidate, eliminate or enhance processes related to P&C units and programs.
7. Identifies, tracks and ensures resolution of all project-related issues, escalating when necessary.
8. Encourages new ways of looking at problems, processes or solutions.
9. Conveys clear expectations for assignments and holds people accountable for achieving their goals.
10. Performs all other duties, functions and assignments inherent to the position.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 848
Pay Class: Z28

JOB TITLE:	Program Manager, People & Culture	JOB NO.:	Z28039
BRANCH:	People & Culture	SUPERSEDES:	New
UNIT:	Office of the Director of People & Culture	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Director, People & Culture	DATE PREPARED:	2024.05.28

EDUCATION & EXPERIENCE:

Degree in Human Resources, Business or related fields combined with a minimum of five years of progressive experience as a Human Resources leader with broad generalist experience including experience leading HR projects and process improvements, or an equivalent combination of education and experience.

Project Management Professional, Change Management, Business Process, Lean or Six Sigma designations would be considered assets.

ADDITIONAL REQUIREMENTS:

- Deep understanding of leading HR practices and a demonstrated ability to align practices to support strategic priorities.
- Fosters a healthy, safe and positive work environment.
- Outstanding organizational and political acumen.
- Excellent facilitation skills with a demonstrated ability to bring groups together with diverse needs and create buy in and support for change initiatives.
- Superb communication skills (verbal, written, presentation, listening).
- Demonstrated experience in change leadership.
- Demonstrated experience in labour/employee relations
- Ability to effectively organize and prioritize work demands in a dynamic, fast-paced environment.
- A demonstrated commitment to the core organizational values.
- Demonstrated experience in project management and process improvement.
- Ability to communicate P&C and organizational objectives and translate them into actionable items.
- Outstanding result and customer orientation approach

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 848
Pay Class: Z28

JOB TITLE:	Program Manager, People & Culture	JOB NO.:	Z28039
BRANCH:	People & Culture	SUPERSEDES:	New
UNIT:	Office of the Director of People & Culture	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Director, People & Culture	DATE PREPARED:	2024.05.28

EDUCATION & EXPERIENCE:

Degree in Human Resources, Business or related fields combined with a minimum of five years of progressive experience as a Human Resources leader with broad generalist experience including experience leading HR projects and process improvements, or an equivalent combination of education and experience.

Project Management Professional, Change Management, Business Process, Lean or Six Sigma designations would be considered assets.

ADDITIONAL REQUIREMENTS:

- Deep understanding of leading HR practices and a demonstrated ability to align practices to support strategic priorities.
- Fosters a healthy, safe and positive work environment.
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- Demonstrated experience in labour/employee relations
- Ability to effectively organize and prioritize work demands in a dynamic, fast-paced environment.
- A demonstrated commitment to the core organizational values.
- Demonstrated experience in project management and process improvement.
- Ability to communicate P&C and organizational objectives and translate them into actionable items.
- Outstanding result and customer orientation approach

QUALIFYING PERIOD:

One year.

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TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 629.5

Pay Class: A13

JOB TITLE:	Infrastructure Engineer	JOB NO.:	A13020
BRANCH:	Information Technology Services	SUPERSEDES:	New
UNIT:	Infrastructure Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Infrastructure Engineering	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Program Manager, Infrastructure Engineering	DATE PREPARED:	2024.07.30

SUMMARY OF FUNCTION:

Provides project leadership and system development functions for projects that have a radio, telecommunications, IT electrical, IT security, datacenter, cloud and engineering component. Constructs project plans and schedules; schedules and controls development of activities to meet approved plans; plans, organizes, and coordinates the efforts and activities of Infrastructure Services personnel engaged in deployment, major maintenance, and other projects of Infrastructure Services.

DIRECTION EXERCISED:

Works closely with the unit section leads and guides project teams during implementations and provides advice on project management methodology and standards

MACHINES AND EQUIPMENT USED:

Computer/standard TPS workstations, wireless communication devices, electronic testing devices and associated software/computer applications and any other office related equipment that may be required.

DUTIES AND RESPONSIBILITIES:

1. Provides full range of disciplinary Professional Engineering design, review, consulting, advice & guidance, architecture & framework, direction, certification, licensing, acquisition, implementation, development, inspection, and support to the Service and/or City owned, maintained and operated Public Safety Mission Critical IT & Telecommunication Infrastructures.
2. Reviews and responds to Level 3 or greater complexity infrastructure support problems and vendor conflicts.
3. Develops project scope, schedules, and resource and financial requirement estimates and other required artifacts for assigned projects or system upgrades for approval; assigns projects to staff and liaises with and provides information on project status to various levels of the Service. Administers project team activities.
4. Obtains approvals and formal acceptances for assigned projects, from internal and external customers.
5. Maintains a thorough working knowledge of various critical IT Infrastructure technology from software and hardware systems, to cloud and security, 911 voice, and datacenter and related tier 3 HVAC and electrical systems.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 629.5

Pay Class: A13

JOB TITLE:	Infrastructure Engineer	JOB NO.:	A13020
BRANCH:	Information Technology Services	SUPERSEDES:	New
UNIT:	Infrastructure Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Infrastructure Engineering	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Program Manager, Infrastructure Engineering	DATE PREPARED:	2024.07.30

DUTIES AND RESPONSIBILITIES: (Cont'd)

6. Participates in the engineering design and construction of systems and equipment specific to the unique needs of the Service where such equipment is either unavailable or too costly to acquire commercially.
7. Maintains personal expertise in IT, Electrical and Electronics, with emphasis on Telecommunications, data transmission and various IT infrastructure and security technologies.
8. Oversees the maintenance repair and lifecycle of various IT infrastructure related equipment.
9. Develops procedures for device and system preventative maintenance plans, fault management and site alarm response and ensures compliance with procedures.
10. Assists in identifying user-training requirements and participates in the development of effective training programs;
11. Assists with the Availability, Disaster Recovery and Business Continuity processes for the reliable and uninterrupted availability of IT & Telecommunication infrastructure, applications and data center systems ensuring implementation, measuring and monitoring of related management methodologies, software and tools.
12. Reviews end user documents and technical specifications.
13. Monitors progress of staff or contracted service vendors to completion of project. May be responsible for the productivity, career development, evaluation and day to day supervision of assigned personnel. Participates in hiring interviews and provides recommendations.
14. Performs typical duties inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 629.5

Pay Class: A13

JOB TITLE:	Infrastructure Engineer	JOB NO.:	A13020
BRANCH:	Information Technology Services	SUPERSEDES:	New
UNIT:	Infrastructure Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Infrastructure Engineering	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Program Manager, Infrastructure Engineering	DATE PREPARED:	2024.07.30

EDUCATION & EXPERIENCE:

University degree in Electrical Engineering, Computer Science or data/communications networks/electronic technology combined with a P.Eng designation as recognized by the Association of Professional Engineers of Ontario, and a minimum of 7 years experience in a progressive leadership role within public safety infrastructure engineering and support services; or an approved equivalent combination of education, training and experience.

Must have active Project Management Professional (PMP) certification (or in process) with prior recent project management responsibility with projects exceeding \$1 Million.

ADDITIONAL REQUIREMENTS:

- Excellent communication skills (both verbal and written), excellent interpersonal skills and the ability to motivate staff in a fast paced service oriented environment.
- Experience in planning of project large and complex project budgets. Experience in negotiation of vendor contracts and maintenance agreements.
- Requires excellent strategic leadership, project team building, organizational, communications and interpersonal skills; must have a strong ability to facilitate collaboration among senior technical members. Ability to manage multiple projects with competing timelines.
- Excellent problem-solving aptitude, conflict resolution, relationship building and able to stay current and foresee trends.
- Must have (or be willing and eligible to obtain) a Class "G" Driver's License and a Toronto Police "Blue Card".
- Must have excellent skills in Microsoft Office environment (testing may be required).

QUALIFYING PERIOD:

One (1) year

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points:
Pay Class A13

JOB TITLE: Lead, Information Security	JOB NO.: A13019
BRANCH: Information & Technology - Information Management	SUPERSEDES: New
UNIT: Information Privacy and Security	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Information Security	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Manager, Information Privacy and Security	DATE PREPARED: 06.07.2024

SUMMARY OF FUNCTION:

This role supports the Information Management Framework through the improvement and maintenance of the Service's security posture. This position requires an experienced and motivated leader to manage both strategic and operational responsibilities for the police service as they relate to safeguarding information assets managed by the unit with the aim of promoting community safety and wellbeing in Toronto. This position is responsible for information security initiatives that relate to policies, information safeguards, and improving adherence to standards and legislative requirements.

DIRECTION EXERCISED:

Responsible for managing, coordinating and supporting the efforts and activities of assigned section personnel. Responsible for safeguards under the unit's purview in accordance with Service Governance and industry best practices.

MACHINES & EQUIPMENT USED:

TPS workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Develops and/or maintains policies, procedures and software that will enhance information safeguards and associated workflows.
2. Coordinates the dissemination of all Service user activity records as requested in strict accordance with court or tribunal requirements and by incorporating methodology which addresses community safety and well-being.
3. Coordinates the unit resourcing and engagement efforts on technology projects with security implications and ensures Service transparency and accountability over information assets.
4. Provides expert opinion to Service members and external agencies regarding information safeguards.
5. Reviews and/or renders decisions on background screening checks for Facilities and exemption based activities including but not limited to copies of production data into non-production environments, data masking, and elevated access privileges.
6. Liaises with Senior Management of other Service units to facilitate requests, particularly those of a sensitive nature.
7. Responsible for supervising, evaluating, and training members of the section.
8. Provides support to address information breaches, particularly with TPS member involvement.
9. Develops policies and procedures and provides expert input into security related Service governance including but not limited to the Information Security Policy and Service Procedures 17-02.
10. Responsible for security training and awareness regarding legislated obligations as to the confidentiality and integrity of Service records.
11. Prepares and submits Board reports in relation to information security and attends TPSB meetings as required.

12. Liaises with external agencies and tracks industry trends for Service impacts by way of research and attendance at privacy conferences, including but not limited to the Freedom of Information and Policing Network (FOIPN) Annual Conference.
13. Maintains the IPS webpage ensuring accurate information is reflected for the Service and the community.
14. Liaises with external agencies and tracks industry trends for Service impacts by way of research and attendance at security conferences
15. Performs any other related duties and tasks inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points:

Pay Class A13

JOB TITLE: Lead, Information Security BRANCH: Information & Technology - Information Management UNIT: Information Privacy and Security SECTION: Information Privacy REPORTS TO: Manager, Information Privacy and Security	JOB NO.: A13019 SUPERSEDES: New HOURS OF WORK: 35 SHIFTS: 1 NO. OF INCUMBENTS IN THIS JOB: 1 DATE PREPARED: 06.07.2024
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EDUCATION:

A three-year College or University degree in a related discipline or an approved combination of education, training and experience.

Additional courses in Information Security, Information Privacy, Project Management, Presentation Skills and Supervisory Techniques would be beneficial.

ADDITIONAL REQUIREMENTS:

Seven to ten years' experience in progressively responsible positions including safeguarding, and overseeing requests, of information assets

Demonstrated experience providing leadership and guidance to others and a demonstrated ability to motivate and direct staff

Must possess broad knowledge of computer hardware and security/privacy-related software solutions and have exposure to data base technology as well as in-depth knowledge of Enterprise Search Platforms (Central User Audit Logging and associated disclosure workflows).

Must possess superior communication skills to deal effectively with vendors, contractors, users and all levels of management. Good presentation and interpersonal skills required as well as ability to resolve problems/issues.

Must possess knowledge of identify management solutions in the context of user access provisioning.

Certification (completed or in process) with ISACA, IAPP, ISC2, Project Management Institute or equivalent would be a strong asset.

QUALIFYING PERIOD:

One (1) year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 635

Pay Class: A13

JOB TITLE:	Senior Systems Applications Lead	JOB NO.:	A13017		
BRANCH:	Corporate Services Command - People & Culture	SUPERSEDES:	New		
UNIT:	Workforce Planning & Insight	HOURS OF WORK:	35	SHIFTS:	1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1		
REPORTS TO:	Manager, Workforce Planning & Insight	DATE PREPARED:	2023.10.04		

SUMMARY OF FUNCTION:

Responsible for comprehensive research, advice, sophisticated analysis, compilation of information and reporting through HR technology solutions, along with integration of various HR units, technology, payroll, finance and partakes in various analytics projects as assigned. Responsible for auditing HR systems and business/operational processes to determine process, systems and technology enhancements, maintain data integrity, and achieve organizational goals effectively and use resources efficiently. Responsible for the provision of professional technical support to the unit leading the development, implementation, administration and maintenance of the Service's PeopleSoft HRMS and the Time & Resource Management System (TRMS).

DIRECTION EXERCISED:

Provides team leadership and guidance to Application Systems staff for various corporate projects. Co-ordinates project teams and assigns tasks to staff when required. Provides senior technical expertise and guidance, development, counselling, instruction and training to Applications (HRMS/TRMS) personnel and end users.

MACHINES & EQUIPMENT USED:

Standard office workstation with associated software (e.g. Excel, PowerPoint, Word), printers, calculator, photocopier.

DUTIES AND RESPONSIBILITIES:

1. Leads the investigation, development, modification, testing and implementation of application enhancements, modules, releases, patches and upgrades, in conjunction with team members, vendors and IT technical support. Guides HRMS & TRMS personnel in the creation and maintenance of testing environments, including testing pools, plans and scripts, meeting and exceeding unit standards related to re-usability, reduction in test time and improved quality.
2. Oversees the creation of a full range of technical documentation, user manuals and reference materials, and up-to-date archive of documentation including the PeopleSoft End User Training Kit. Co-ordinates the development of courseware and conducts in-house HRMS & TRMS applications training programs for end-users (software utilities, data manipulation, problem resolution), liaising with users regarding system needs, business requirements and opportunities to expand system usability and accessibility.
3. Establishes corporate standards for HR information within the PeopleSoft database, and communicates standards and protocols to end users to ensure the integrity and security of consistent, valid and reliable information management service-wide. Develops and maintains complex and ad hoc query reports for internal use and client business units, and ensures maintenance of the comprehensive HRMS & TRMS reports library in support of client unit business needs.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 635
Pay Class: A13

JOB TITLE:	Senior Systems Applications Lead	JOB NO.:	A13017
BRANCH:	Corporate Services Command - People & Culture	SUPERSEDES:	New
UNIT:	Workforce Planning & Insight	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Manager, Workforce Planning & Insight	DATE PREPARED:	2023.10.04

DUTIES AND RESPONSIBILITIES: (Cont'd)

4. Leads the formulation of standard system operating procedures and ensures these standards are upheld, including Change Requests, Call Track logs and Correction Mode logs. Co-ordinates technical application support and problem management with the vendor. Ensures monitoring of daily audit reports of transactions entered by business units, provision of error identification, resolution and coaching to end-users.
5. Contributes to departmental strategic planning, aligning the Payroll, Time & Labour and HR systems with Service business requirements. Directs the project management process, leading the definition of project deliverables and specifications, establishing service level agreements, and managing milestones and priorities. Creates and implements approved tactical plans to resource and execute system improvements within unit priorities and budget constraints.
6. Maintains current knowledge of key system application trends and assesses the potential impact of new releases, modules, enhancements, etc., for HRMS & TRMS and related (Time & Attendance, SAP financials) systems. Acts as a team leader with respect to best practices in system technology and HR business practices, providing project leadership, functional specifications, configuration of tables and testing in support of client unit requirements.
7. Provides guidance for the development/acquisition, testing, implementation, maintenance, and disposal of HR technology systems, interfaces and infrastructure to meet Service priorities, goals and strategies by evaluating control mechanisms for systems and/or adherence to policies.
8. Subject matter expert of government (or 24/7 operations) time and attendance systems and reports, analytics, and integrated processes/systems including HRMS and TRMS data. Develops recommendations and provides consultation, and advice and insights for Service wide integration of systems and data.
9. Provides guidance/direction to other staff, if necessary, and utilizes unit staff, if required, for project work.
10. Co-develops and maintains complex multi-year forecasts and scenarios and performs system analysis via gathering data, interpreting information, identifying issues and using the results to recommend or develop possible system improvements.
11. Conducts planning, coordination, and solution development and implementation activities related to the integration of applications and technologies within the organizations application integration environment.
12. Evaluates and assesses HR technology and process deficiencies and weaknesses identified, analyzes underlying causes of control deficiencies and provides practical recommendations; produces audit reports that describe audit results and provides recommendations to address identified control deficiencies; maintains effective communication with auditees on control issues and provides consultation.
13. Performs other related duties, as required.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 635
Pay Class: A13

JOB TITLE: Senior Systems Applications Lead	JOB NO.: A13017
BRANCH: Corporate Services Command - People & Culture	SUPERSEDES: New
UNIT: Workforce Planning & Insight	HOURS OF WORK: 35 SHIFTS: 1
SECTION:	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Manager, Workforce Planning & Insight	DATE PREPARED: 2023.10.04

EDUCATION:

University degree in HR, business or related studies, or an equivalent combination of education, training and experience combined with at least six years demonstrated expertise with the integration of HR and Finance principles and systems, sophisticated workforce analysis, integrated policy development and HR applications.

ADDITIONAL REQUIREMENTS:

- Experience in time and labour analytics, predictive workforce analytics, report and dashboard development, evaluation of technology solutions and data parameters.
- 4 to 5 years experience providing leadership in applications administration and technical support services, preferably in a large organization with multiple client departments and information tracking / reporting needs.
- Thorough knowledge of HRMS & TRMS software trends and directions, and their application in the resolution of business planning and reporting requirements. Understanding of Service Time and Attendance and SAP applications.
- Demonstrated proficiency in statistical analysis and forecasting techniques.
- Expertise in statistical analysis, design and interpretation of research on fiscal and budgetary planning processes, and forecasting techniques.
- In-depth research skills and strong ability to compile information and write executive level reports and business cases.
- Very tech savvy – strong MS Excel / database skills; report development / dashboard experience.
- Excellent planning, presentation, report writing and organizational skills.
- Ability to effectively supervise, motivate and train staff.
- Experience in Systems Transformation projects within the government sector; focusing on integration of systems and policies between people (time and labour), positions (complement), and money (budget).
- Change management experience.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:**Board Minute No.:****Total Points:** A12**Pay Class** 568

JOB TITLE: Client Technology Supervisor BRANCH: Information Tech. Command UNIT: Information Tech. Services SECTION: Client Technology Services REPORTS TO: Project Leader, Client Technology Services	JOB NO.: A12030 SUPERSEDES: HOURS OF WORK: 35 SHIFTS: 1 NO. OF INCUMBENTS IN THIS JOB: 1 DATE PREPARED: 2024.10.18
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SUMMARY OF FUNCTION:

Lead a team of Help Desk and Change Analysts who provide technical services and support to TPS members. Oversee the daily operations of the team, ensuring that the incidents and requests are actioned in a timely and efficient manner, and that the customer satisfaction is maintained at a high level. You will also collaborate with staff and stakeholders to identify and implement improvements to support processes and procedures, including established ITIL/HDI methodologies. Additionally, you are responsible for supervising the ITS Change Analyst who oversees all production changes and releases with duties that include assessing and communications, planning and coordinating of the changes and release, as well as ensuring changes and releases are authorized and reporting on outcomes and challenges to senior management.

DIRECTION EXERCISED:

Responsible for the supervision of Help Desk Analysts, and Change Analyst. Guides, directs, assigns and schedules members in day to day operational and project requirements including change and release management and problem management. Responds to the needs of the team and coordinates their activities to ensure the smooth and efficient support of endpoint technology.

MACHINES & EQUIPMENT USED:

Service workstations, laptops, phones, with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Supervises the activities of staff in the section, ensuring that they are properly trained in the support of endpoint technology and able to meet performance standards. Mentors and evaluates employee performance and participates in the hiring process.
2. Establishes a 24x7 365 Help Desk schedule and assigns staff members and technology accordingly. Reschedules work to meet contingencies.
3. Monitors the operations of the Help Desk and Change Analyst.
4. Assists Help Desk Analysts and support staff in troubleshooting and correcting error conditions.
5. Continually reviews service levels and change/release outcomes and makes proposals for necessary changes.
6. Collaborates with ITS staff to improve performance and resolve production problems including those resulting from Problem Management activities.
7. Communicates with vendors and service contractors in scheduling preventative maintenance, installation and repair work,
8. Maintains an accurate inventory of Service endpoint technology assets.
9. Creates new and updates existing processes and procedures and knowledge base as well as governance documentation pertaining to Change Management, Release Management, Incident Management, and Problem Management; enforces processes and procedures and monitors adherence.
10. Supervises the monitoring of inbound incidents and trends and informs ITS management and other stakeholders of significant trends.
11. Orchestrates Problem Management function including incidents, coordinating all necessary support teams, and communicating the impact and severity of incidents to users and stakeholders.
12. Liaises with Change Analyst to ensure support teams are apprised of changes and advocates for positive end-user experience outcomes.
13. Prepares business cases and RFPs/RFQs as necessary and oversees contracts with external vendors. Prepares requisitions to purchase goods and services as required by the unit. Researches alternative sources of goods and services and makes recommendations. Tests and reviews new products of interest to Infrastructure Services.

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14. Implements and documents system hardware/software.
15. Participates in the strategic short and long term planning process related to hardware, software, capacity planning and disaster recovery.
16. Works with ITS and security staff members to establish and maintain technical aspects of system security.
17. Maintains a high level of technical knowledge of industry trends and products.
18. Trains and educates required user groups and operations, technical and application staff.
19. Develops project strategies, cost analyses, schedules and resource requirements for Client Technology Services and expansion.
20. Assists with the planning and development of new features and/or services for Client Technology Services.
21. Participates in project management for Client Technology Services.
22. Evaluates and recommends tools for ongoing Client Technology Services performance.
23. Analyses user requirements, assesses feasibility and recommends solutions.
24. Performs the duties of a Project Leader when required.
25. Performs typical duties inherent to the position (e.g. procurement creation and reconciliation, budget forecasting and any other administrative duties inherent to the support of the Client Technology Services Group).

EDUCATION:

Minimum three years post-secondary education College or University degree in the field of computer science, engineering, business, or an approved equivalent combination of education, training and/or experience.

ADDITIONAL REQUIREMENTS:

- Must possess at least five (5) years of progressive endpoint support experience in technical/hardware user support as well as technical/applications/software user support.
- A minimum of two (2) years of supervisory experience in dealing with staffing issues, i.e. performance evaluations, counselling, mentoring, etc.
- Must possess broad knowledge of computer hardware and software systems applications, telecommunications and data base technology with particular emphasis on customer service and support.
- Must have experience with MS Office products (Word, Excel, PowerPoint, etc.).
- Must be willing to engage in self-study to keep up-to-date with changing technology.
- Must be willing to be 'on call' for after-hours service on a rotating basis, if and when required
- Must possess a Class "G" Driver's Licence (and eligibility and willingness to obtain a Toronto Police Service "Blue Card", which requires a good driving record and accumulation of no more than six demerit points).
- Strong problem-solving skills, multitasking, pro-active in the design and management of reliable and robust production systems.
- Good oral, written and presentation skills in order to effectively communicate with technical staff and business end users.
- Experience and knowledge in the following areas is required:
 - Proficient in ITIL foundational concepts, ITIL certification is considered an asset.
 - Experience with creating and maintaining Cherwell reports, stats, dashboard, one-steps, integrations and APIs (or other comparable ticket systems).
 - Knowledge of various policing and Office 365 (Microsoft 365) products and technologies related to endpoint technology use, security and troubleshooting.
 - Experience in leading, designing, coordinating, implementing and supporting many large technical projects.
 - Possess in-depth knowledge of TPS standard software products, applications and software interaction with TPS networks, printer, peripheral equipment, etc.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 560

Pay Class: A12

JOB TITLE: Systems Specialist BRANCH: Public Safety Command UNIT: Court Services SECTION: Research and Governance REPORTS TO: Manager	JOB NO.: A12028.3 SUPERSEDES: NEW HOURS OF WORK: 35 SHIFTS: 1 NO. OF INCUMBENTS IN THIS JOB: 1 DATE PREPARED: 2023.10.23
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SUMMARY OF FUNCTION:

Provides overall Records Management support to the Court Services Management team and operations with respect to electronic business processes as well as the technical and functional requirements related to prisoner management, court process, disclosure, the service of documents. Identifies and assesses system and process gaps so that requirements are continuously evaluated and assessed for potential improvements to increase data quality and efficiency. Implements updated processes or system enhancements, directs change management activities and engages with internal and external stakeholders, vendors and third parties; drafts applicable governance for system users. Acts as an integration liaison between Court Services data analysis, systems, position management support

DIRECTION EXERCISED:

Supports end users of the Records Management Systems procedures, provides technical expertise, guidance and training to Court Services system users and management.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Maintains knowledge of the Records Management System and associated software applications; develops operational business processes; researches, identifies and promotes best practices within the systems.
2. Promotes business process optimization, accuracy, efficiency, transparency, accountability and enhanced reporting by leveraging current state functionality within the Records Management System and associated software.
3. Performs gap analyses to identify system, process, technological and knowledge/training gaps. Proposes solutions, participates in committee tables and facilitates key discussions to identify and implement solutions to ensure the Unit mandate is met and resources are used effectively. Summarizes information and Service impacts for Manager and Unit Commander; Notifies stakeholders of changes and related impacts.
4. Conducts feasibility studies, coordinates testing team activities and recommends the most suitable solution that aligns with the Service's strategic goals, objectives and obligations.
5. Identifies system purpose, workflow, input dependencies, output requirements and determines overall functional requirements and system specifications; provides guidance, support and training when necessary. Drafts and/or recommends policies, procedures and processes to support system and process enhancements
6. Proposes software enhancements to improve prisoner management system functionality and electronic workflow related to the issuance of court process, workflow, input dependencies, output requirements and determines overall functional requirements
7. Plans, designs, develops, and creates all end user and process documents, training materials, user manuals, Unit Specific Policy and reference material and maintains an updated repository of documentation.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 560
Pay Class: A12

JOB TITLE: Systems Specialist BRANCH: Public Safety Command UNIT: Court Services SECTION: Research and Governance REPORTS TO: Manager	JOB NO.: A12028.3 SUPERSEDES: NEW HOURS OF WORK: 35 SHIFTS: 1 NO. OF INCUMBENTS IN THIS JOB: 1 DATE PREPARED: 2023.10.23
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DUTIES AND RESPONSIBILITIES (Cont'd):

8. Creates documentation including business requirements and change request documents, while maintaining existing documentation, information guides, etc. of all systems and processes; collaborates with advisors and managers of Court Services RMS staff to create a one stop shop of all documentation. Prepares work and communication plans for the implementation of Records Management system and functional policy and process changes and works with all Sections in Court Services and the Service to carry out these plans.
9. Actively tracks all functional system and process change requests, analyzes and identifies impacts of proposed changes and prepares reports for the Manager and Unit Commander.
10. Actions day-to-day operations and initiatives such as: data clean up, scanning of current reports/issues, system issues and prepares summaries for Manager and Unit Commander.
11. Attends meetings and workshops as required with partnering services or agencies, acts as a Court Services liaison between Analytics & Innovation, IT, Policing Applications, Business Relations Management, Detective Operations, BCM, Strategy Management, RMS systems, Payroll and Benefits and other areas as required.
12. Conducts research for special projects, develops project scope, schedules resource requirements, prepares and presents recommendations and/or reports as required.
13. Leads large projects that require system and process integration, provides project leadership, functional specifications and solutions; communicates change management plans.
14. Creates and executes all aspects of project work plans, and revises as appropriate to meet changing needs and responsibilities.
15. Works with involved stakeholders to arrive at mutually beneficial goals.
16. Provides subject matter expertise with respect to new case law, legislation, Ontario Court of Justice Practice Direction, Memorandums of Understanding, Service Governance, unit specific policy and procedures associated to prisoner management, the issuance of criminal and provincial court process, disclosure and the service of documents.
17. Participates in municipal, provincial and federal committees or working and testing groups, including but not limited to the Ministry of the Attorney General – Court Services Division, the Ministry of the Attorney General – Criminal Law Division, the Public Prosecution Service of Canada and the Ministry of the Solicitor General – Data Insights and Strategic Initiatives Division with respect to joint or interdependent systems, standards development and implementation strategies.
18. Assigns members of Court Services to projects where appropriate and monitors their progress; co-ordinates team activities and monitors contracted service vendors to completion of project(s).
19. Prepares and delivers reports/presentations/recommendations to the Managers and/or Unit Commander of Court Services to be presented to all levels of Service Command and outside committees and agencies.
20. Performs all other duties, functions and assignments inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 560
Pay Class: A12

JOB TITLE:	Systems Specialist	JOB NO.:	A12028.3
BRANCH:	Public Safety Command	SUPERSEDES:	NEW
UNIT:	Court Services	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Research and Governance	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Manager	DATE PREPARED:	2023.10.23

EDUCATION/EXPERIENCE:

A university degree/college diploma in management information systems, HR, Business, Computer Science or a related field, or an equivalent combination of education, training and experience.

Additional courses in Project Management, Risk Management, Presentation Skills and Computer Systems technologies would be beneficial.

A minimum of **five (5) years'** experience working with Records Management Systems, process improvement cycle and operational support experience is required.

ADDITIONAL REQUIREMENTS:

- Requires expert knowledge of RMS /operations process improvements, business transformation, systems, data and policy integration/root cause analysis, implications along with change management and communication skills.
- Must possess broad knowledge of computer hardware and software systems applications and data base technology as well as in-depth knowledge of TPS standard software products, application and software interactions with TPS networks, etc.
- Requires strong analytical and problem solving abilities combined with experience in areas of RMS process and system improvements, training, and documentation.
- Proven ability to deliver end user training with strong presentation skills, and the ability to educate end-users at all levels with respect to unit specific administrative and business processes and applications.
- Must have the ability to fulfil the responsibilities with considerations to process impacts, traceability and the Service's mandate.
- Ability to establish and maintain effective working relationships in a team environment.
- Ability to understand and manage relationships within the Service and other groups, agencies or organizations.
- Ability to recognize key decision-makers and predict how new events or situations will affect all stakeholders
- Well-developed time management skills with the ability to work independently and use own initiative to organize projects, set priorities and solve problems
- Experience in project work, systems/business transformation, staff management and motivation, change management.
- Self-starter with excellent verbal and written skills, along with a technical aptitude.
- Experience providing leadership and guidance is preferred.

QUALIFYING PERIOD:

One year.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No:
Total Points: 530
Pay Class: A11

JOB TITLE:	Senior Risk Management Analyst	JOB NO.:	A11044
BRANCH:	Human Resources Command	SUPERSEDES:	NEW
UNIT:	Corporate Risk Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Staff Superintendent, Professionalism & Accountability	DATE PREPARED:	2024.08.08

SUMMARY OF FUNCTION:

Reporting to the Staff Superintendent, Professionalism & Accountability, this position assumes the role of the IAPRO/PSIS Administrator for the Service. The Senior Risk Management Analyst acts as the subject matter expert by maintaining the Service's software systems; IAPRO/PSIS (Professional Standards Information System), EIPRO, BlueTeam and providing risk management related analysis to support the Chief and Command.

DIRECTION EXERCISED:

Supervises civilian staff within Risk Analysis and Assessment - Professionalism and Accountability section. Provides technical guidance and advice to section and Service members.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Researches, monitors and evaluates trends in the methods of risk management in other public and private sector agencies. Analyzes designs and implements an innovative risk management model in relation to Service members in order to identify behavioural, policy, supervisory, training or management risk indicators.
2. Manages the use and application of the predictive risk models (e.g. the Early Intervention Program). Develops analytical and strategic reports and provides advanced level analysis to Professionalism and Accountability and associated projects. Utilizes specialized software applications, quantitative and qualitative analytic methodologies and techniques.
3. Analyses statistical and potential impacts of identified trends on the Service, which effect risk management, public perception, etc.
4. Oversees research methodologies used within the Risk Analysis and Assessment Unit. Assigns, monitors, evaluates work and recommends analytical approaches to junior staff.
5. Provides analysis of relevant information, and supports the development and evaluation of Service-wide strategies.
6. Creates visual metrics, dashboards and other strategic tools, including Board Reports, to effectively communicate progress and concerns for Service-wide issues through clear and insightful data visualizations.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No:
Total Points: 530
Pay Class: A11

JOB TITLE:	Senior Risk Management Analyst	JOB NO.:	A11044
BRANCH:	Human Resources Command	SUPERSEDES:	NEW
UNIT:	Corporate Risk Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Staff Superintendent, Professionalism & Accountability	DATE PREPARED:	2024.08.08

DUTIES AND RESPONSIBILITIES: (cont'd)

7. Develops, recommends, oversees and implements evaluation and data analytical frameworks to facilitate identification of trends and assess effectiveness and outcomes of Service-wide initiatives.
8. Establishes parameters and terms of reference for the analysis and performance measurements for risk management as they pertain to personnel through establishing thresholds within various software programs.
9. Establishes and maintains solid working relationships with the Chief and Command officers, Unit Commanders, Planners, Labour Relations, Service Counsel and Legal Services, Professional Standards, the Toronto Police College, Analytics & Innovation, subject matter experts, Police Services Board staff, other police services and external agencies.
10. Liaises with Unit Commanders to define, identify, research and analyze at-risk Service members, teams, units which may, without intervention, result in liability to the Service. Advises of program capabilities to support in the risk management of Service members within their command.
11. Promotes understanding and acceptance of the discipline/risk management process through active interaction with Unit Commanders and designates, thereby improving the level of accountability of management and personnel.
12. In consultation with key stakeholders, plans, develops, implements and evaluates Service policies and procedures in respect of, but not limited to, new systems, discipline, risk management, Use of Force reporting, Service Vehicle Collision reporting, Awards and Recognition.
13. Interprets and translates corporate goals and direction into Service Governance. Provides information to the Chief and Command, Legal Services, Professional Standards, Governance.
14. Develops evaluation parameters for risk management process and review legislation, regulations, bylaws, etc. for impact on police discipline, processes and procedures.
15. Evaluates the consistency and application of discipline across the Service. Assists in the development of standardized intervention mechanisms. Ensures accuracy and reliability of discipline related information provided to internal and external sources.
16. Prepares statistics for Service-wide media releases and presents various reports and illustrations, including statistical reports, to the Toronto Police Services Board, the Chief's Office, Command Officers and Unit Commanders, incorporating recommendations for discipline and risk management strategies and enhancements. Attends and presents at conferences, as required.

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TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No:

Total Points: 530

Pay Class: A11

JOB TITLE:	Senior Risk Management Analyst	JOB NO.:	A11044
BRANCH:	Human Resources Command	SUPERSEDES:	NEW
UNIT:	Corporate Risk Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Staff Superintendent, Professionalism & Accountability	DATE PREPARED:	2024.08.08

DUTIES AND RESPONSIBILITIES: (cont'd)

17. Performs all activities related to maintenance of P.S.I.S., BlueTeam, EIPro and other IAPro related programs:

- Makes system recommendations based on research findings, products, upgrades or techniques.
- Ensures system accuracy/continuity by maintaining detailed notes; clarifying details, validating search criteria and results.
- Evaluates the effectiveness of security tools and works with system owners to define and implement standard access levels.
- Participates in system development to communicate security guidelines and procedures (e.g. passwords, audit trails, access levels and data retention requirements).
- Independently establishes methods or alternatives to conducting searches and security logs.
- Analyzes the ongoing functionality, efficiency, and effectiveness of systems.
- Creates detailed specifications for system enhancements, design and proposes solutions for system improvements.
- Develops and configures the system according to internal stakeholder case management and reporting requirements.
- Provides quality control of data entered into the system regarding use of force incidents, service vehicle collisions, and vehicle pursuits. Reviews reports prepared by Analysis and Assessment, including but not limited to, the Professional Standards Annual Report, the Service's Annual Statistical Report, the Executive Dashboard, the PRS Dashboard, and any requests for information from units within the Service.
- Perform audits and quality control to ensure compliance concerning data security.
- Provides training and ongoing technical guidance to all new users. Educates users on best practices and how to effectively utilize systems.
- Assigns and maintains user access levels, as required, to ensure the security and confidentiality of sensitive information.

18. Oversees the development of new systems (BlueTeam, EIPro, etc.) from inception to implementation.

19. Remains up to date on emerging technologies and trends in the field of data analysis and case management systems.

20. Identifies and monitors topical issues and impending legislative changes. Forecasts impact on the Service and the community and proposes appropriate actions.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No:
Total Points: 530
Pay Class: A11

JOB TITLE:	Senior Risk Management Analyst	JOB NO.:	A11044
BRANCH:	Human Resources Command	SUPERSEDES:	NEW
UNIT:	Corporate Risk Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Staff Superintendent, Professionalism & Accountability	DATE PREPARED:	2024.08.08

DUTIES AND RESPONSIBILITIES: (cont'd)

21. Participates on various committees, such as the Use of Force Committee and the Pursuit and Service Vehicle Reduction Committee. Reports statistical analysis directly to Command.
22. Manages a portfolio of projects focused on developing increased system security, preventing data breaches and ensuring the confidentiality of sensitive information. Leads project committees and working groups from inception to implementation.
23. Provides operational and technical support, guidance and mentoring to members.
24. May be required to testify in court, at an Inquiry or at a Hearing.
25. Performs other duties inherent to the position.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No:
Total Points: 530
Pay Class: A11

JOB TITLE:	Senior Risk Management Analyst	JOB NO.:	A11044
BRANCH:	Human Resources Command	SUPERSEDES:	NEW
UNIT:	Corporate Risk Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Staff Superintendent, Professionalism & Accountability	DATE PREPARED:	2024.08.08

EDUCATION & EXPERIENCE:

Successful completion of a university degree in a related field such as Criminology, Sociology, Psychology combined with four years of demonstrated recent and related experience; or an approved equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Excellent knowledge of trend analysis, risk identification, statistical analysis and interpretation, research design and methodology. Excellent computer skills and must be proficient in SQL (Structured Query Language) and statistical software, such as MS Excel.
- Excellent interpersonal and communication skills with the ability to communicate effectively, both orally and in writing, with internal and external stakeholders.
- Excellent problem solving abilities in order to assess the types of incidents that may involve traumatic incidents to ensure that the proper supports are in place for Service members.
- Superior oral and written communication skills to effectively deal with all levels of the Service, other police services and the public sector in a professional manner, as well as good presentation skills.
- Excellent organizational skills with the ability to manage multiple projects.
- Ability to maintain confidentiality of investigative files.
- Comprehensive knowledge of Toronto Police Service organization, rules, policies and procedures required.
- Experience in statistical analysis would be an asset.

QUALIFYING PERIOD:

One year.

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TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved: 2019.09.19

M.A. 2022.07.07

Board Minute No.: P182

Total Points: 529.5

Pay Class: A11

JOB TITLE:	Digital Evidence Specialist	JOB NO.:	A11031
BRANCH:	Information & Technology Command/Information Management	SUPERSEDES:	New
UNIT:	Property and Video Evidence Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Digital Evidence Management	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Project Lead	DATE PREPARED:	2024.10.07

SUMMARY OF FUNCTION:

Responsible for coordinating with Service members and external consultants to develop, lead and manage digital evidence operations. Oversees day to day operations as well as internal project teams on project implementations, manages project milestones and deliverables, and coordinates with internal and external stakeholders when working on projects. Acts as a liaison between the Service and its community partners, stakeholders.

DIRECTION EXERCISED:

Leads Digital Evidence Management Section during project implementations and regular business operations.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and any other office related equipment, as required.

DUTIES AND RESPONSIBILITIES:

1. Manages multiple projects related to digital evidence management initiatives. Ensures that the Information Management Framework is adhered to and data is governed accordingly.
2. Leads digital evidence management team. Motivates and engages team members, conveys clear expectations for assignments and holds people accountable for achieving their goals.
3. Monitors and audits evidence activities related to court disclosure, video redaction, evidence storage and Automated Licence Plate Reader (ALPR) returns to ensure compliance and minimize risk to the Service. Provides error identification resolution and coaching to end users.
4. Monitors and follows up on completed projects to ensure the implementation of resolutions and the continued long-term accomplishment of the goals set out in these projects.
5. Develops and prepares various tools and templates to track, monitor and evaluate digital evidence projects that are ongoing at the Service. Tools and templates may include; project plans, stakeholder engagement, communications plans, evaluation/measurement plans, and risk analyses.
6. Develops project review implementation plans to be approved and reviewed by management.
7. Identifies project needs through consultation with Service and community stakeholders, analyzing past and current Service plans and consulting with Command, management and front-line staff.
8. Communicates standards and protocols to end users, promoting best practices in digital evidence management. Acts as a product owner for applications used in digital evidence management. Conducts information sessions with user groups and provides training, to ensure that successful chain of custody, privacy and procedural concerns are addressed.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved: 2019.09.19
M.A. 2022.07.07
Board Minute No.: P182
Total Points: 529.5
Pay Class: A11

JOB TITLE:	Digital Evidence Specialist	JOB NO.:	A11031
BRANCH:	Information & Technology Command/Information Management	SUPERSEDES:	New
UNIT:	Property and Video Evidence Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Digital Evidence Management	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Project Lead	DATE PREPARED:	2024.10.07

DUTIES AND RESPONSIBILITIES: (Cont'd)

9. Develops, recommends and implements solutions while working within a progressive and innovative environment.
10. Performs other related duties and responsibilities inherent to the job, as required.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved: 2019.09.19
M.A. 2022.07.07
Board Minute No.: P182
Total Points: 529.5
Pay Class: A11

JOB TITLE:	Digital Evidence Specialist	JOB NO.:	A11031
BRANCH:	Information & Technology Command/Information Management	SUPERSEDES:	New
UNIT:	Property and Video Evidence Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Digital Evidence Management	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Project Lead	DATE PREPARED:	2024.10.07

EDUCATION/EXPERIENCE:

Degree in Business Administration, Computer Science, Statistical Analysis or related field combined with a minimum of 3 years' of experience, including a minimum of 6 months supervisory experience, working in an evidence related environment providing support to applications administration and analysis of digital evidence records management issues; or an equivalent combination of education and experience.

Project Management Professional, Change Management, Business Process, Lean or Six Sigma designations would be considered assets.

ADDITIONAL REQUIREMENTS:

- Proven consultation and relationship-building skills to develop and maintain strong connections with external organizations, partners, agencies, and stakeholders.
- Must possess excellent analytical and problem solving skills to identify business opportunities and gaps.
- Excellent organizational and time management skills with a strong ability to work under pressure to meet tight deadlines.
- Knowledge of project methodology and project management to plan, administer, coordinate and participate in various projects and initiatives is an asset.
- Is a team player who works collaboratively with coworkers as well as internal and external stakeholders on various projects, while balancing competing priorities.
- Demonstrated organizational skills to oversee multiple projects at once.
- A demonstrated commitment to the core organizational values.
- Demonstrated experience in project management and process improvement.
- Experience managing multiple stakeholders and in being an agent of change.
- Ability to communicate unit and organizational objectives and translate them into actionable items.
- Outstanding result and customer orientation approach.
- Computer experience required. Working knowledge of Versadex, CPIC, TRMS, VTMS, DVAMS, Genetec, Evidence.com, BWC, ICC and standard office computer applications (e.g. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook).

QUALIFYING PERIOD:

One year.

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TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 529.5

Pay Class: A11

JOB TITLE:	Process Integration & Project Specialist	JOB NO.:	A11031
COMMAND:	Corporate Services	SUPERSEDES:	New
PILLAR:	People & Culture	HOURS OF WORK:	35 SHIFTS: 1
UNIT:	People Services & Workforce Insights	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Workforce Strategy & Insights Lead	DATE PREPARED:	December 13, 2024

SUMMARY OF FUNCTION:

The Process Integration & Project Specialist is responsible for leading and managing the integration of payroll, benefits, SAP and HRIS systems, ensuring seamless operations and analytics across platforms. This role emphasizes project management, overseeing special projects related to systems integration, system interfaces, audits, and driving efficiency in data management processes. The Process Integration Specialist will work closely with cross-functional teams to develop and maintain dashboards and reports that provide actionable insights, analyze data, and support business decision-making as well as ensuring data accuracy and compliance.

DIRECTION EXERCISED:

Provides guidance and senior technical and process expertise, to users of Payroll, Benefits, TRMS, HRIS and SAP systems. Co-ordinates and oversees special projects.

MACHINES & EQUIPMENT USED:

TPS workstation with associated software and other related office equipment as required.

DUTIES AND RESPONSIBILITIES:

System Interface Management and Integration

1. Collaborates with IT and business teams (Employee Services, Benefits, Payroll, SAP, and Workforce Insights) to manage system interfaces and ensure seamless data flow to ensure data consistency and process efficiency
2. Designs new interfaces for improved efficiency, low cost of ownership, and business benefits
3. Conducts application testing to validate system functionality and interface integrity as required from audit reviews, system enhancements and upgrades.
4. Creates comprehensive documentation of testing procedures, outcomes, and validation results.
5. Assists in planning and executing system upgrades, ensuring minimal disruption to operations.
6. Identifies and resolves issues arising from system interfaces, collaborating with technical teams as needed.

Process Management and Training

7. Designs new processes and develops documentation, including process maps, leveraging standardized notation languages such as Business Process Model and Notation (BPMN) to facilitate integration across business lines.
8. Develops training geared to roles such as Unit Administrative Coordinators, and Supervisors.
9. Ensures training materials incorporate relevant and up-to-date processes from Payroll, Employee Services, and Benefits.
10. Facilitates training sessions to educate new hires and various levels of Division / Unit staff on cross-functional business processes, HRMS and TRMS navigation, functions, reports, and compliance requirements.

11. Gathers feedback from training participants to continuously improve training programs and materials.
12. Manages and updates a centralized repository of documentation in SharePoint for easy access by team members.

Project Management

13. Leads system integration projects between Payroll, Benefits, Budget, SAP and HRMS platforms, ensuring timelines, budgets, and goals are met.
14. Coordinates with internal and external stakeholders and cross functional teams to define project scope, requirements, and objectives.
15. Manages project risks, issues, and changes while communicating status updates to leadership.
16. Develops and execute project plans, including timelines, milestones, and resource allocation.
17. Acts as a liaison between project team and stakeholders, providing regular updates and addressing concerns.
18. Manage and execute special projects focused on enhancing HR processes and system capabilities.
19. Identify opportunities for process improvements and system enhancements, delivering innovative solutions to meet business needs.
20. Assist in the change management process by ensuring effective communication and stakeholder engagement throughout projects

Data Analysis & Reporting:

21. Designs, builds, and maintains dashboards and reports to track key HR metrics, payroll performance, and benefits utilization.
22. Extracts, analyzes, and interprets data from integrated systems to provide actionable insights and support strategic decision-making.
23. Prepares reports for leadership, highlighting trends, anomalies, and recommendations based on data analysis

Audit and Compliance

1. Creates data-driven audit programs to ensure compliance with Service Governance.
2. Conducts regular audits and acts as the data steward for HRMS and TRMS data. Executes scheduled audits and assessments to identify gaps and recommend remediation strategies.
3. Establishes Quality Assurance Framework and designs a sustainable and auditable quality assurance framework, outlining structured roles and timelines for audit activities. Works closely with Policy Analyst to ensure policies are developed and documented.
4. Implements a traceable remediation process for data entry at source to address identified data quality issues and monitor progress. Recommends HRMS and TRMS enhancements to Systems Lead for review, and prioritization.
5. Produces detailed audit reports for stakeholders, summarizing findings including Key Performance Indicators (KPIs) such as compliance rate, and actionable recommendations.

Performs other related duties as assigned.

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TORONTO POLICE SERVICE

JOB SPECIFICATION

Date Approved:**Board Minute No.:****Total Points:** 529.5**Pay Class:** A11

JOB TITLE:	Process Integration & Project Specialist	JOB NO.:	A11031
COMMAND:	Corporate Services	SUPERSEDES:	New
PILLAR:	People & Culture	HOURS OF WORK:	35 SHIFTS: 1
UNIT:	People Services & Workforce Insights	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Workforce Strategy & Insights Lead	DATE PREPARED:	December 13, 2024

EDUCATION & EXPERIENCE:

Degree in Human Resources, Business Administration, or a related field combined with a minimum three years' of progressively responsible experience working on process improvement projects and initiatives; or an equivalent combination of education, training and experience.

Experience in project management, auditing, and quality assurance.

ADDITIONAL REQUIREMENTS:

Requires strong knowledge of administrative informational requirements, operating systems, configurations, administrative and unit system application needs, business software, networking applications, peripherals and security requirements.

Strong knowledge of SQL, Power Query or other tool and languages and data analysis.

Must be proficient in process mapping, creation of How-to guides and companion checklists, and have solid experience in the development of clear, concise, process flows.

Requires expert-level analytical and problem solving abilities combined with a general knowledge of TPS's organizational structure, strong presentation skills, and the ability to educate/train end-users at all levels with respect to unit specific administrative and business applications.

Must possess good interpersonal skills with the ability to communicate effectively both verbally and in writing with all personnel.

Ability to determine the appropriate methodologies for conducting audits, managing project timelines, and developing training materials.

Sound, credible evaluation of audit findings, clearly identifying compliance issues, and a proactive approach in recommending remediation strategies.

Makes decisions regarding the integration of processes across different business lines, ensuring that stakeholder requirements are met in adherence to Service Governance

Excellent communication and training skills.

QUALIFYING PERIOD: One year.

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TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 502.4

Pay Class: A10

JOB TITLE: GIS & Statistical Analyst	JOB NO.: A10077
COMMAND: Community Safety	SUPERSEDES: New
PILLAR: Field Services	HOURS OF WORK: 35 SHIFTS: 1
UNIT: Communications Services	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Assistant Manager	DATE PREPARED: May 1, 2024

SUMMARY OF FUNCTION:

Supports the Communications Services Unit with the delivery of analytical support, including GIS-based analytics. Responsible for the administration of CAD, Versadex map and integrated field mapping systems including testing, monitoring, maintaining and supporting these systems to ensure optimum operating efficiency. Liaises with CAD Support staff to update all map data, location-based database records, and map products. Creates/obtains and maintains specialized mapping datasets for CAD. Works with CAD IT on processes required to update the CAD map and other related applications requiring maps or address data. Provides GIS training and technical guidance to CAD Support staff and other members of the Service on behalf of COM.

DIRECTION EXERCISED:

No supervision.

MACHINES AND EQUIPMENT USED:

TPS workstation with associated software and other office and training equipment as required, TESSS, TORIS, Sharepoint, GeoMedia and I/Map Editor, Microsoft Suite of products (Word, Excel, PowerPoint, Outlook, Access), Hexagon/Intergraph suite of products (I/Calltaker, I/Dispatcher, I/NetViewer, I/NetDispatcher, Mobile Responder, CADDBM, I/Tracker, MDT), ICAD Reports, On Call Analytics, Versadex MDT & RMS – VGI application, ESRI Suite of products (ArcMap, ArcCatalogue, ArcGIS Pro, applications within ArcGIS Online {webmaps}), TPS Enterprise mapping, SPSS Statistical Software, Coplogic, Slalom, Crywolf, CPIC, I/Analyst, Structured Query Language (SQL) and relational database software, TPS telephone system - E-911, Komutel, Solacom, Insights, TDD/TTY (Telephone device for the deaf), Agent 511, ACD monitoring, Centrex, Language Line, NICE Inform Elite, TPS radio system - Motorola P25 Smart Zone System including the various components, Genesis, System printers.

DUTIES AND RESPONSIBILITIES:

- Responsible for updating, testing, monitoring and maintaining mapping systems within the CAD and MDT systems, including I/Calltaker and Dispatcher, I/Tracker, I/NetViewer, I/NetDispatcher, I/Analyst applications, Mobile Responder and Versaterm MDT map.
- Creates, updates, and maintains a variety of mapping datasets and address data, including map reference files and Street Index and Intersection files used in CAD and Versadex.
- Performs analysis combining operational and strategic business data with geospatial data to produce meaningful maps and reports. Interprets the results of the analysis into accurate, high quality, actionable products for Management.
- Performs geographic coordinate system conversion and uses GIS data transfer techniques and geospatial tools to create, load and integrate new shapefiles, CAD drawings, and site plans into CAD and other mapping applications.
- Liaises with CAD IT on all aspects of the CAD and Versadex map update process, including preparing datasets, completing map symbol and dataset audits, importing the datasets into Geomedia and symbolizing, labelling and publishing the data.
- Liaises with CAD, CAD IT Support personnel and Telecom on reporting and resolving issues related to Automatic Vehicle Location (AVL)-related technology and person level tracking.

- Uses GIS software for the production of cartographic map products for Communications Services members and the field for special events and/or general reference. Ensures all hard copy and digital map products used by dispatchers and uniform members are updated with the latest data.
- Organizes and maintains a library of cartographic products in the TPS Maps SharePoint site.
- Liaises with users to identify mapping needs and develop new mapping tools and products for COM operational use.
- Performs GIS-based analysis for queries and statistical requests related to CAD data and COM workflows.
- Participates in and advises on GIS-related project work such as boundary changes and Next Generation 9-1-1.
- Prepares responses to FOI (Freedom of Information) requests involving the query and analysis of CAD data and/or information associated to mapping applications and products hosted by CAD Support in an appropriate timely manner.
- Attends meetings of the TPS Information Management Working Group (IMWG) representing Communications for GIS-related subject matter as a technical advisor/expert and liaises with the Analytics and Innovations section for data-sharing and access to the TPS Enterprise geospatial environment. Loads, maintains and updates CAD datasets on the enterprise server.
- Liaises with the GCC (City of Toronto Geospatial Competency Centre) and external partners for map data acquisition, preparation, and distribution on behalf of the Service. Ensures that all new, updated, and deleted addresses and street segments are audited and updated in the CAD map and database records accordingly. Prepares and maintains CAD map files and datasets, providing access to the GCC as required.
- Monitors industry trends regarding developments in the GIS field that will impact CAD mapping applications and the production of cartographic products for Service members, thus ensuring leading edge and best practices are integrated into relevant systems. Makes recommendations to the CAD Coordinator to improve the efficiency, performance and data quality of CAD mapping applications.
- Attends external meetings such as GCC and EGP (City of Toronto Enterprise Geospatial Partnership) and liaises on a technical level for collaborative projects, system functionality testing, mapping, and data sharing.
- Attends quarterly mapping meetings with the City of Toronto, alongside GIS counterparts from Toronto Fire Services and Toronto Paramedic Services. Establishes and maintains contact with GIS experts, analytical counterparts, educators, and researchers.
- Participates in formal on-the-job training courses on electronic data processing operations, analytical methods and GIS skill development as they relate to supporting Communications operations and project planning. Assists with the training of new members in CAD mapping functionality and usage.
- Performs quality assurance checks on own work and the work of colleagues to ensure accuracy.
- Ensures compliance with the City of Toronto GIS standards and policies.
- Prepares unit reports, monthly and annual in relation to Emergency Voice Radio, Emergency Telephone Systems, Audio and Data Systems, Alarms, Unit Complaints and Training, including ad hoc requests associated to all sections.
- Provides statistical analysis, collection and review of data as required of Communications information for Freedom of Information requests, unit audits, complaints, hourly snapshots, investigations, call for service studies, coroner's inquests, key word searches, chronic callers and surveys using multiple systems and platforms.
- Coordinate with the Province of Ontario, City of Toronto, outside Services including, Toronto Paramedic Services, Toronto Fire Services, Ministry of Health, Transit and Rail operators, as well as other Toronto Police units for shared data in relation to operations or special events.
- Participate in analysis, review, implementation and map changes of information in relation to new projects impacting Communications.
- Performs typical duties inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 502.4

Pay Class: A10

JOB TITLE:	GIS & Statistical Analyst	JOB NO.:	A10077		
COMMAND:	Community Safety	SUPERSEDES:	New		
PILLAR:	Field Services	HOURS OF WORK:	35	SHIFTS:	1
UNIT:	Communications Services	NO. OF INCUMBENTS IN THIS JOB:	1		
REPORTS TO:	Assistant Manager	DATE PREPARED:	May 1, 2024		

EDUCATION & EXPERIENCE:

A degree or diploma in Mathematics, Statistical Analysis, Geography or a related field combined with a minimum three years of experience in researching, analyzing and interpreting information and statistical analysis, and one year of experience with CAD, Versadex and the mapping system, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS:

- Must be proficient in Geographic Information System (GIS), ArcGIS, Structured Query Language (SQL) and statistical software. Knowledge of GeoMedia and I/Map Editor are an asset
- Demonstrated experience forecasting trends and identifying issues
- Experience in an Emergency Communications Centre is an asset
- Experience using cartographic design principles to create and edit visual representations of geospatial data, including maps, graphs, diagrams, geospatial hardware and software tools to digitize and geo reference a paper map or plot.
- Understands and correctly applies advanced principles of geodetic science
- Strong understanding of data quality and data modelling as it applies to GIS data
- Knowledge of local, provincial and national spatial data standards, producers, and availability of data
- Ability to use appropriate solutions for integrating various scales and resolutions of spatial data into GIS database and executing analyses
- Highly developed research, analytical and interpretive skills with knowledge of research design and methodologies and practical application of such research.
- Well-developed time-management skills with the ability to work independently and use own initiative to organize projects and set priorities. Ability to meet tight deadlines.
- Experience working in a policing or law enforcement environment is an asset.
- Strong problem resolution skills.
- High level analytical, verbal and written communication skills with an ability to synthesize information from operational systems in order to produce statistics and meaningful management reports, including business case preparation to support decision making.
- Superior team-building and interpersonal skills with a proven ability to work effectively as a member of a team, and to liaise with senior staff, executive decision makers, stakeholders, other government representatives, and members of the public.

QUALIFYING PERIOD:

One (1) year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 512.5

Pay Class: A10

JOB TITLE:	Senior Pension Analyst	JOB NO.:	A10074
COMMAND:	Corporate Services	SUPERSEDES:	New
PILLAR:	People & Culture	HOURS OF WORK:	35 SHIFTS: 1
UNIT:	Benefits	NO. OF INCUMBENTS IN THIS JOB:	Single
REPORTS TO:	Benefits Operations Lead	DATE PREPARED:	2024.06.27

SUMMARY OF FUNCTION:

The Senior Pension Analyst acts as a senior pension, actuarial and technical resource who is responsible for accurate reviews and outputs in compliance with plan rules, collective agreements, legislative requirements, and internal practices. This position also works with the team to meet often specific, and complex, Unit and member deliverables within well-defined and necessary deadlines.

Working closely under the supervision of the Supervisor, Benefits, plays a crucial role in the training and mentoring of the Pension and Benefits Analysts.

Oversees the timely calculation and reconciliation of monthly and annual OMERS remittances, audit(s)/validations before final signoff for payments, and the handling of escalated member cases that include complex OMERS reporting and analytics requests. These include, but are not limited to: intricate escalated retirement, termination, and OMERS requests and their often complicated impacts on CSLB and payroll.

As a subject matter expert, the Senior Pension Analyst is also accountable for the analysis, calculation, evaluation, and auditing of pension information as part of critical year-end internal and statutory requirements as well as focusing on reconciling, resolving and reporting pension related information that aligns with the business needs of the Service's internal units such as, but not limited to, Wellness, Labor Relations, home units, Payroll, and Leave teams.

Lastly, the Senior Pension Analyst is also accountable for the management of special projects as assigned by the Benefits Operations Lead.

DIRECTION EXERCISED:

Provides guidance to Service members, Benefits Coordinators as well as the Pension & Benefit Analysts on the interpretation, calculation(s), and application of pension policies in accordance with provisions of Collective Agreements, Terms & Conditions of Employment, and OMERS regulations and policies. Provides training, guidance, and support to Benefits Coordinators as well as the Pension & Benefit Analysts relating to terminations, member separation agreements, retirements, transfers, job re-classifications, pension buy-backs, legislative changes impacting the unit as they pertain to OMERS, and crucial year-end pension processes.

MACHINES & EQUIPMENT USED:

Workstations with associated software and office related equipment.

DUTIES AND RESPONSIBILITIES:

1. Training and Mentoring:

- Maintains and updates benefit team members' knowledge with respect to changing pension legislation and provincial/federal regulations, the OMERS pension plan, and critical year-end pension reporting and reconciliation processes.
- Communicates pension plan changes with the team.
- Writes new standard operating procedures (SOPs), and amends SOPs for pension processes in the unit.
- With guidance from the Supervisor, Benefits, leads the research, and solution(s) to, complex OMERS issues as they pertain to Service members.
- With guidance from the Supervisor, Benefits, leads the development and delivery of material for Service stakeholders regarding OMERS pension.

- Leads the presentation of pension information sessions for Service members.

2. Escalated Pension Case Management/Resolution:

- Responsible for providing OMERS pension escalation support, analysis, and resolutions for complex member issues that cannot be resolved by the Pension & Benefit Analysts. This requires leading, communicating, and working with, OMERS team members, Labour Relations, Wellness, and Payroll.
- Identifies systemic gaps, workflow modifications and other opportunities with Pension Administration and year-end processes that contribute to member escalations if not addressed.
- Liaises with payroll to ensure proper financial payouts or "reconstructs" in extremely complex cases.
- Responsible for the accuracy and application of CPP Offset calculations for CSLB benefits, subrogation and 3rd party actions.
- Leads the effort in working with Payroll and Pension & Benefit Analysts in the administration of Salary Continuances, MOS, MOUs and MOAs from Labour as it pertains to Pension.

3. Pension Administration

- Responsible for the proper administration of pension benefits including overseeing the timely processing of pension benefits enrollments by the Pension & Benefit Analysts as well as accurate submission of year-end reports required by OMERS pension plan administrators.
- Leads annual pension audits and year-end reports required by OMERS pension plan administrators.
- Oversees and ensures the timely completion of remittances to OMERS pension plan administrators by the Pension & Benefit Analysts.
- Approves and manages required routine update changes to administrative and policy documents for pensions, and makes recommendations to management for improvements to existing documents and processes.

Year-End:

- Responsible for updating OMERS pension rates.
- Responsible for leading the Pension & Benefit Analysts in modifying/changing rates in the Pension Adjustment process as well as opening up the Pension Adjustment page.
- Leads Pension Adjustment Pages updates as required.
- Ensures the Pension & Benefit Analysts submit annual 119 File(s) to OMERS as per pension deadlines.
- Responsible for managing the annual OMERS reconciliation process - work on exceptions (before T4 print).
- Responsible for managing the annual OMERS reconciliation process - work on exceptions (after T4 print, T4 adjustments required).
- Responsible for updating the RCA Spreadsheet and Monthly Remittances.
- Responsible for reconciliation of Y/E Accounting.
- Responsible for Validation of CPP Offset Overpayment(s) prepared by the Pension & Benefit Analyst(s)

Special Projects:

- Accountable for the management of special projects as assigned by the Supervisor, Benefits and the Operations Lead, Benefits. Projects generally fall in the category of departmental and Unit service-level delivery improvement initiatives as well as complex member cases that involves the management of multiple stakeholders internally and externally with a special focus on PRLs and OMERS pension.

4. Performs other related duties and projects, which do not affect the nature and scope of work.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 512.5
Pay Class: A10

JOB TITLE: Senior Pension Analyst	JOB NO.: A10074
COMMAND: Corporate Services	SUPERSEDES: New
PILLAR: People & Culture	HOURS OF WORK: 35 SHIFTS: 1
UNIT: Benefits	NO. OF INCUMBENTS IN THIS JOB: Single
REPORTS TO: Benefits Operations Lead	DATE PREPARED: 2024.06.27

EDUCATION/EXPERIENCE:

A Degree or Diploma in business, mathematics or a related discipline combined with a minimum five years of experience working with Multi-Employer Pension Plans (MEPPs) or an outsourcing service provider of large defined benefit pension plans, or an equivalent combination of education and experience.

Demonstrated experience with public sector pension plans is preferred.

CEBS, PPAC or CBP designation is preferred.

ADDITIONAL REQUIREMENTS:

- In-depth understanding of pension administration systems, complex pension calculations, adjustments, and remittances as well as organizational and regulator.
- Expert-level understanding of pension administration and actuarial concepts related to DB entitlements.
- Expert-level skill in Excel (must be able to build, analyze, troubleshoot, and resolve issues independently).
- Advanced knowledge of MS Word-Merge.
- Strong mathematical and analytical abilities. Advanced business mathematical skills combined with the aptitude to work with numbers to produce detailed and accurate calculations.
- Strong organizational and multi-tasking skills as well as the ability to work under pressure with tight deadlines.
- Excellent attention to detail.
- Excellent problem solving and decision making skills.
- Strong communication skills (written, oral, and presentation/training skills). Special emphasis is placed on having excellent written and oral communication skills when communicating often with various levels of senior/executive management.
- Excellent work ethic and accountability.
- Works well with others.
- Strong knowledge of pension, payroll and accounting procedures and practices is required.
- Strong case management skills as well as the ability to interact with multiple internal and external stakeholders on time sensitive matters.
- Knowledge, understanding, and ability to apply collective agreement language as they pertain to the OMERS pension plan and, at times, benefits.
- Strong knowledge of human resources and time and attendance systems is required.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 491.5

Pay Class: A10

JOB TITLE:	Business Analyst	JOB NO.:	A10073.3
BRANCH:	Specialized Operations Command – Public Safety Ops.	SUPERSEDES:	NEW
UNIT:	Emergency Management & Public Order	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Public Safety	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Inspector	DATE PREPARED:	2024.03.12

SUMMARY OF FUNCTION:

Reporting to the Inspector, this role conducts data collection and analysis, creates reports, and assists with a variety of projects within Emergency Management & Public Order (EMPO) and its sub units. Oversees the operational functionality of the Services' Paid Duty Management System (PDMS). Identifies system and process gaps so that requirements are evaluated and assessed for potential improvements, to increase data quality and efficiency. Implements updated processes or system enhancements. This role acts as a conduit for information and serves as a liaison between the unit and other internal and external stakeholders.

DIRECTION EXERCISED:

Supports end users of the PDMS, and provides technical expertise, guidance and training to system users.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment, as required.

DUTIES AND RESPONSIBILITIES:

1. Prepares and distributes reports relating to system problems and resolutions, monitors and analyzes statistical and operational data.
2. Oversees, maintains and supports the operational functionality of the PDMS.
3. Retains a high level of knowledge of the various EMPO systems and evaluates future trends.
4. Navigates and identifies system user training requirements and coordinates the development of effective training programs within Central Paid Duty Office (CPDO).
5. Identifies, plans, designs, develops, implements and evaluates System modifications and enhancements. Provides input into hardware and software evaluations and acquisition, and identifies annual budget requirements.
6. Assists with the development of Unit goals, objectives, policies and procedures.
7. Prepares and submits CPDO and Major Events yearly reports.
8. Prepares reports, statistics, presentations and assists with special projects upon request.
9. Ensures the CPDO Manuals are up-to-date.
10. Responsible for the procurement process for all new software implementation and improvements.
11. Evaluates effectiveness of tools developed or purchased.
12. Maintains the CPDO webpage ensuring accurate information is reflected for the Service and the community.
13. Participates in annual and strategic budget planning within the unit to ensure funds are available in order to meet the needs of the business and to plan for continuous improvement. Creates plans to resource and execute any improvements.
14. Pulls data to create ad-hoc reports.
15. Works collaboratively with Major Events.
16. Acts as a liaison between management, internal units and external agencies when referencing data analytics.
17. Performs all other duties, functions and assignments inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 491.5
Pay Class: A10

JOB TITLE:	Business Analyst	JOB NO.:	A10073.3
BRANCH:	Specialized Operations Command – Public Safety Ops.	SUPERSEDES:	NEW
UNIT:	Emergency Management & Public Order	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Public Safety	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Inspector	DATE PREPARED:	2024.03.12

EDUCATION:

A degree or diploma in Emergency Management, Computer Engineering, Business Administration or a related field combined with three years of experience providing data, systems and project support, or an equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Requires good analytical and problem solving abilities and well-developed time management skills to effectively meet deadlines under pressure situations.
- Must possess good interpersonal skills with the ability to communicate effectively both verbally and in writing with all personnel.
- Intermediate to advance level skills in Excel, Microsoft Office and PowerPoint is an asset.
- Requires excellent oral and written communication skills.
- Must possess strong research and consultative skills with the ability to analyze service level demands from a user point of view, determine staffing requirements and evaluate system/operator performance.
- Knowledge of Power BI is an asset.
- Must conform to the Services Core Values.
- Must be self-motivated with strong initiative and the ability to work independently and in a team environment.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: A09

Pay Class 462

JOB TITLE: Data Enablement Analyst	JOB NO.: A09072
BRANCH: Information Management	SUPERSEDES: New
UNIT: Office of Information Management	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Data Management Program	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Senior Information Management Analyst	DATE PREPARED: 2024.10.04

SUMMARY OF FUNCTION:

The Data Enablement Analyst plays an instrumental role in supporting data quality standards, establishing metrics and bringing policies, procedures, and data governance functions together at an operational level to develop a strong Information Management culture. This role establishes data quality and measurement standards and monitors quality through automation and rules management. Prepares detailed reports, policies, procedures, and presentations on findings including recommendations, implications and proposed courses of action.

DIRECTION EXERCISED:

Assigns and checks work of others.

MACHINES & EQUIPMENT USED:

Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Identifies, analyzes, evaluates, revises and develops policies, procedures, definitions, and a data governance framework related to operational and administrative data. Forecasts the potential impact and ramifications of changes and decisions, and evaluates change implications across the organization.
2. Establishes data quality and measurement standards and monitors quality through automation and rules management to support the flow of information across systems.
3. Assists in the planning, architecting, and implementation of the master data management rules and governance program, including promotion of 'single-source-of-truth'.
4. Provides technical advice to manage data throughout its life cycle, including the transition from aging or no longer supported applications to the corporate standard applications.
5. Contributes to the success of the Service's Information Management Framework.
6. Conducts research and analysis on proposed legislative / regulatory changes, industry leading practices, employee needs and technological advances to determine requirements for governing and managing data.
7. Assists in the planning, architecting, and implementing data integration flows between various information systems.
8. Establishes data quality and measurement standards and monitors quality through automation and rules management to support the flow of information across systems.
9. Works in collaboration with various units to develop, implement and maintain policy, standards and rules in consultation with key stakeholders.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

10. Collaborates with Records Management to identify areas for data quality improvements and helps resolve data issues through the appropriate choice of error detection and correction, process control and improvement, or process design strategies.
11. Responds to inquiries; attends and makes presentations as required.
12. Works with all stakeholders to develop common definitions, partakes in data profiling and cleansing activities and report development.
13. Performs all other duties, functions and assignments inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:**Board Minute No.:****Total Points:** A09**Pay Class** 462

JOB TITLE: Data Enablement Analyst	JOB NO.: A09072
BRANCH: Information Management	SUPERSEDES: New
UNIT: Office of Information Management	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Data Management Program	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Senior Information Management Analyst	DATE PREPARED: 2024.10.04

EDUCATION & EXPERIENCE:

University degree in Business Administration, Information Management, Computer Science, Data Analytics, Data Management, or a related field combined with a minimum three years of progressively responsible relevant experience, or an equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Demonstrated experience with data quality implementation, data quality issue resolution, and master data management.
- A proven track record of supporting organizational and cultural change.
- Experience in writing data/information management policy, implementation and evaluation.
- Excellent research, interpretive and analytical skills.
- Superior oral and written communication skills to effectively deal with all levels of the Service, other police services and the public sector in a professional manner, as well as good presentation skills.
- Excellent organizational skills with the ability to manage multiple projects.
- Ability to prioritize and work under tight deadlines and think outside the box.
- Well-developed interpersonal skills and the ability to work in a team environment.
- Experience in a unionized setting would be an asset.
- Experience in policing records systems, reporting and analysis would be an asset.

QUALIFYING PERIOD:

One (1) year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points:

Pay Class: A09

JOB TITLE:	Digital Evidence Analyst	JOB NO.:	A09065
BRANCH:	Information & Technology Command – Information Mgmt.	SUPERSEDES:	
UNIT:	Property & Video Evidence Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Digital Evidence Management	NO. OF INCUMBENTS IN THIS JOB:	2
REPORTS TO:	Project Leader	DATE PREPARED:	2024.01.22

SUMMARY OF FUNCTION:

This role supports the Service's information management of digital evidence processes. As a specialist in digital evidence, you will ensure the Service's digital evidence processes are efficient, connected, and visible. Performing detailed analysis of digital evidence, you will ensure our disclosure and evidence analysis processes support community safety and wellbeing in Toronto. This position leverages digital evidence, and related data, to perform long and short term trend analysis, and prepares related reports. Supports Service-wide and Digital Evidence Management teams through data governance, ensuring that the Service applies best practices.

DIRECTION EXERCISED:

Provides digital evidence analytical support and guidance to co-workers.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Collects, analyzes, forecasts and disseminates digital evidence information in support of division disclosure requirements.
2. Completes disclosure tasks where required to ensure continuous awareness of data points and processes.
3. Provides expertise and assistance for ongoing work or projects, including analysis, interpretation, and integration related to digital evidence.
4. Creates and disseminates digital evidence management reports internally and externally; automates processes for divisional and service-wide purposes; and creates reports and dashboards using Evidence.com, and related datasets.
5. Creates and disseminates insights, process maps, and presentations.
6. Prepares analysis for divisional disclosure issues. Attends divisions, trains members, and presents at meetings with required stakeholders.
7. Prepares reports for internal and external stakeholders with direct support on digital evidence management trends
8. Liaises with external agencies such as City of Toronto, TCHC, TTC, EMS, CAMH, University of Toronto, Toronto Health and other city partners.
9. Reports on notable digital evidence patterns and trends to support training, process improvement, and flow of information between the Service and other justice system partners.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points:
Pay Class: A09

JOB TITLE:	Digital Evidence Analyst	JOB NO.:	A09065
BRANCH:	Information & Technology Command – Information Mgmt.	SUPERSEDES:	
UNIT:	Property & Video Evidence Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Digital Evidence Management	NO. OF INCUMBENTS IN THIS JOB:	2
REPORTS TO:	Project Leader	DATE PREPARED:	2024.01.22

DUTIES AND RESPONSIBILITIES: (cont'd)

10. Prepares weekly, monthly, and annual reports by providing key insights and analysis for each unit requiring disclosure.
11. Presents strategic recommendations to Senior Officers and Unit Commanders. Actively identifies ongoing gaps in metric resources and tools, and works with Management to determine future steps in process improvement.
12. Assists in processing Freedom of Information (FOI) requests.
13. Prepares reports for board reports, presentations or meetings related to digital evidence management.
14. Identifies ways to improve the Service's digital evidence analysis workflow (i.e. improved information, new databases, methods or tools) and prepares business cases on tools or software when applicable.
15. Leads and supports academic engagement projects through partnerships with universities.
16. Briefs Unit Commanders, Command, and Executive Leadership Team on digital evidence issues and trends by way of reports, dashboards and other strategic tools.
17. Prepares standard and ad-hoc reports to enhance digital evidence management processes and strategies.
18. Utilizes various sources of information including records management systems, evidence.com, and related systems to prepare reports and analysis.
19. Supports the Service's digital evidence management tasks on an ongoing and event driven basis with availability for 24-7 shift coverage as needed.
20. Presents reports and recommends digital evidence management strategies, which may include court testimony.
21. Liaises with internal and external counterparts regarding digital evidence management trends, and best practices.
22. Attends and contributes to regular digital evidence management workshops and training sessions.
23. Represents the Service at conferences and shares best practices.
24. Utilizes digital evidence, database, and related software to fulfill requests.
25. Performs all other duties, functions and assignments inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points:
Pay Class: A09

JOB TITLE: Digital Evidence Analyst BRANCH: Information & Technology Command – Information Mgmt. UNIT: Property & Video Evidence Management SECTION: Digital Evidence Management REPORTS TO: Project Leader	JOB NO.: A09065 SUPERSEDES: HOURS OF WORK: 35 SHIFTS: 1 NO. OF INCUMBENTS IN THIS JOB: 2 DATE PREPARED: 2024.01.22
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EDUCATION/EXPERIENCE (or equivalent combination):

- Degree/Diploma in computer science, criminology, mathematics, geography or a related field combined with a minimum three years of analysis and research experience.

ADDITIONAL REQUIREMENTS:

- Must possess research, analytical and interpretative skills.
- Excellent computer skills and must be proficient in digital evidence software such as Evidence.com SQL and software such as MS Excel, or other MS applications.
- Experience in report writing.
- Ability to organize and prioritize tasks to meet tight timelines.
- Excellent interpersonal and communication skills with the ability to communicate effectively, both orally and in writing.
- Well-developed time-management skills.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 438
Pay Class: A08

JOB TITLE:	Recruitment Specialist	JOB NO.:	A08091.3
BRANCH:	Corporate Services Command – People & Culture	SUPERSEDES:	NEW
UNIT:	Talent Acquisition	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Uniform Staffing	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Talent Acquisition Advisor	DATE PREPARED:	2024.07.04

SUMMARY OF FUNCTION:

This role coordinates, oversees and monitors applicant movement throughout all stages of the Constable Selection Process and the Lateral Experience Officer Program for the Toronto Police Service (TPS). Responsible for processing applicants, securing applicants' personal information, updating and maintenance of secured databases related to Talent Acquisition's (TA) hiring process. Additionally, this role conducts various testing, including but not limited to, fingerprinting and other related processes that support recruitment and onboarding. Provides training to temporary members who further support the onboarding process.

DIRECTION EXERCISED:

Oversees delegation of tasks, assignments and the training of Temps assigned to TA Uniform Staffing.

MACHINES AND EQUIPMENT USED:

TPS workstation with associated software and other office related equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Coordinates the collection of confidential information and the validation process related to uniform recruitment and selection.
2. Reviews information provided by applicants for accuracy/completeness, and follows up to collect and/or verify information as required.
3. Queries, searches and updates information on computer databases specifically designed to manage and monitor applicant progress.
4. Ensures timely updates are made in Human Resources Management System (HRMS) to accurately reflect applicant's progress in TPS hiring process.
5. Manages scheduling of candidates for all preliminary testing stages - Physical Readiness Evaluation for Police (PREP) Fitness Testing, Interview, Pre-Background Questionnaire and psychological assessment.
6. Plans, organizes and oversees all correspondence specific to interview scheduling for both candidates and the TA Background Investigators, as well as Cadre members who provide support with interviewing candidates.
7. Responsible for the logistical coordination, including but not limited to, the scheduling of applicants, officers and other staff members with the booking of corresponding interview rooms.
8. Ensures confidentiality and protection of sensitive applicant personal information, background files and psychological reports to uphold privacy. Adheres to and ensures compliance with Service policy, governance and provincial legislation related to the protection of personal information.
9. Liaises with and assists TA Advisor with the creation and selection of Local Focus Interview and Essential Competences Questions for interview process.
10. Liaises and communicates with applicants, officers and members including Management team regarding identified issues and or scheduling of applicant interviews.
11. Attends Toronto Police College serving as a conduit between the applicant and members of the recruiting team as it relates to applications and required documents.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 438
Pay Class: A08

JOB TITLE:	Recruitment Specialist	JOB NO.:	A08091.3
BRANCH:	Corporate Services Command – People & Culture	SUPERSEDES:	NEW
UNIT:	Talent Acquisition	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Uniform Staffing	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Talent Acquisition Advisor	DATE PREPARED:	2024.07.04

DUTIES AND RESPONSIBILITIES: (cont'd)

12. Assists with the onboarding of new, permanent uniform employees; including administration of identification cards, oaths, fingerprinting and badges. Liaises with various units regarding the onboarding of new uniform employees.
13. Responsible for updating and maintaining all employment databases and systems for uniform new hires. Maintains and updates file systems, records and databases to capture and track uniform related employment transactions. Manages, monitors and maintains numerous Excel spreadsheets designed to track applicants throughout the recruitment process. Ensures accuracy of information and provides data and statistical reports, as required.
14. Administers tests, including scheduling test events, dissemination of candidate preparation materials and instructions, proctoring examinations, and participation in preparation of test scores.
15. Compiles, sorts and prepares statistical data on a weekly basis as required by Management.
16. Prepares interview packages and/or testing for dissemination by the TA Coordinators.
17. Ensures a positive and enriched customer service experience by monitoring and maintaining the TA general email inbox, responding and redirecting in person, email and telephone inquiries accordingly.
18. Supports Staff Planning section with Uniform job postings. Prepares and approves job postings, while liaising with both hiring partners and Unit Commanders/Managers.
19. Perform typical duties inherent to the position, including acting for the TA Advisor when operationally required.

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The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 438
Pay Class: A08

JOB TITLE:	Recruitment Specialist	JOB NO.:	A08091.3
BRANCH:	Corporate Services Command – People & Culture	SUPERSEDES:	NEW
UNIT:	Talent Acquisition	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Uniform Staffing	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Talent Acquisition Advisor	DATE PREPARED:	2024.07.04

EDUCATION & EXPERIENCE:

A degree/diploma in Human Resources Management or a related field, combined with a minimum of 2 years recent experience in recruiting and staffing, or an approved equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Experience in a policing or public sector environment is preferred.
- Excellent interpersonal and communication skills to deal effectively with all levels of the Service, external agencies and members of the public.
- Outstanding multi-tasking and organizational skills to meet deadlines under a high-pressure environment.
- Must possess concise professional verbal and written communication skills in order to interact with and obtain personal information from applicants entering the recruitment process.
- Ability to maintain confidentiality as applicant information is strictly personal and confidential.
- Must have good customer service skills and the ability to cultivate a positive experience for all applicants.
- Must be empathetic and solution-oriented.
- Must be proficient in human resource management systems, Microsoft Windows and Office applications.
- Requires an understanding of applicant tracking systems, including data requirements, source validation and linkages to related systems (payroll and benefits), as well as strict attention to detail when entering and validating personnel information.
- Sound understanding of the Service's organizational structure, is an asset.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 437

Pay Class: A08

JOB TITLE:	Equity & Inclusion Project Coordinator	JOB NO.:	A08090.3
BRANCH:	Corporate Services	SUPERSEDES:	NEW
UNIT:	Equity, Inclusion & Human Rights	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Inclusion Lead	DATE PREPARED:	2024.09.26

SUMMARY OF FUNCTION:

Under the direction of the Inclusion Lead, Equity, Inclusion & Human Rights, the Equity & Inclusion Project Coordinator supports the development, implementation, coordination and evaluation of multiple priority projects and programs. Responsible for ensuring effective implementation, cross-unit collaboration and communication, and stakeholder engagement of the key initiatives in the Equity Inclusion & Human Rights unit (EIHR), including the Equity Strategy, Gender Diverse and Trans Inclusion Project, Race and Identity-based Data Collection Strategy, and Internal Support Networks. Collaborates with EIHR, other units and networks, including the Internal Support Networks, across the Service, and with relevant community stakeholders and partners to advance the Service's equity goals and outcomes.

DIRECTION EXERCISED:

Collaborates with internal and community stakeholders and partners to advance diversity, equity and inclusion in the Service.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and any other office related equipment, as required.

DUTIES AND RESPONSIBILITIES:

1. Coordinates and supports the implementation of multiple high priority projects related to equity and inclusion initiatives, ensuring that projects are delivered on time and in support of the Service's business plan.
2. Assists in developing various tools and templates, such as work plans and measurement plans, to collect, value, collate and analyze information associated with various assigned projects and provides recommendations and courses of action.
3. Prepares reports, summaries and correspondence, including Board Reports, related to equity and human rights.
4. Organizes meetings, prepares briefing notes, reports and recommendations, and assesses and analyzes information regarding diversity and inclusion concerns.
5. Supports the Service to foster relationships with community organizations and stakeholders from various sectors to build trust between the Service and marginalized communities and to support the Service's equity goals.
6. Liaises with various units, subject matter experts and stakeholders to locate relevant information associated to equity and human rights matters, while building strong working relationships.
7. Supports the organization in the coordination and planning of project-specific events, public meetings and internal and external working groups.
8. Assists in development of surveys, assessments and other reviews to determine and parse out diversity and inclusion needs in the various divisions and units of the Service.
9. Performs other related duties and responsibilities inherent to the job, as required.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 437
Pay Class: A08

JOB TITLE: Equity & Inclusion Project Coordinator	JOB NO.: A08090.3
BRANCH: Corporate Services	SUPERSEDES: NEW
UNIT: Equity, Inclusion & Human Rights	HOURS OF WORK: 35 SHIFTS: 1
SECTION:	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Inclusion Lead	DATE PREPARED: 2024.09.26

EDUCATION:

Degree/diploma in a related discipline such as Equity Studies, Human Resources, Business, Communications combined with a minimum of three years' of progressively responsible experience working in project coordination, management, or outreach and stakeholder engagement related to inclusion initiatives, with a successful track record of supporting a broad scale of diverse groups and communities through various projects, or an equivalent combination of education and experience.

Project Management Professional, Change Management, Business Process, Lean or Six Sigma designations would be considered assets.

Diversity, equity, inclusion certifications would be considered assets.

ADDITIONAL REQUIREMENTS:

- Excellent communication and interpersonal skills with the ability to communicate, both verbally and in writing, with all levels of the Service and external stakeholders in an effective and professional manner.
- Excellent organizational and time management skills with the ability to multi-task and prioritize work to meet demanding and sensitive timelines.
- Strong analytical skills and attention to detail.
- Ability to use analytical methodologies to support implementation of projects and to meet deadlines.
- Good relationship-building skills to foster relationships with community stakeholders and partners and maintain effective working relationships with individuals from diverse backgrounds and from other units in the Service.
- Computer skills required, including standard office computer applications (e.g. Microsoft Word, Microsoft Excel, Microsoft PowerPoint and, Microsoft Outlook, WebEx).

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 447
Pay Class: A08

JOB TITLE: Sr. Crime Scene Support Technician	JOB NO.: A08089
BRANCH: Specialized Operations Command – Detective Operations	SUPERSEDES: NEW
UNIT: Specialized Criminal Investigations	HOURS OF WORK: 40 SHIFTS: 3
SECTION: Forensic Identification Services - Field Operations	NO. OF INCUMBENTS IN THIS JOB: 5
REPORTS TO: Detective	DATE PREPARED: 2024.11.05

SUMMARY OF FUNCTION:

Documents and collects evidence at secure scenes. Assigns and evaluates the work of Crime Scene Support Technicians. May be required to attend court and testify.

DIRECTION EXERCISED:

Provides oversight, work performance direction and mentorship to the Crime Scene Support Technicians.

MACHINES AND EQUIPMENT USED:

TPS workstation with associated software, including Microsoft Word, Proprietary Photo Imaging Network and TPS Records Management Systems.

Fingerprint examination equipment (e.g. brushes, powders), personal protective equipment (e.g. masks, respirators, chemical suits, gloves etc.) and photographic equipment.

DUTIES AND RESPONSIBILITIES:

1. Delegates and assigns tasks to the Crime Scene Support Technicians. Provides guidance, training, conducts quality control evaluations and completes first level evaluations. Assists with performance management, as required.
2. Attends and processes minor crime scenes throughout Toronto for the purpose of examining vehicles and or crime scenes for forensic evidence.
3. Takes victim injury photographs at crime/incident scenes (e.g. police station, hospital, scene if police are still present) as required.
4. Conducts fingerprint examinations and DNA swabbing from evidence collected, as required.
5. Collects, preserves and processes evidence from vehicles and crime scenes. Documents and preserves continuity of evidence.
6. Assists the lab with paperwork and or CFS submissions for cartridge cases.
7. Maintains notebook containing an accurate account of up-to-date- activities. Prepares and submits reports as required.
8. May be required to attend court and testify, as required.
9. Assists the on-duty Detective and/or the Detective Sergeant with triaging calls for Service, CSST related matters, paperwork and logistics.
10. Performs all other duties, functions and assignments inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 447
Pay Class: A08

JOB TITLE:	Sr. Crime Scene Support Technician	JOB NO.:	A08089	
BRANCH:	Specialized Operations Command – Detective Operations	SUPERSEDES:	NEW	
UNIT:	Specialized Criminal Investigations	HOURS OF WORK:	40	SHIFTS: 3
SECTION:	Forensic Identification Services - Field Operations	NO. OF INCUMBENTS IN THIS JOB:	5	
REPORTS TO:	Detective	DATE PREPARED:	2024.11.05	

EDUCATION & EXPERIENCE:

A college diploma in a related discipline with two years of related experience, preferably in a policing environment; or an approved combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Knowledge of the Criminal Code of Canada, related federal statutes, Service policies and procedures and the court system.
- Requires strong oral and written communication skills with the ability to provide testimony in court.
- Ability to demonstrate an understanding of the rules of evidence.
- Must be able to work independently and use own initiative to set priorities and solve problems.
- Knowledge of photographic processes and techniques and good computer skills.
- Must be able to work in biohazardous conditions with the physical ability to wear personal protective equipment for extended periods during examinations (e.g. N95 mask, chemical protective suits etc.)
- Must possess a valid Ontario Driver's Licence, have (or be willing and eligible to obtain) a Toronto Police Service "Blue Card" and be able to operate a motor vehicle in a heavily populated urban setting.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 447.5
Pay Class: A08

JOB TITLE: Early Intervention Analyst	JOB NO.: A08088
BRANCH: Human Resources Command	SUPERSEDES: NEW
UNIT: Corporate Risk Management	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:
REPORTS TO: Senior Risk Management Analyst	DATE PREPARED: 2024.07.31

SUMMARY OF FUNCTION:

The Early Intervention Analyst will assist in managing the Service's predictive management programs, such as Early Intervention (EI) Program and Officer Monitoring alerts in IAPro/PSIS (Professional Standards Information System). The Analyst will be responsible for reviewing alerts in PSIS, assisting in the creation of Early Intervention Reports and liaising with units and supervisors to proactively support and assist members facing professional and personal difficulties, which are impacting their work.

DIRECTION EXERCISED:

None.

MACHINES & EQUIPMENT USED:

TPS workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Collaborates with internal stakeholders to develop and implement early intervention programs and training initiatives.
2. Monitors and evaluates the effectiveness of intervention strategies and makes recommendations for improvement.
3. Researches best practices regarding early intervention analysis and intervention strategies in other enforcement organizations and related procedures and policies.
4. Presents the early intervention program to internal stakeholders and external agencies, as required.
5. Utilizes specialized software applications, quantitative and qualitative analytic methodologies and techniques to create analytical and strategic reports. Provides analysis to Professionalism and Accountability and associated projects. Creates follow-up early intervention notification reports.
6. Identifies and routes indicators, which may signify the need for intervention, to the appropriate people, programs, and/or partners.
7. Monitors critical incident calls identified through the various programs and databases for indicators that may signify the need for early intervention.
8. Analyzes information relating to use of force, early intervention and conduct investigations using data analysis tools and techniques.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:**Board Minute No.:****Total Points:** 447.5**Pay Class** A08

JOB TITLE: Early Intervention Analyst	JOB NO.: A08088
BRANCH: Human Resources Command	SUPERSEDES: NEW
UNIT: Corporate Risk Management	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:
REPORTS TO: Senior Risk Management Analyst	DATE PREPARED: 2024.07.31

DUTIES AND RESPONSIBILITIES: (cont'd)

9. Works with Professional Standards, Legal Services, Toronto Police College, SIU Liaisons Office, and Early Intervention staff to document and fulfill data requests and requirements from Professionalism & Accountability and Command.
10. Researches and compiles information to prepare reports, infographics, presentations, summary information, and business requirements.
11. Provides support to various committees, programs and initiatives throughout the Service.
12. Provides administrative support, when required (e.g. maintains and updates section files and databases, monitors and responds to general email accounts). Ensures correspondence is received and responded to in a timely manner.
13. Performs the duties of the Senior Risk Management Analyst on a relief basis, when required.
14. Performs other duties inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 447.5

Pay Class A08

JOB TITLE:	Early Intervention Analyst	JOB NO.:	A08088
BRANCH:	Human Resources Command	SUPERSEDES:	NEW
UNIT:	Corporate Risk Management	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Analysis and Assessment	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Senior Risk Management Analyst	DATE PREPARED:	2024.07.31

EDUCATION & EXPERIENCE:

Successful completion of a college or university diploma/degree in a related field such as Criminology, Sociology, Psychology combined with combined with two years of demonstrated and related experience; or an equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Must have good oral/written communication and interpersonal skills to deal effectively and competently with all levels of the Service, the public and external agencies.
- Ability to work within established time frames and meet deadlines.
- Strong analytical and organizational skills with the ability to identify trends.
- Sound problem solving abilities in order to assess the types of incidents that may involve traumatic incidents and ensure that the proper supports are put in place for members.
- Self-motivated with a high level of integrity and the ability to multi-task in a fast-paced environment.
- Possess good analytical and problem-solving skills.
- General knowledge of Service governance (policies and procedures) and processes.
- Sound understanding of the Service's organizational structure, is an asset.
- Ability to use IAPRO- Next Gen/EIPRO and be willing to attend related training as required.
- Excellent knowledge of trend analysis, risk identification, statistical analysis, interpretation and methodology.
- Excellent computer skills and must be proficient in SQL (Structured Query Language) and statistical software such as Excel.
- Ability to maintain confidentiality of investigative files.
- Upon training completion, must be proficient in IAPRO Next Gen.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 433
Pay Class: A08

JOB TITLE:	Research Coordinator, Risk Management	JOB NO.:	A08085
BRANCH:	Public Safety Command	SUPERSEDES:	NEW
UNIT:	Court Services	HOURS OF WORK:	40 SHIFTS: 2
SECTION:	Risk Management Section	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Detective Sergeant - Risk Management	DATE PREPARED:	2023/10/23

SUMMARY OF FUNCTION:

Advise Senior Management, Court Location Administrators and Risk Management Section (RMS) on actual and/or potential threats, issues and risks pertaining to all aspects of Court Services by providing accurate and timely information. Collect, monitor and analyze information from various internal (TPS) and external stakeholders and associated databases to promote a timely and coordinated flow of information to support the TPS Intelligence cycle.

DIRECTION EXERCISED:

Provides analytical support and guidance to Senior Management, Court locations and Risk Management Section, as required.

MACHINES AND EQUIPMENT USED:

TPS workstation with associated software and other office equipment as required. Section, Service-specific, Ministry of the Attorney General, Corrections and national computer databases.

DUTIES AND RESPONSIBILITIES:

1. Facilitates the flow of information between court locations, divisions, Intelligence Services, other police services and Ministry of Corrections.
2. Trains and educates Special Constables about the intelligence cycle and information sharing to assist with awareness. Attends courthouses/divisions for field intelligence gathering to disseminate throughout our units regarding any high profile trials and/or identified risks to justice participants, persons attending matters that will be heard in our courthouses.
3. Liaises with the Field Intelligence D/Sgt. and divisional crime analysts to share and gather information. Attends training days to discuss and share information and heighten awareness for all Special Constables.
4. Takes an active role in information gathering by working with members, court locations and Risk Management Section.
5. Monitors social media for references in relation to cases to assist the court Location Administrators in making informed decisions on the level of risk associated for court appearances and deployment of resources.
6. Confers with the field, court locations and Intelligence Services regarding pertinent arrests or investigations for potential intelligence value.
7. Responsible to identify associations and criminal trends to guide operational priorities and resource allocation.
8. Consults with internal resources, external partners and agencies to maintain an awareness of current potential court security issues.
9. Liaises as the in-house contact to access intelligence services resources.
10. Liaise with correctional FIO's, Internal Security Teams (IST), TPS divisional FIO's, PSRT, and G&G Unit to prioritize deployment priorities and resources to provide case tracking information in relation to prisoner altercations, dispositions, release conditions and gang related conflicts.
11. Inputs data into section-specific and Service databases for the purpose of updating or adding new files of intelligence information.
12. Identifies and fills in information gaps by using Versadex, Pushpin, Cognos, Legacy Data Search and OTIS for courts, intelligence services and divisions/units.
13. Reports in writing to the Unit Commander on events, individuals or groups which currently, or may in the future represent a threat to the courts, Judiciary and public safety.
14. Provides case tracking information in relation to prisoner altercations, dispositions, release conditions and gang related conflicts to court locations with updates on special events or protests that have the potential to disrupt court operations.
15. Disseminates information in a timely manner and according to established procedures and legislative guidelines.
16. Retrieves, evaluates and extracts information in response to requests from internal and external resources.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 433
Pay Class: A08

JOB TITLE:	Research Coordinator, Risk Management	JOB NO.:	A08085
BRANCH:	Public Safety Command	SUPERSEDES:	NEW
UNIT:	Court Services	HOURS OF WORK:	40 SHIFTS: 2
SECTION:	Risk Management Section	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Detective Sergeant - Risk Management	DATE PREPARED:	2023/10/23

DUTIES AND RESPONSIBILITIES: (Cont'd)

17. Participates in de-briefings as assigned by the Unit Commander.
18. Liaises with Divisional crime management office, establishes crime management strategies and prioritizes enforcement resources.
Provides divisional support by monitoring cases for divisional FIO's and TPS Security Section on an ongoing basis.
19. Compiles all required information for briefing notes, reports, investigators or management.
20. Conducts quality control reviews and maintains the security and integrity of electronic and hardcopy confidential files and updates RMS with hardcopy, computer files and databases.
21. Supports Command initiatives, including identification of Criminals/Criminal Activity through the Court Services Identification Program (CSIP).
22. Actively participates in weekly Court Services operational meetings to provide intelligence information in relation to individuals and groups that may impact the safety and security of a court facility.
23. Attends Toronto Region courthouses and the Toronto Police College to provide in-service training to members and do presentations to newly hired and senior members of the Court Services Unit.
24. Performs all other duties, functions and assignments inherent to the position.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 433
Pay Class: A08

JOB TITLE:	Research Coordinator, Risk Management	JOB NO.:	A08085
BRANCH:	Public Safety Command	SUPERSEDES:	NEW
UNIT:	Court Services	HOURS OF WORK:	40 SHIFTS: 2
SECTION:	Risk Management Section	NO. OF INCUMBENTS IN THIS JOB:	
REPORTS TO:	Detective Sergeant - Risk Management	DATE PREPARED:	2023/10/23

EDUCATION:

Grade 12 or an approved equivalent combination of education, training and experience.

Preferred educational background in public policy/research methods/statistical analysis or associated courses or work experience;

ADDITIONAL REQUIREMENTS:

- Must have two (2) to three (3) years related experience with Service records management systems and applications such as CPIC, Versadex, ICAD Reports, Pushpin, Cognos, Legacy Data Search, OTIS, and Unit Commanders Morning Report.
- Requires an increased level of technical acuity and knowledge with various computer applications within TPS and external partners at the Ministry of Corrections and Ministry of the Attorney General. Must have knowledge of how all systems relate to each other for information gathering and sharing.
- Must have excellent technical skills to effectively utilize computer systems in order to provide accurate and precise information to court locations and investigators in a format such as presentations, reports or dashboards.
- Must have a good working knowledge of criminal court procedures, prisoner management and detention facility protocols.
- Must have excellent knowledge of Provincial and Federal court processes, Criminal Code of Canada, DNA Identification Act, Youth Criminal Justice Act and current case law.
- Knowledge of service related policies, procedures and governance.
- Interpersonal skills and written/oral communications skills to effectively deal with all levels of the Service and outside agencies.
- Possess strong ability to collect and organize information from multiple sources in a research capacity.
- Must have a valid Ontario Driver's Licence and have accumulated no more than six demerit points. Probationary drivers must not have accumulated more than three demerit points.
- Must have (or be willing and eligible to obtain) a Toronto Police Service 'Blue Card' as this position will be utilizing TPS vehicles to attend divisions, correctional facilities and meeting throughout the City.
- Previous experience as clerical support, liaison or booker duties in a court or investigative environment would be an asset.

QUALIFYING PERIOD:

One year

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:

Total Points: 429

Pay Class: A08

JOB TITLE:	Policy Analyst, Strategic Planning and Governance	JOB NO./CODE:	A08081.3
BRANCH:	Strategy Management	SUPERSEDES:	New
UNIT:	Strategic Planning and Governance	HOURS OF WORK:	35 SHIFTS: 1
REPORTS TO:	Executive Advisor and Manager, Strategic Planning and Governance	NO. OF INCUMBENTS IN THIS JOB:	1
		DATE PREPARED:	2024.02.26

SUMMARY OF FUNCTION:

Utilizes an equity and inclusion lens to develop, implement, revise and evaluate internal policies, processes, practices and procedures to ensure compliance to relevant legislation, align governance to provisions in the collective agreements and recognized best practices, and connect governance practices with the Service's overall vision, mission and core values.

DIRECTION EXERCISED:

None.

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Develops new policies, processes and practices by identifying problems and researching options; socializes and presents recommended solutions to Members of Strategic Planning and Governance, Equity Inclusion and Human Rights (EIHR), Toronto Police Services' Board staff, Command, Senior Management Team, Senior Officers' Organization and Toronto Police Association.
2. Identifies and responds to the need for policy, process and practice revisions based on legislative changes, organizational needs and other factors; proactively identifies gaps in compliance as well as opportunities to change procedures so that they are barrier-free, inclusive and equitable.
3. Ensures current and proposed Service Governance is in accordance with recognized best practices in equity and inclusion, negotiated terms and conditions of the Services' collective agreements and are in compliance with relevant legislation.
4. Works in collaboration with other Units, including Equity Inclusion and Human Rights (EIHR), to develop/update and implement policies, procedures, processes and practices; provides policy briefings (written and verbal) and presentations within and outside of the organization.
5. Monitors Strategic Planning and Governance related issues and pending legislative changes, forecasting their impact on the unit's function and recommends solutions.
6. Researches topics, issues and policies; gathers data utilizing a variety of methods including external benchmarking and jurisdictional scans.
7. Analyzes quantitative and qualitative data, utilizing both formal and informal research findings.
8. Recommends and implements policy, procedure, process and practice changes, as a means in which to drive policy adoption and changes to any new Service Governance.
9. Designs means in which to evaluate policies, procedures, processes and practices for effectiveness through the design of formal program evaluation; measures and reports upon policy/process/practice effectiveness, which includes an equity lens.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Total Points: 429
Pay Class: A08

JOB TITLE:	Policy Analyst, Strategic Planning and Governance	JOB NO./CODE:	A08081.3
BRANCH:	Strategy Management	SUPERSEDES:	New
UNIT:	Strategic Planning and Governance	HOURS OF WORK:	35 SHIFTS: 1
REPORTS TO:	Executive Advisor and Manager, Strategic Planning and Governance	NO. OF INCUMBENTS IN THIS JOB:	1
		DATE PREPARED:	2024.02.26

DUTIES AND RESPONSIBILITIES: (Cont'd)

10. Documents Strategic Planning and Governance practices, procedures and operational plans, including process flow and makes recommendations for improvement.
11. Serves as the primary liaison between Strategic Planning and Governance and members of Equity Inclusion and Human Rights (EIHR), as well as members of the Governance Equity Review Committee (GERC).
12. Supports the Governance Administrator with administrative tasks, preparing and publishing routine orders, developing new forms, and ensuring all Service Governance is compliant with Accessibility for Ontarians with Disabilities (AODA).
13. Supports members of the Strategic Planning and Governance as a subject matter expert on equity and inclusion.
14. Identifies and addresses issues and barriers present in Service Governance, undertakes research, strategically analyzes systemic issues, and designs solutions to support continuous improvement.
15. Performs all other duties, functions and assignments inherent to the position.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Total Points: 429
Pay Class: A08

JOB TITLE:	Policy Analyst, Strategic Planning and Governance	JOB NO./CODE:	A08081.3
BRANCH:	Strategy Management	SUPERSEDES:	New
UNIT:	Strategic Planning and Governance	HOURS OF WORK:	35 SHIFTS: 1
REPORTS TO:	Executive Advisor and Manager, Strategic Planning and Governance	NO. OF INCUMBENTS IN THIS JOB:	1
		DATE PREPARED:	2024.02.26

EDUCATION/EXPERIENCE:

Degree in public policy, public administration, equity studies, business administration or related field combined with one year of policy and/or diversity, equity, and inclusion experience or an equivalent combination of education, training and experience.

Masters degree in public policy, public administration, equity studies, or business administration would be an asset.

Canadian Certified Inclusion Professional (CCIP) designation would be an asset.

ADDITIONAL REQUIREMENTS:

Strong written communication, verbal communication, listening, and presentation skills.

Strong research, analytical and problem solving skills.

Strong prioritization and organizational skills.

Strong teamwork, collaboration and interpersonal skills.

Ability to interpret legislation, collective agreements, research reports and findings.

Proficient in Microsoft Office Suite (e.g. Word, Excel, PowerPoint and Outlook).

Ability to manage multiple projects.

Ability to work with members at all levels.

Familiarity with, and willingness to learn about, AODA requirements relevant to Strategic Planning and Governance.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 424

Pay Class: A08

JOB TITLE: Payroll Analyst	JOB NO.: A08080
BRANCH: Corporate Services Command/People & Culture	SUPERSEDES: NEW
UNIT: People Services & Workforce Insights	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Payroll	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Supervisor, Payroll	DATE PREPARED: 2024.06.17

SUMMARY OF FUNCTION:

The Payroll Analyst is responsible for overseeing all aspects of payroll processing within the organization. Key functions include managing payroll systems along with understanding the implications of other HR Systems (TRMS, HRS, SAP, etc), ensuring accuracy of employee records, calculating wages and deductions, implementing payroll policies, addressing employee inquiries, collaborating with HR and finance teams, staying abreast of tax regulations. The role requires a thorough understanding of the payroll system, attention to detail, compliance with legal requirements. Effective communication and problem-solving skills are crucial in maintaining a smooth payroll operation.

DIRECTION EXERCISED:

Provides support and direction to Payroll Coordinators relating to the biweekly payroll processing, overpayment and retro processing, and year-end processing. Monitors the biweekly payroll processing checklist.

MACHINES AND EQUIPMENT USED:

Workstations with associated software and office related equipment.

DUTIES AND RESPONSIBILITIES:

1. Payroll Management:

- Oversees the entire payroll cycle, ensuring accurate processing of Canadian payroll, including income tax, CPP, EI, and other statutory deductions.
- Stay informed about changes in Canadian tax laws and regulations, implementing adjustments to payroll processes accordingly.
- Process year-end reporting, including T4 and T4A preparation and submission
- Coordinate and process both on-cycle and off cycle payrolls efficiently.
- Provide direction to Payroll Coordinators, ensuring compliance with Canadian payroll standards
- Keeps the payroll team updated on changes in Canadian payroll legislation.
- Collaborate with HR/Benefits to manage employee benefits and deductions in compliance with Canadian regulations.

2. Compliance and Reporting

- Ensure compliance with federal and provincial labour standards, including updates related to pay equity and minimum wage changes.
- Generate and submit required payroll-related reports to units within TPS, Canadian authorities, such as ROE submissions.
- Collaborate with external vendors for statutory remittances and reporting.

3. Discrepancy Resolution

- Investigate and reconcile payroll discrepancies
- Provide guidance to the team in resolving payroll discrepancies.
- Implement strategies to minimize errors and improve overall accuracy.

4. System Implementation and Improvement

- Co-ordinates, maintains and develops Payroll specific processes as they interconnect and relate to HR, Benefits and Human Resource systems and procedures
- Prepares plans for the implementation and testing of upgrades, new releases and new functionality and works with the technical support unit in IT and Human Resource systems to carry out those plans.
- Creates and tests payroll codes as required in bi-weekly pay runs (earnings and deductions) including co-ordination with the SAP Administrator.
- Provides input to the annual budget planning process to ensure that payroll systems (HRMS, TRMS, SAP) continue to meet the needs of Payroll Services.

- Plans and creates documents, including training materials, reference materials and Payroll user manuals for HRMS and Payroll business practices ensuring proper internal controls are incorporated into all processes and procedures
 - Works closely with Workforce Insights and HR Systems unit to:
 - ensure that ad hoc and permanently required queries are delivered; completes, submits and follows up on query requests
 - formulate standard system operating procedures for Payroll and manages these standards as required by other areas
 - respond to, troubleshoot and resolve payroll system and payroll related problems ensuring they are logged with the Help Desk
 - maintain a log on the status of payroll system issues/problems and communicate long and short term resolutions to Payroll users
 - keep current on the latest upgrades, patches, tips and techniques as they relate to Payroll
5. **Maintains current knowledge and understanding of:**
- Service organizational structure and position management as they relate to payroll changes.
 - Integration between HRMS payroll and key applications such as TRMS and SAP financials
 - Payroll business practices and identifies and promotes best practices with the payroll systems
 - All Service collective agreements, labour relations interpretations, base benefit requirements, time entry exceptions and Service
 - Work schedules as they affect payroll
6. Participates in projects and may be required to lead small projects under the governance of Workforce Insights and HR Systems by providing project leadership, functional specifications, configuration of tables and testing as they relate to the Payroll module.
7. Liaises with IT for issue resolution relating to interfaces, pay runs and other systems issues and prepares specifications on amendments to existing programs to comply with collective agreement changes.
8. Conducts reviews and tax research as required, utilizing the services of the CRA, PaySource, The Canadian Payroll Association and other legislative and interpretative materials. Represents Payroll Services at WFP meetings. Performs technical coordinator functions for banking service provider standalone systems. Analyzes and determines how Federal and Provincial budgets affect payroll.
9. Acts in the Supervisor, Payroll position, when required.
10. Performs other related duties and projects as assigned.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:**Board Minute No.:****Total Points:** 424**Pay Class:** A08

JOB TITLE:	Payroll Analyst	JOB NO.:	A08080
BRANCH:	Corporate Services Command/People & Culture	SUPERSEDES:	NEW
UNIT:	People Services & Workforce Insights	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Payroll	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Supervisor, Payroll	DATE PREPARED:	2024.06.17

EDUCATION:

Diploma in Business Administration, Finance, Accounting, or a related field, combined with a minimum two years of experience in a payroll or financial environment, or an approved combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

Demonstrated experience in computerized Payroll and Time and Attendance systems is required.

Excellent knowledge of TRMS (Time entry systems) and HRMS functionality as it relates to payroll and PeopleSoft payroll and query functionality. Knowledge of human resources and payroll issues, policies, procedures, collective agreements and payroll best practices.

Excellent knowledge of the Income Tax Act and Canada Revenue Agency rulings and interpretations. Sound knowledge of Canada Revenue Agency, Human Resource Development Canada, Family Responsibility Office and City of Toronto payroll requirements.

Experience in spreadsheet and word processing is required.

Excellent analytical, verbal and written communications skills with the ability to meet deadlines and prioritize challenges. Superior interpersonal skills, with the ability to deal with all Toronto Police Service members and external individuals and agencies, in an efficient and effective manner.

QUALIFYING PERIOD:

One year.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 397.5

Pay Class: A07

JOB TITLE:	Emergency Management Coordinator	JOB NO.:	A07104.3
BRANCH:	Specialized Operations Command - Public Safety Operations	SUPERSEDES:	NEW
UNIT:	Emergency Management & Public Order	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Emergency Management/Planning	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Staff Sergeant, Emergency Management	DATE PREPARED:	2024.05.02
		Updated	2024.08.23

SUMMARY OF FUNCTION: Provides assistance to the Emergency Management Planning and Training sections. Reviews and coordinates the intake, compliance and filing of TPS 741 – *Special Event Resources Assessment Matrix* documents submitted to EMPO according to procedure. Assists in the coordination of Unit Business Continuity plans. Acts as a liaison between internal and external agencies and EMPO planners for emergency preparedness and management purposes. Is responsible for designing and assists in implementing emergency management table top and practical exercises in relation to emergency preparedness. Delivers and assists in training on emergency management where required. Ensures that the legislated responsibilities are met under the Emergency Management Act and other Provincial and Federal statutes.

DIRECTION EXERCISED: Assigns tasks, trains, and evaluates course participants.

MACHINES & EQUIPMENT USED: TPS workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Receives, reviews, files and coordinates the submission of TPS741s (RAM – Special Event Resource Assessment Matrix). Reviews for quality control and files accordingly at EMPO. Escalates requests for additional resources to the Staff Sergeant of Emergency Management-Major Events.
2. Develops and provides training with respect to a section of the Planning 100 and 200 courses, which consists of the understanding and completion of TPS741s, as required for special events.
3. Assists Divisions and Units with inquiries in relation to the completion of TPS741s.
4. Designs, plans and assists with the delivery of tabletop and live emergency exercises for internal and external stakeholders in consultation with Subject Matter Experts.
5. Liases with internal and external stakeholders for the purposes of designing and executing tabletop and live emergency exercises.
6. Creates a positive, respectful, and supportive learning environment for all participants
7. Responsible for acquiring or coordinating the acquisition of materials and equipment required for tabletop and live emergency exercises.
8. Maintains up-to-date knowledge of job-related legislation and procedures.
9. Generates *ad hoc* computer reports for the purpose of extracting specific data required for conducting quality control reviews and other tracking purposes.
10. Develops and maintains a risk registry for major events to determine any training, logistical or exercise design requirements.
11. Develops new contacts and builds relationships with other public safety organizations and stakeholders.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 397.5
Pay Class: A07

JOB TITLE:	Emergency Management Coordinator	JOB NO.:	A07104.3
BRANCH:	Specialized Operations Command - Public Safety Operations	SUPERSEDES:	NEW
UNIT:	Emergency Management & Public Order	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Emergency Management/Planning	NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Staff Sergeant, Emergency Management	DATE PREPARED:	2024.05.02
		<i>Updated</i>	2024.08.23

DUTIES AND RESPONSIBILITIES: (Cont'd)

12. Coordinates meetings with internal and external stakeholders to input and update information in risk registries.
13. Liaises with various internal and external stakeholders and responds to inquiries from members of the Service, Government Agencies and the public.
14. Completes routine reports, assignments, and special projects as required.
15. Arranges training schedules and completes training entries in HRMS. Enters information and reviews the Unit Commander's Morning Report (UCMR) in relation to their role and function.
16. Attends seminars, conferences, training courses and lectures as required. May be required to attend court or other judicial proceedings and give evidence.
17. Performs all other duties, functions and assignments inherent to the position or as assigned or required.

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TORONTO POLICE SERVICE

JOB SPECIFICATION

Date Approved:

Board Minute No.:

Total Points: 397.5

Pay Class: A07

JOB TITLE: Emergency Management Coordinator	JOB NO.: A07104.3
BRANCH: Specialized Operations Command - Public Safety Operations	SUPERSEDES: NEW
UNIT: Emergency Management & Public Order	HOURS OF WORK: 35 SHIFTS: 1
SECTION: Emergency Management/Planning	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Staff Sergeant, Emergency Management	DATE PREPARED: 2024.05.02 <i>Updated</i> 2024.08.23

EDUCATION:

Successful completion of Grade 12 combined with a minimum of three years related experience, of which at least one year includes experience providing direction or guidance to others, or an approved equivalent combination of education, training and experience.

Post-Secondary Education Diploma/Degree is an asset.

Must have completed IMS 100 and 200 courses.

Will be required to complete internal mandatory training courses and modules including CPKN Modules and IMS 300.

Completion of the Scribe and Board Course would be an asset.

ADDITIONAL REQUIREMENTS:

- Project Management training and experience would be an asset.
- Scribe experience would be an asset.
- Demonstrated leadership skills with the ability to resolve issues escalated from staff.
- Exceptional interpersonal and communication skills to effectively lead, train, and motivate staff and interact with members of the Service, external agencies, customers and the public.
- Strong ability to work collaboratively within a team environment.
- Excellent organizational skills, as well as the ability to prioritize, multitask, work within established time frames and meet deadlines.
- Excellent knowledge of the policies, procedures, principles, protocols and applicable legislation relating to supervision.
- Working knowledge of all TPS Procedures related to Emergency Preparedness and Management.
- Knowledge of administrative procedures including proficiency with WebEx, SAP, TRMS, HRMS, Microsoft Office Suite (MS Word, Outlook, Excel, Project, Powerpoint, Teams).
- Must have (or be willing and eligible to obtain) a Toronto Police Service 'Blue Card'.

QUALIFYING PERIOD:

One Year.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 395.5

Pay Class: A07

JOB TITLE: Group Leader, People Services	JOB NO.: A07094
COMMAND: Corporate Services	SUPERSEDES: NEW
PILLAR: People & Culture	HOURS OF WORK: 35 SHIFTS: 1
UNIT: People Services & Workforce Insights	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Payroll Operations Lead	DATE PREPARED: 2024.06.17

SUMMARY OF FUNCTION:

Provide day-to-day leadership and guidance to Employee Services Representatives, including operational planning/scheduling of work, ensuring achievement of established performance goals, and resolution of escalated issues.

DIRECTION EXERCISED:

Assigns, checks, trains and evaluates the work of Employee Services Representatives.

MACHINES AND EQUIPMENT USED:

Workstation with associated software, and other related office equipment as may be required.

DUTIES AND RESPONSIBILITIES:

- Supporting the development and delivery of best practices within Employee Services.
- Providing human resource support and strategic advice, in conjunction with payroll and benefits supervisors, as well as, leadership/supervisors from all People and Culture units.
- Leading and coordinating daily tasks, ensuring effective teamwork and communication.
- Providing guidance and strategic advice regarding Service-wide, divisional, and legislative policies and procedures.
- Identifies human resource related trends, as well as, divisional needs.
- Oversee the development of innovative internal training programs, learning opportunities to address and meet Service/divisional requirements and personal development goals.
- Supervising the activities of subordinates, providing direction and support, and fostering effective teamwork.
- Recommending and implementing a variety of strategies and initiatives to promote excellent performance, growth, and a positive employee experience.
- Leading the internal recruitment process for Employee Services through the review of shortlisted resumes, development of interview questions, participation as a panel interviewer, and scoring of responses to select the best candidate for the role.
- Designing policies, procedures, processes and programs to support Service excellence and continuous improvement.
- Liaising with Toronto Police Association stakeholders to garner and exchange information for the resolution of issues.
- Develops and implements communication strategies in relation to unit initiatives, processes, and policies.
- Identifies operational gaps and make recommendations for a solution to enhance efficiency.
- Demonstrate the ability to adapt and proactively respond to emerging trends.
- Collaborating with all pillars of People & Culture through the participation of shared initiatives and acting as an ambassador for Employee Services to advance key initiatives and issues.
- Analyze and identify needs of the Service and all members related to initiatives and the portfolio of work within Employee Services.
- Resolves conflicts and maintains positive relationships with a wide range of callers and members.
- Effectively managing and building long-term relationships with the broader population of the Service.
- Perform all other duties, functions and assignments inherent to the position

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB SPECIFICATION

Date Approved:

Board Minute No.:

Total Points: 395.5

Pay Class: A07

JOB TITLE: Group Leader, People Services	JOB NO.: A07094
COMMAND: Corporate Services	SUPERSEDES: NEW
PILLAR: People & Culture	HOURS OF WORK: 35 SHIFTS: 1
UNIT: People Services & Workforce Insights	NO. OF INCUMBENTS IN THIS JOB: 1
REPORTS TO: Payroll Operations Lead	DATE PREPARED: 2024.06.17

EDUCATION & EXPERIENCE:

- Completion of Grade 12 plus some post-secondary courses in Human Resources, Computing or a related field combined with a minimum 2 years of related experience in a human resources client service environment, or an approved equivalent combination of education, training and experience.
- Previous supervisory experience preferred.
- Professional designation (CHRP, CEBS, etc.) attained (or in progress) would be an asset.

ADDITIONAL REQUIREMENTS:

- Demonstrated ability to interpret and advise on organizational policies and procedures.
- Proven advisory skills with the ability to work with all levels of the organization.
- Excellent human relations and conflict management skills with the ability to handle matters of a confidential/sensitive nature.
- Exposure to a broad spectrum of functions within the scope of human resources.
- Highly developed business writing skills, critical thinking, and exercising judgement.
- Demonstrated ability to adapt and proactively respond to emerging trends.
- Knowledge of organizational effectiveness, employment equity, employee engagement, and change management principles and practices.

QUALIFYING PERIOD:

One year.

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TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 363
Pay Class: A06

JOB TITLE:	Indigenous Engagement Coordinator	JOB NO.:	A06109.3
BRANCH:	Corporate Services Command	SUPERSEDES:	NEW
UNIT:	Equity Inclusion & Human Rights	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Sr. Advisor, Inclusion & Special Projects	DATE PREPARED:	2024.06.04

SUMMARY OF FUNCTION:

Under the direction of the Sr. Advisor, Inclusion & Special Projects, the Indigenous Engagement Coordinator supports and coordinates outreach and engagement strategies with the diverse Indigenous communities in Toronto to advance key initiatives in the Equity, Inclusion & Human Rights Unit (EIHR), such as the Race and Identity Based Data Collection (RBDC) Strategy, Equity Strategy and the formal response to the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG).

DIRECTION EXERCISED:

None

MACHINES AND EQUIPMENT USED:

Workstation with associated software and other office equipment, as required.

DUTIES AND RESPONSIBILITIES:

1. Coordinates activities and tasks, and provides written progress reports as required to facilitate appropriate Indigenous engagements for the RBDC Strategy and the formal response to the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG);
2. Identifies and coordinates local community and strategic partnerships in collaboration with the RBDC team and EIHR Unit to connect EIHR's initiatives with Indigenous peoples and organizations across the city, and to enhance relationship-building more broadly between the Service and Indigenous communities in Toronto;
3. Collaborates with the Aboriginal Peacekeeping Unit (APU), the Aboriginal Community Consultative Committee (ACCC), the Community Partnerships and Engagement Unit (CPEU), and other units as required to inform culturally appropriate engagements for key EIHR's initiatives and communicate the needs of Indigenous peoples and communities in Toronto;
4. Organizes meetings and internal and external networking events as required. Prepares agendas, attends meetings, takes and distributes minutes;
5. Assists in developing communication to increase internal and external awareness as it pertains to key EIHR's initiatives and assists EIHR and APU to provide a range of appropriate relationship services and support to Indigenous and other communities;
6. Responds to public and internal inquiries regarding the Indigenous engagement activities e.g. availability, complaints.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:

Board Minute No.:

Total Points: 363

Pay Class: A06

JOB TITLE:	Indigenous Engagement Coordinator	JOB NO.:	A06109.3
BRANCH:	Corporate Services Command	SUPERSEDES:	NEW
UNIT:	Equity Inclusion & Human Rights	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Sr. Advisor, Inclusion & Special Projects	DATE PREPARED:	2024.06.04

DUTIES AND RESPONSIBILITIES: (cont'd)

7. Seeks out appropriate network/partnership opportunities, which increases the TPS presence at events and functions within the city and assist with events;
8. Assists in improving the TPS services provided to the Indigenous communities, in collaboration with EIHR and Aboriginal Peacekeepers Liaison Officers;
9. Performs any other related duties and tasks inherent to the position.

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The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 363
Pay Class: A06

JOB TITLE:	Indigenous Engagement Coordinator	JOB NO.:	A06109.3
BRANCH:	Corporate Services Command	SUPERSEDES:	NEW
UNIT:	Equity Inclusion & Human Rights	HOURS OF WORK:	35 SHIFTS: 1
SECTION:		NO. OF INCUMBENTS IN THIS JOB:	1
REPORTS TO:	Sr. Advisor, Inclusion & Special Projects	DATE PREPARED:	2024.06.04

EDUCATION:

Grade 12 combined with a minimum of three years related experience or an approved equivalent combination of education, training and experience.

Post-secondary education in a related discipline such as Indigenous studies, equity and inclusion, or human relations would be an asset.

ADDITIONAL REQUIREMENTS:

- Knowledge of and lived experience working with Indigenous communities and current realities of Indigenous Peoples, especially those that are shaped and influenced by interactions with police;
- Familiarity with Indigenous service agencies in Toronto and proven ability to network and create/maintain relationships with Indigenous communities and organizations;
- Good organizational, written and oral communications skills, as well as interpersonal skills in dealing effectively with all levels of the Service and the public;
- Demonstrated emotional intelligence and interest in equity, inclusion and human rights;
- Computer skills required, including standard office computer applications (e.g. Microsoft Word, Microsoft Excel, Microsoft PowerPoint and, Microsoft Outlook, WebEx).

QUALIFYING PERIOD:

One year.

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TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved: October 22, 2024

Board Minute No.:

Total Points: 316

Pay Class: A05

JOB TITLE: Clerk, Platoon Communications	JOB NO.: A05221.4
BRANCH: Community Safety Command – Field Services	SUPERSEDES:
UNIT: Communications	HOURS OF WORK: 40 SHIFTS: 3
SECTION: Platoon level	NO. OF INCUMBENTS IN THIS JOB: Multiple
REPORTS TO: Senior Operations Supervisor	DATE PREPARED: 2024.10.10

SUMMARY OF FUNCTION:

Performs clerical and administrative functions, including scheduling and system testing. Answers routine inquiries from members of the Service. Processes reports and paperwork.

DIRECTION EXERCISED:

None.

MACHINES & EQUIPMENT USED:

TPS workstation with associated software, and other related office equipment is required, including TRMS, UCMR, CPIC, OCA, Microsoft Office (Outlook, Word, PowerPoint and Excel), Nice Voice Logging System, Solacom Guardian phone system, CAD including SharePoint and Emergency Voice Radio.

DUTIES AND RESPONSIBILITIES:

1. Answers telephone and in-person inquiries from members of the Service and of the Communications.
2. Operates C.P.I.C. terminals and/or TPS databases to send and receive messages or search for information on behalf of officers or Operational Supervisors.
3. Reviews On Call Analytics (OCA) event reports, as required.
4. Creates, updates and maintains various computerized duty and parade sheets, and personnel lists to determine staffing requirements.
5. Obtains telephone subscriber information and/or conducts live telephone traces and pings, as required. Approves use of the Language Line Services, when necessary.
6. Updates and retrieves information from various TPS and unit specific applications such as UCMR and TRMS. Submits changes in relation to leave draw and changes, RDO exchanges, sick cards and sick list updates and changes, overtime and callbacks, Sunday Morning checklist and TPS forms.
7. May be required to contact members who are not on duty to confirm information including change to schedule due to overtime, callback or lieu time changes or location change of operations during technology outages.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved: October 22, 2024

Board Minute No.:

Total Points: 316

Pay Class: A05

JOB TITLE:	Clerk, Platoon Communications	JOB NO.:	A05221.4
BRANCH:	Community Safety Command – Field Services	SUPERSEDES:	
UNIT:	Communications	HOURS OF WORK:	40 SHIFTS: 3
SECTION:	Platoon level	NO. OF INCUMBENTS IN THIS JOB:	Multiple
REPORTS TO:	Senior Operations Supervisor	DATE PREPARED:	2024.10.10

DUTIES AND RESPONSIBILITIES: (cont'd)

8. Issues equipment and supplies. Coordinates distribution, replacement and repairs of headsets and workstations. Inspects and tests section equipment and coordinates repairs with Communication's Coordinators. Performs required radio testing of Interoperability, PATHcom and Rouge Park Officers. Takes appropriate action in the event of equipment failure and the servicing and repair of equipment.
9. May be required to play back audio to Police Officers upon request.
10. Types, updates and transcribes correspondence, reports and memos from dictated or written notes and other materials. Checks submitted correspondence and reports for spelling, content and grammar and returns for correction, if required. Arranges meetings. Prepares agendas and arranges for appropriate meeting facilities. Attends meetings and takes, transcribes and distributes minutes.
11. Schedules and prepares evaluations and appraisals. Ensures timely return of completed forms.
12. Coordinates platoon member training:
 - Organizes and schedules CPKN completion, dispatch modules, training files, return to work paperwork and necessary forms.
 - Schedules in Service Training.
13. Completes and distributes required Section-related activity reports.
14. Issues visitor passes and/or escorts guests. May be required to 'sign in' individuals who are reporting to the unit.
15. May be required to act as a Commissioner for the taking of Affidavits and Commissioner of Oaths. May be required to attend court and give evidence in relation to Affidavits and Oaths.
16. Administers and maintains records for Service vehicles assigned to Communications Services.
17. Performs typical duties inherent to the position (i.e. orders and distributes supplies, sorts and distributes mail).

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE

JOB DESCRIPTION

Date Approved: October 22, 2024

Board Minute No.:

Total Points: 316

Pay Class: A05

JOB TITLE: Clerk, Platoon Communications BRANCH: Community Safety Command – Field Services UNIT: Communications SECTION: Platoon level REPORTS TO: Senior Operations Supervisor	JOB NO.: A05221.4 SUPERSEDES: HOURS OF WORK: 40 SHIFTS: 3 NO. OF INCUMBENTS IN THIS JOB: Multiple DATE PREPARED: 2024.10.10
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EDUCATION & EXPERIENCE:

Successful completion of Grade 12 with two to three years of relevant administrative experience in a customer service environment; or an approved equivalent combination of education, training and experience.

Experience in a Communications centre environment is an asset.

ADDITIONAL REQUIREMENTS:

- Excellent interpersonal and communication skills with the ability to handle difficult and stressful situations with tact, patience, discretion and professionalism.
- Must have solid verbal and written skills to communicate effectively with members of the Service and outside agencies.
- Strong proficiency in MS Office, particularly Outlook, Word and Excel, TPS system databases, including OCA and accurate keyboarding skills.
- Experience using CPIC, TRMS, TPS Event Staffing System and OCA is considered an asset.
- Experience with the Voice Logging System, Communications Radio, Phone and CAD systems is considered an asset.
- Excellent organizational and multi-tasking skills combined with demonstrated self-confidence, initiative and resourcefulness in order to work within established timeframes and meet varying deadlines.
- Excellent attention to detail with special attention to accuracy and thoroughness.
- Must be self-motivated to work both independently and as an integral part of a collaborative team environment.
- Good understanding of Service guidelines, policies and procedures relating to Communications.
- Strong problem solving/troubleshooting skills.
- Be willing and eligible to obtain a Toronto Police Service 'Blue Card' is considered an asset.
- Must be willing to become a 'Commissioner of Oaths' and a 'Commissioner for the Taking of Affidavits'.

QUALIFYING PERIOD:

Six months.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

TORONTO POLICE SERVICE**JOB DESCRIPTION****Date Approved:****Board Minute No.:****Total Points:** 316**Pay Class** A05

JOB TITLE:	Awards Planning Assistant	JOB NO.:	A05041.3
BRANCH:	Chief of Police/Professionalism & Accountability	SUPERSEDES:	
UNIT:	Professionalism & Accountability	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Awards & Recognition	NO. OF INCUMBENTS IN THIS JOB:	2
REPORTS TO:	Awards Coordinator	DATE PREPARED:	2024.01.12

SUMMARY OF FUNCTION:

Provides a range of administrative support to the section. Processes awards and updates records and databases. Assists with the coordination and planning of awards events.

DIRECTION EXERCISED:

None.

MACHINES & EQUIPMENT USED:

Workstation with associated software and other related office equipment as may be required.

DUTIES AND RESPONSIBILITIES:

1. Assists with the coordination, planning and efficient running of award ceremonies at various locations.
2. Answers and redirects routine in-person, email and telephone inquiries from members of the Service and the general public.
3. Receives and distributes correspondence, responding in a timely fashion and proactively addresses issues by sorting and collating mail to the correct units.
4. Composes and transcribes various types of correspondence related to the unit, including but not limited to letters, forms, minutes of meetings, and Routine Orders.
5. Arranges meetings, which includes preparing agendas, scheduling meeting rooms and attends meetings.
6. Coordinates scheduling of Awards calendar.
7. Assists in the preparation and monitoring of the unit's annual budget, processing invoices and SAP transactions related to payment of unit expenses.
8. Provides training, orientation and administrative support to personnel such as coop students and/or members on career development
9. Coordinates and arranges for courier services with Mailroom & Purolator.
10. Maintains up-to-date records, files and computerized information systems.
11. Updates awards into Member Profiles in Member Gateway.
12. Assists with administrative duties for various committees by taking notes/minutes.
13. Reviews award nominations and verifies facts using Versadex and other applications.
14. Updates and maintains the Awards & Recognition unit's Social Media account as required.
15. Performs typical duties inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.

TORONTO POLICE SERVICE
JOB SPECIFICATION

Date Approved:
Board Minute No.:
Total Points: 316
Pay Class A05

JOB TITLE:	Awards Planning Assistant	JOB NO.:	A05041.3
BRANCH:	Chief of Police/Professionalism & Accountability	SUPERSEDES:	
UNIT:	Professionalism & Accountability	HOURS OF WORK:	35 SHIFTS: 1
SECTION:	Awards & Recognition	NO. OF INCUMBENTS IN THIS JOB:	2
REPORTS TO:	Awards Coordinator	DATE PREPARED:	2024.01.12

EDUCATION:

Grade 12 or an approved equivalent combination of education, training and experience.

ADDITIONAL REQUIREMENTS:

- Must have a minimum two years of administrative support experience.
- Must have good oral/written communication and interpersonal skills to deal effectively and competently with all levels of the Service, the public and external agencies.
- Requires good organizational skills as well as the ability to work within established time frames and meet deadlines.
- Ability to work co-operatively within a team environment.
- Requires self motivation, a high level of integrity and the ability to multi-task in a fast paced environment.
- Must be proficient in Microsoft Office applications. Working knowledge of TRMS and Versadex applications is preferred.
- Must have good analytical and problem-solving skills.
- Must have (or be willing and eligible to obtain) a Class "G" driver's licence and a TPS "Blue Card".
- General knowledge of Service governance (policies and procedures) and processes.
- Sound understanding of the Service's organizational structure, is an asset.
- Ability to use Social Media and be willing to attend related training at the Toronto Police College.

QUALIFYING PERIOD:

Six months.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 366
Pay Class: B51

JOB TITLE:	Kennel Attendant	JOB NO.:	B05007
BRANCH:	Specialized Operations Command – Public Safety Operations	SUPERSEDES:	New
UNIT:	Specialized Emergency Response	HOURS OF WORK:	40 SHIFTS: 2
SECTION:	Police Dog Services	NO. OF INCUMBENTS IN THIS JOB:	Multiple
REPORTS TO:	Training Sergeant, Police Dog Services	DATE PREPARED:	2021.01.29
		Updated:	2024.06.19

SUMMARY OF FUNCTION:

Supports uniformed members of the Police Dog Services and works closely with Service vendors. Responsible for the daily care of the dogs, the overall general maintenance and cleanliness of the kennels and a variety of other duties required by the unit.

DIRECTION EXERCISED:

None.

MACHINES AND EQUIPMENT USED:

Various small hand tools (e.g. screwdrivers, pliers, wrenches) and power tools (e.g. power washer, drills). Workstation with associated software and other office equipment as required.

DUTIES AND RESPONSIBILITIES:

1. Ensures cleanliness of the kennels and the relieving fields.
2. Prepares and distributes feed to dogs.
3. Takes the dogs out to the relieving fields.
4. Ensures the kennel facility is secure (e.g. all gates are closed) and in a state of good repair (e.g. doors and gates).
5. Monitors inventory of dog-related supplies. Liaises with appropriate vendors to make arrangements to ensure adequate supplies are maintained.
6. Liaises with veterinarian to discuss general health of the dogs. Oversees routine health visits and transports the dogs to and from veterinarian for health visits.
7. Monitors the dogs in the kennels for basic health needs. Monitors for, treats minor ailments (e.g. cuts, scrapes, rashes, allergies), and administers K9 First Aid, as required. Monitors for life threatening ailments and initiates primary treatments.
8. Receives, greets and directs contractors/vendors attending the unit. Receives all goods, materials and equipment delivered to the unit.
9. Maintains cleanliness of Service vehicles and training equipment.
10. Works closely with the training office, assists with training as requested and performs tasks as assigned.
11. Assists with demonstration/tours of the kennel facility.
12. Performs other typical duties inherent to the position.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



TORONTO POLICE SERVICE
JOB DESCRIPTION

Date Approved:
Board Minute No.:
Total Points: 366
Pay Class: B51

JOB TITLE:	Kennel Attendant	JOB NO.:	B05007
BRANCH:	Specialized Operations Command – Public Safety Operations	SUPERSEDES:	New
UNIT:	Emergency Management & Public Order	HOURS OF WORK:	40 SHIFTS: 2
SECTION:	Police Dog Services	NO. OF INCUMBENTS IN THIS JOB:	Multiple
REPORTS TO:	Training Sergeant, Police Dog Services	DATE PREPARED:	2021.01.29
		Updated:	2024.06.19

EDUCATION:

Grade 12 or an approved equivalent combination of education, training and experience.

Completion of K9 or Vet Tech training would be an asset.

Completion of K9 First Aid certificate would be an asset.

ADDITIONAL REQUIREMENTS:

- At least two years' experience in a related field would be an asset.
- Must possess the knowledge, confidence and ability to work with animals.
- Ability to perform minor repairs.
- Knowledge of the use and function of power tools and hand tools would be an asset
- Knowledge in the construction and/or repair of small structures, such as dog houses and kennels would be an asset.
- Ability to push, pull and lift heavy objects.
- A strong sense of initiative and ability to work well independently.
- Excellent organizational skills are essential as well as well-developed time-management skills.
- Ability to communicate effectively, both verbally and in writing, with members of the Service, vendors and the public.
- Good computer skills and the ability to multi-task.
- Must have an Ontario Class "G" Driver's License and have (or obtain) Toronto Police Service 'Blue Card'.

QUALIFYING PERIOD:

Six months.

The above statements reflect the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or incidental to it.



11. Semi-Annual Report: Publication of Expenses – July 1 to December 31, 2024



PUBLIC REPORT

March 28, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Semi-Annual Report: Publication of Expenses – July 1 to December 31, 2024

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report.

Financial Implications:

Expenses reported in this report have been covered in the 2024 operating budgets and/or collectively bargained Senior Officer professional development fund.

Summary:

The purpose of this report is to advise the Board of the expenses incurred by Board and Toronto Police Service (Service) members during the period of July 1 to December 30, 2024.

Discussion:

The Board's policy on Publication of Expense Details requires that expenses of the following individuals be reported to the Board on a semi-annual basis;

- Board Members
- Chief and Command Officers
- Excluded members at level of X40 and above
- Members in the rank of Staff Superintendent and Director

The expenses to be published are in three areas;

- business travel;
- conferences and training; and
- hospitality and protocol expenses

Attached to this report as Appendix A are the expenses, for the second half of 2024 for the applicable Service and Board members. The attachment shows the total for each member as well as a breakdown based on the three categories of expenses. The publication of this information will be available on the Board and Service's internet sites.

The expenses of 32 members are included in this report, in alphabetical order, and total \$137,185.24.

Background

Relevant Board Policies and Compliance

This report is in compliance with Board's Policy (Min No. P18/12 refers).

Conclusion:

This report contains details for the three categories of expenses incurred by Board and Service members, for the period of July 1 to December 31, 2024.

Ms. Svina Dhaliwal, Chief Administrative Officer, will be in attendance to answer any questions the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police

Attachments:

Appendix A – Toronto Police Service and Toronto Police Service Board Expense
Publication Summary – July 1 to December 31, 2024

Appendix A

Toronto Police Service and Toronto Police Services Board
Expense Publication Summary
Period: July 1, to December 31, 2024

Member	Expenses Reported
Barredo, Francisco	\$ 3,014.93
Baus, Jacqueline	\$ 12,059.59
Belanger, Donald	\$ 109.58
Brillinger, Chris	\$ 88.05
Carroll, Shelley	\$ 1,006.13
Casselman, Nancy	\$ 6,442.16
Cheng, Lily	\$ 2,631.72
Clancy, Natalie	\$ 7,757.14
Code, Peter	\$ -
Cornish, James	\$ -
Dawson, Shannon	\$ 8,392.66
Debnath, Falguni	\$ 5,845.83
Demkiw, Myron	\$ 14,388.72
Dhaliwal, Svina	\$ 12,556.08
Grant, Cindy	\$ 25.21
Gray, Pauline	\$ -
Johnson, Robert	\$ 21,932.96
Kanengisser, Dubi	\$ 1,804.96
Kostakis, Evangelia	\$ 2,886.92
Matthews, Joseph	\$ 7,376.01
Migliore, Nicola	\$ -
Morgan, Ann	\$ 199.60
Morley, Amber	\$ -
Nicol, Brett	\$ 46.60
Pera, Enrico	\$ -
Pogue, Lauren	\$ 8,833.73
Skinner, Kelly	\$ 6,741.91
Sparkes, Allison	\$ -
Stairs, Colin	\$ 1,071.48
White, Deidra	\$ 2,964.82
Williams, Ian	\$ 9,008.45
Wright, Marianne	\$ -
Total Expenditures Reported	<u>\$ 137,185.24</u>



**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Public Safety Operations
Member: Barredo, Francisco
Job Title/Rank: Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
September - November	Parking expenses for various offsite meetings in Toronto, ON	\$60.84
		\$60.84

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 10-14	Canadian Association of Chiefs of Police (C.A.C.P.) Annual Summit in Halifax, NS	\$2,954.09
		\$2,954.09

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$3,014.93
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Strategy & Transformation
Member: Baus, Jacqueline
Job Title/Rank: Acting Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 9-10	Canadian Association of Chiefs of Police (C.A.C.P.) Annual meeting in Halifax, NS	\$612.11
		\$612.11

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 11-14	C.A.C.P. Annual Summit in Halifax, NS	\$2,480.34
October 18-23	International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$5,405.54
November 25-26	Queen's University's Smith School of Business Project Leadership program in Toronto, ON	\$3,561.60
		\$11,447.48

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$12,059.59
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Field Services
Member: Belanger, Donald
Job Title/Rank: Acting Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No conferences and training expenses for this period.	\$0.00
		\$0.00

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 21	Gerstein Crisis Center's Appreciation Event in Toronto, ON	\$109.58
		\$109.58

Member Total	\$109.58
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**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Toronto Police Service Board
Member: Brillinger, Chris
Job Title/Rank: Board Member

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
July 1- December 31	Canadian Association of Police Governance (C.A.P.G.) Webinar Series	\$88.05
		\$88.05

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$88.05
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**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Toronto Police Service Board
Member: Carroll, Shelley
Job Title/Rank: Board Member

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 26-27	Ontario Association of Police Services Boards (O.A.P.S.B.) Labour Conference in Mississauga, ON	\$711.30
July 1 - December 31	Canadian Association of Police Governance (C.A.P.G.) Webinar Series	\$294.83
		\$1,006.13

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$1,006.13
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: People and Culture
Member: Casselman, Nancy
Job Title/Rank: Director

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
October 18-23	International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$6,250.38
November 19	Ontario Association of Chiefs of Police (O.A.C.P.) Best Practices to Address Incivility, Harassment and Discrimination in Policing One Day Workshop in Vaughan, ON	\$127.20
		\$6,377.58

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
July 15	Swedish National Police Authority Commissioner meeting in Toronto, ON	\$64.58
		\$64.58

Member Total	\$6,442.16
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**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Toronto Police Service Board
Member: Cheng, Lily
Job Title/Rank: Board Member

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 8-11	Canadian Association of Police Governance (C.A.P.G.) Annual Conference in Halifax, NS	\$2,578.89
July 1 - December 31	C.A.P.G. Webinar Series	\$52.83
		\$2,631.72

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$2,631.72
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Corporate Communications
Member: Clancy, Natalie
Job Title/Rank: Director

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 7	Counter Terrorism Preparedness Network (C.T.P.N.) Table-top Exercise in District of Columbia, USA	\$1,003.74
		\$1,003.74

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
September 9-10	Voices Center for Resilience (VOICES) Symposium in New York, USA	\$1,188.46
October 18-23	International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$5,564.94
		\$6,753.40

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$7,757.14
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Professionalism & Accountability
Member: Dawson, Shannon
Job Title/Rank: Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
October 18-23	International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$5,436.80
November 19-21	IAPro NextGen Users Annual Conference in Arizona, USA	\$2,955.86
		\$8,392.66

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$8,392.66
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: General Counsel
Member: Debnath, Falguni
Job Title/Rank: General Counsel

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 29	National Symposium on Sexual Assault Cases in the Criminal Court Webinar	\$401.95
October 2	The Canadian Bar Association Annual Charter Virtual Conference	\$238.12
October 18-23	International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$5,205.76
		\$5,845.83

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$5,845.83
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Chiefs Office
Member: Demkiw, Myron
Job Title/Rank: Chief of Police

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 8-10	Canadian Association of Chiefs of Police (C.A.C.P.) National Executive Council meeting in Halifax, NS	\$1,026.68
August 14-15	C.A.C.P. Board of Directors meeting in Halifax, NS	\$444.44
Sept 28-29	National Peace Officers' Memorial Run (N.P.O.M.R.) in Ottawa, ON	\$454.56
November 13-14	C.A.C.P. President's Council and Board of Directors meeting in Orillia, ON	\$607.61
November 20-22	The University of Chicago Police Leadership Academy Reception and Graduation in District of Columbia, USA and the International Association of Chiefs of Police (I.A.C.P.) Executive Director meeting and various Embassies visits in Virginia, USA	\$2,320.34
		\$4,853.63

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 11-14	C.A.C.P. Annual Summit in Halifax, NS	\$2,496.75
September 9-10	Voices Center for Resilience (VOICES) Symposium in New York, USA	\$888.34
October 16-23	Major Cities Chiefs Association (M.C.C.A.) and International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$6,109.40
		\$9,494.49



Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Chiefs Office
Member: Demkiw, Myron
Job Title/Rank: Chief of Police

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 11	King Charles III Coronation Honoured Veterans Medals Ceremony in Toronto, ON	\$40.60
		\$40.60
Member Total		\$14,388.72



Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Corporate Services Command
Member: Dhaliwal, Svina
Job Title/Rank: Chief Administrative Office

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
October - November	Parking expenses for various offsite meetings in Toronto, ON	\$54.45
		\$54.45

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 12, 20, September 16	Media Training Sessions in Toronto, ON	\$5,088.00
October 16-23	Major Cities Chiefs Association (M.C.C.A.) and International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$7,241.40
November 19	Ontario Association of Chiefs of Police (O.A.C.P.) Best Practices to Address Incivility, Harassment and Discrimination in Policing One-Day Workshop in Vaughan, ON	\$127.20
		\$12,456.60

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
December 9	Toronto Police Service (T.P.S.) Representation at City of Toronto event in Toronto, ON	\$45.03
		\$45.03

Member Total	\$12,556.08
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Finance & Business Management
Member: Grant, Cindy
Job Title/Rank: Director

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
July 1 - 30	Parking expenses for various offsite meetings in Toronto, ON	\$25.21
		\$25.21

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No conferences and training expenses for this period.	\$0.00
		\$0.00

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$25.21
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Specialized Operations Command
Member: Johnson, Robert
Job Title/Rank: Deputy Chief

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
July 16-17	Solicitor General of Ontario business meeting in Montreal, QC	\$1,624.17
August 9-10	Canadian Association of Chiefs of Police (C.A.C.P.) Annual meeting in Halifax, NS	\$596.39
September 19	Order of Merit of the Police Forces in Quebec City, QC	\$2,172.93
September 28-29	National Peace Officers' Memorial Run (N.P.O.M.R.) in Ottawa, ON	\$317.88
October 30-31	Canadian Integrated Response to Organized Crime (C.I.R.O.C.) meeting in Ottawa, ON	\$1,473.51
November 13-14	C.A.C.P. President's Council & Board of Directors meeting in Orillia, ON	\$337.58
September - November	Parking expenses for various offsite meetings in Toronto, ON	\$64.44
		\$6,586.90

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 11-14	C.A.C.P. Annual Summit in Halifax, NS	\$2,900.96
September 9-10	Voices Center for Resilience (VOICES) Symposium in New York, USA	\$2,663.66
November 5-7	The Leadership in Counter Terrorism Alumni Association (L.i.n.C.T.- A.A.) Conference in the Gold Coast, Australia	\$7,756.44
November 19-20	C.A.C.P. Counter-Terrorism and National Security Forum in Ottawa, ON	\$1,934.06
		\$15,255.12



**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Specialized Operations Command
Member: Johnson, Robert
Job Title/Rank: Deputy Chief

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 28	Canadian National Exhibition 2024 President's Dinner in Toronto, ON	\$36.02
October 9	Fire Fighters Association Reception in Toronto, ON	\$11.70
October 27	58th Toronto Police Service Communion Breakfast in Toronto, ON	\$18.01
October 28	Appreciation Dinner in Honour for Toronto Police Service (T.P.S.) and T.P.S. Chief in Toronto, ON	\$7.20
December 1	Inaugural Gift of Giving Soiree in Toronto, ON	\$18.01
		\$90.94
Member Total		\$21,932.96



**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Toronto Police Service Board
Member: Kanengisser, Dubi
Job Title/Rank: Executive Director

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
September 28-29	National Peace Officer's Memorial Run (N.P.O.M.R.) in Ottawa, ON	\$965.32
November 1-30	Parking expenses for various offsite meetings in Toronto, ON	\$27.33
		\$992.65

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 26-27	Ontario Association of Police Services Board (O.A.P.S.B.) Labour Conference in Mississauga, ON	\$753.60
July 1 - December 31	Canadian Association of Police Governance (C.A.P.G.) Webinar Series	\$58.71
		\$812.31

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$1,804.96
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**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Toronto Police Service Board
Member: Kostakis, Evangelia
Job Title/Rank: Board Member

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 8-11	Canadian Association of Police Governance (C.A.P.G.) Annual Conference in Halifax, NS	\$2,886.92
		\$2,886.92

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$2,886.92
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Strategy Management
Member: Matthews, Joseph
Job Title/Rank: Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 9-10	Canadian Association of Chiefs of Police (C.A.C.P.) Law Amendments Committee meeting in Halifax, NS	\$624.82
September 9-11	International Association of Chiefs of Police (I.A.C.P.) Presidential Visit and International Forum on Police Cooperation (I.F.P.C.) in Taiwan	\$628.96
September 26-27	Major Cities Chiefs Association (M.C.C.A.) meetings in Toronto, ON	\$71.24
November 22-24	C.A.C.P. Law Amendments Committee meeting in Montreal, QC	\$1,747.70
October 30-31	Canadian Integrated Response to Organized Crime (C.I.R.O.C.) meeting in Ottawa, ON	\$1,183.40
December 3-5	Beyond-the-Look-Out (B.O.L.O.) Top 25 of Canada's Most Wanted Program News Press Conference in Montreal, QC	\$313.08
		\$4,569.20

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 11-13	C.A.C.P. Annual Summit in Halifax, NS	\$2,776.19
		\$2,776.19

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
September 24	Guest Speaker at Canadian Imperial Bank of Commerce (C.I.B.C.) Fraud Presentation in Toronto, ON	\$30.62
		\$30.62

Member Total	\$7,376.01
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**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Toronto Police Service Board
Member: Morgan, Ann
Job Title/Rank: Board Chair

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
July 1 - December 31	Canadian Association of Police Governance (C.A.P.G.) Webinar Series	\$199.60
		\$199.60

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$199.60
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: West Field Command
Member: Nicol, Brett
Job Title/Rank: Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 22	Toronto Police Association (T.P.A.) Committee meeting in Toronto, ON	\$8.10
		\$8.10

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 21	Organization for National Gang Information & Awareness (O.N.G.I.A.) Annual Conference in Windsor, ON	\$25.44
		\$25.44

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
November 15	The Children's Breakfast Clubs From the Hands of the Children Art Exhibit and Awards Gala in Toronto, ON	\$13.06
		\$13.06

Member Total	\$46.60
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Community Safety Command
Member: Pogue, Lauren
Job Title/Rank: Deputy Chief

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
September 28-29	National Peace Officers' Memorial Run (N.P.O.M.R.) in Ottawa, ON	\$358.39
October 6-7	Ontario Association of Chiefs of Police (O.A.C.P.) Board of Directors meeting in Niagara, ON	\$135.08
November - December	Parking expenses for various offsite meetings in Toronto, ON	\$26.11
		\$519.58

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
October 16-22	Major Cities Chiefs Association (M.C.C.A.) and International Association of Chiefs of Police (I.A.C.P.) Annual Conference in Massachusetts, USA	\$7,282.72
October 29-30	The Indigenous Police Chiefs of Ontario (I.P.C.O.) Indigenous Awareness Symposium in Orillia, ON	\$759.89
November 14	Ontario Women in Law Enforcement (O.W.L.E.) Training Day in Toronto, ON	\$76.54
		\$8,119.15



Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Community Safety Command
Member: Pogue, Lauren
Job Title/Rank: Deputy Chief

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 12	Toronto Raptors Youth Summit in Toronto, ON	\$35.62
September 30	Victim Services Toronto Appreciation Event in Toronto, ON	\$25.44
November 6	Association of Public Safety Communications Officials (A.P.C.O.) Awards Gala in Toronto, ON	\$22.51
October 31	Press Conference for Eras Tour Concert in Toronto, ON	\$14.41
November 5	Archdiocese of Toronto 45th Annual Cardinal's Dinner in Toronto, ON	\$27.02
November 15	South Asian - Internal Support Network (I.S.N.) Gala in Toronto, ON	\$70.00
		\$195.00
Member Total		\$8,833.73



Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: East Field Command
Member: Skinner, Kelly
Job Title/Rank: Staff Superintendent

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No business travel expenses for this period.	\$0.00
		\$0.00

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
June 9-12	Ontario Association of Chiefs of Police (O.A.C.P.) Annual Conference in London, ON - CANCELLED	-\$941.28
October 3-12	Australian Institute of Police Management (A.I.P.M.) Global Policing Innovation Exchange Programme (G.P.X.L.P.) in Singapore	\$7,575.68
		\$6,634.40

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
December 9	City of Toronto Retirement dinner in Toronto, ON	\$68.01
August 23	Toronto Shelter and Support Services General Manager meeting in Toronto, ON	\$39.50
		\$107.51

Member Total	\$6,741.91
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Information & Technology Command
Member: Stairs, Colin
Job Title/Rank: Chief Information Officer

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
September 24-25	Canadian Police Knowledge Network (C.P.K.N.) Board of Directors meeting in Charlottetown, PEI	\$1,045.59
		\$1,045.59

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No conferences and training expenses for this period.	\$0.00
		\$0.00

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
October 31	Toronto Police Service (T.P.S.) 25 Year Watch Ceremony in Toronto, ON	\$25.89
		\$25.89

Member Total	\$1,071.48
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**Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024**

Unit: Information Technology Services
Member: White, Deidra
Job Title/Rank: Director

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 9-11	Canadian Association of Chiefs of Police (C.A.C.P.) Information & Communications Technology (I.C.T.) Committee meeting in Halifax, NS	\$1,372.14
September 24-26	Information Technology Sub-Committee and National Police Information Service Advisory Board meeting in Ottawa, ON	\$175.60
		\$1,547.74

Conferences & Training

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 11-13	C.A.C.P. Annual Summit in Halifax, NS	\$1,417.08
		\$1,417.08

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$2,964.82
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Toronto Police Service
Senior Staff Expenses
For the period of July 1, 2024 to December 31, 2024

Unit: Information Management
Member: Williams, Ian
Job Title/Rank: Director

Business Travel

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
August 9-11	Canadian Association of Chiefs of Police (C.A.C.P.) Police Information and Statistics (P.O.L.I.S) Committee meeting in Halifax, NS	\$790.11
September - November	Parking expenses for various offsite meetings in Toronto, ON	\$50.03
November 13-15	C.A.C.P. President's Council meetings in Orillia, ON	\$580.60
November 24-27	C.A.C.P. Liaison Officers Committee (L.O.C.) meetings in Ottawa, ON	\$1,963.91
		\$3,384.65

Conferences & Training

Dates		Total Expenses (Net of HST Rebate)
August 11-14	C.A.C.P. Annual Summit in Halifax, NS	\$2,740.76
November 19	Artificial Intelligence Governance Professional (A.I.G.P.) Online Training	\$2,883.04
		\$5,623.80

Hospitality & Protocol

Dates	Purpose, Description & Location	Total Expenses (Net of HST Rebate)
	No hospitality and protocol expenses for this period.	\$0.00
		\$0.00

Member Total	\$9,008.45
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12. Public Central Joint Health and Safety Committee Meeting Minutes



Central Joint Health and Safety Committee

PUBLIC MEETING MINUTES

Thursday, January 23, 2025, at 9:30AM

Toronto Police Service – Police Dog Services

Meeting No. 90

Chair for this Meeting:

Councillor Shelley Carroll, Chair, Toronto Police Service Board and Co-Chair, Central Joint Health, and Safety Committee

Members Present:

Councillor Shelley Carroll, Chair, Toronto Police Service Board and Co-Chair, Central Joint Health, and Safety Committee

Clayton Campbell, President, Toronto Police Association and Co-Chair, Central Joint Health, and Safety Committee

Brian Callanan, Vice President, Toronto Police Association (TPA), and Executive Member, Central Joint Health, and Safety Committee

CAO Svina Dhaliwal, Toronto Police Service (TPS), Command Representative

Also Present:

Ivy Nanayakkara, Manager, TPS Wellness Unit

Rob Duncan, Occupational Safety Lead, TPS Wellness Unit

Mike Harris, Director, TPA

Pete Grande, Director, TPA

Meghan Gray, Chief Communications Officer, TPA

Claire Wagar, Executive Assistant, TPA

Diana Achim, Board Administrator, TPSB

Supt. Lisa Crooker, TPS, Specialized Emergency Response

Opening of the Meeting:

1. Co-Chair, Councillor Shelley Carroll, welcomed the group to the meeting and called the meeting to order.

2. The Committee approved the public minutes from the meeting that was held on December 16, 2024.

Moved by: Brian Callanan

Seconded by: Svina Dhaliwal

The Committee considered the following matters:

3. Terms of Reference – 2025 Review

Review by: All Members

Note: See attached Terms of Reference approved by the Ministry in 2015

Rob Duncan provided a comprehensive overview of the role of the Committee under Ontario's *Occupational Health and Safety Act*. The primary objective of the Committee is to implement the Internal Responsibility System (IRS) across workplaces in Ontario. The Committee's members, which include both employer/management and employee (TPA) co-chairs, collaborate to ensure the health and safety of all Members and work together to find solutions to workplace issues.

Rob Duncan explained that the Committee is tasked with addressing health and safety concerns, particularly when local Joint Health and Safety Committees (JHSC) may not be able to resolve issues on their own. When the Ministry of Labour attends to investigate concerns in the workplace, they also check to determine whether the JHSC is actively involved in addressing safety concerns. If needed, the Ministry enforces solutions.

Rob Duncan further explained that there are 42 such committees across the service, and Rob Duncan's team acts as the liaison to support these committees, ensuring their success. The committee is established under provincial legislation and provides a platform for addressing issues that affect the entire organization or significant portions of it. Additionally, the committee offers an escalation process for situations where local committees cannot resolve concerns independently.

In each committee, there is a co-chair structure, consisting of both employer/management and employee representation, fostering a balanced approach to health and safety.

A Motion was made to defer the Terms of Reference to the next meeting for further discussion.

Moved by: Clayton Campbell

Seconded by: Svina Dhaliwal

Status	Ongoing
Action	The Committee agreed to bring this matter back to the March 2025 meeting.

4. Review of TPSB Occupational Health & Safety Policy

Review by: All Members
 Note: See current Policy attached

The Committee discussed this item and agreed to defer the review of the Occupational Health and Safety Policy to the next meeting for further discussion.

Moved by: Clayton Campbell
Seconded by: Shelley Carroll

Status	Ongoing
Action	The Committee agreed to bring this matter back to the March 2025 meeting.

The Committee to consider the following matters:

5. New Initiatives for 2025

Review by: All Members
 Note: Identify any new initiatives or health and safety matters to be considered during the year

Ivy Nanayakkara inquired if anyone on the TPA team was interested in obtaining certification, recommending that it be officially recognized. Mike Harris and Clayton Campbell are already certified, and Pete Grande plans to get certified as well. Co-Chair Carroll said that she will look into pursuing certification. The program consists of a three-day basic certification course, followed by two days of sector-specific training relevant to the policing sector.

The Committee discussed the frequency of meetings. CAO Dhaliwal reminded everyone that, according to the Terms of Reference, the Committee is required to meet at least four times per year. However, meetings can be held up to six times a year, should the need arise.

Moved by: Clayton Campbell
Seconded by: Shelley Carroll

Status	Ongoing
Action	The Committee agreed to bring this matter back to the March 2025 meeting.

Adjournment

Moved by: Clayton Campbell

Seconded by: Shelley Carroll

Next Meeting Date: Tuesday, March 25, 2025

Location: Toronto Police Association

Members of the Central Joint Health and Safety Committee:

Shelley Carroll, Co-Chair Toronto Police Services Board	Clayton Campbell, Co-Chair Toronto Police Association
Svina Dhaliwal, Command Representative Toronto Police Service	Brian Callanan, Executive Member Toronto Police Association



13. Chief's Administrative Investigation Reports



13.1. Chief's Administrative Investigation into the Custody Death of Complainant 2024.50



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief's Administrative Investigation into the Custody
Death of Complainant 2024.50

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R. S. – S.I.U. Liaison) investigation determined the conduct of all the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person or the allegation of a sexual assault, provincial legislation requires the chief of police, of the relevant police service,

to conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- *Community Safety and Policing Act (C.S.P.A.) 2019*
- *Special Investigations Unit Act (S.I.U.A.), 2019*
- *Toronto Police Service (T.P.S.) procedures*

S.I.U. Terminology

Complainant – Refers to the Affected Person

SO – Subject Official(s)

WO – Witness Official(s)

CW – Civilian Witness(es)

BWC – Body-Worn Camera

S.I.U. Investigative Conclusion

In a letter to the Chief of Police dated November 8, 2024, Director Joseph Martino of the S.I.U. advised, *"The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject official."*

The following *S.I.U. Incident Narrative and Analysis and Director's Decision* has been reprinted from the S.I.U. Director's report, number 24-TCD-304, which can be found via the following link:

[Special Investigations Unit -- Director's Report Details, Case Number: 24-TCD-304](#)

S.I.U. Incident Narrative

"The evidence collected by the SIU, including interviews with police and non-police witnesses, and video footage that captured the incident in part, gives rise to the following scenario. As was his legal right, the SO chose not to interview with the SIU or authorize the release of his notes.

In the morning of July 14, 2024, the SO, together with WO #1, WO #2 and WO #3, arrived at the front door of an apartment in the area of Dundas Street West and Kipling Avenue, Toronto. They were to check on the wellbeing of the Complainant who lived at the address. The Complainant's family had contacted police concerned about the Complainant's welfare. He had talked about committing suicide by jumping from his apartment's balcony, and the family had not heard from him in several days.

The SO took the lead in speaking to the Complainant following a knock on the door. The officer asked how the Complainant was doing and asked to see him. The Complainant refused to open the door and said that everything was okay. The SO said that he would explain their presence if he opened the door, but the Complainant refused to do so. The officer insisted that they had to see the Complainant before they could leave. The Complainant stopped responding. At 11:43 a.m., about four minutes after the officers had arrived at the door, they learned that the Complainant had jumped from his apartment balcony.

CPR was administered at the scene but the Complainant could not be revived.”

Analysis and Director's Decision

“The Complainant passed away on July 14, 2024, following a fall from height from his apartment balcony. As TPS officers were outside the apartment door and had spoken to the Complainant moments before the fall, the SIU was notified and initiated an investigation. One of the officers – the SO – was identified as the subject official. The investigation is now concluded. On my assessment of the evidence, there are no reasonable grounds to believe that the SO committed a criminal offence in connection with the Complainant's death.

The offences that arise for consideration is criminal negligence causing death contrary to sections 220 of the Criminal Code. The offence is reserved for serious cases of neglect that demonstrate a wanton or reckless disregard for the lives or safety of other persons. It is predicated, in part, on conduct that amounts to a marked and substantial departure from the level of care that a reasonable person would have exercised in the circumstances. In the instant case, the question is whether there was a want of care on the part of the SO, sufficiently egregious to attract criminal sanction, that caused or contributed to the Complainant's death. In my view, there was not.

The SO and his colleagues were lawfully placed and in pursuit of their duties through their brief engagement with the Complainant across a closed and locked door. Having been dispatched to check on the welfare of the Complainant following a call to police from his family expressing concern, the officers were duty bound to respond and do what they reasonably could to ensure he was okay.

In the absence of the TPS Mobile Crisis Intervention Team, which was not available at the time, I am satisfied that the SO comported himself with due care and regard for the Complainant's wellbeing when he took the lead in speaking with the Complainant. He noted the reason for the officers' presence and indicated they needed to see him to ensure he was fine before they could leave. Regrettably, the Complainant was not receptive and jumped from his balcony within a minute or two of the officers' arrival, even as the SO continued to knock on the door, at one point using the butt end of his baton to bang on it. On this record, while it may be that the officers' continued presence at the door precipitated the Complainant's decision to jump when he did, whether things would have worked out differently had they adopted a different tack is speculation. Be

that as it may, I am unable to conclude that the officer's conduct transgressed the limits of care prescribed by the criminal law.

For the foregoing reasons, there is no basis for proceeding with criminal charges in this case. The file is closed."

Summary of the Toronto Police Service's Investigation

The P.R.S. – S.I.U. Liaison conducted an administrative investigation as required by provincial legislation.

This investigation examined the circumstances of the custody death in relation to the applicable legislation, policing services provided, procedures, and the conduct of the involved officers.

The S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 01-01 (Arrest);
- Procedure 06-04 (Persons In Crisis);
- Procedure 06-13 (Mobile Crisis Intervention Team (MCIT));
- Procedure 08-03 (Injured on Duty Reporting);
- Procedure 08-04 (Members Involved in a Traumatic Critical Incident);
- Procedure 10-06 (Medical Emergencies);
- Procedure 13-16 (Special Investigations Unit);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-02 (Injury/Illness Reporting); and
- Procedure 15-20 (Body-Worn Camera).

The S.I.U. Liaison also reviewed the following legislation:

- *Special Investigations Unit Act, (S.I.U.A.) 2019;*

Conclusion:

The P.R.S. – S.I.U. Liaison investigation determined that the T.P.S. policies and procedures associated with this custody death were lawful, in keeping with current legislation, and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S. – S.I.U. Liaison investigation determined that the conduct of all the designated officials was in compliance with T.P.S. Procedures and the officers' training.

The existence of the B.W.C. footage of the interaction was an essential piece of evidence that assisted both the S.I.U.'s investigation and this administrative investigation.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



13.2. Chief's Administrative Investigation into the Firearm Discharged at a Person – Complainant 2024.55



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief's Administrative Investigation into the Firearm
Discharged at a Person – Complainant 2024.55

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

It is recommended that the Toronto Police Service Board (Board) receive this report for information, as per O. Reg. 391/23 s. 9(2)(b).

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R.S. – S.I.U. Liaison) investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person or the allegation of a sexual

assault, provincial legislation requires the chief of police, of the relevant police service, to conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- Community Safety and Policing Act (C.S.P.A.) 2019
- Special Investigations Unit Act (S.I.U.A.), 2019
- Toronto Police Service (T.P.S.) procedures

S.I.U. Terminology

CEW – Conducted Energy Weapon

Complainant – Refers to the Affected Person

SO – Subject Official

WO – Witness Official

S.I.U. Investigative Conclusion

In a letter to the Chief of Police dated November 6, 2024, Director Joseph Martino of the S.I.U. advised, *"The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject official."*

The following *S.I.U. Incident Narrative and Analysis and Director's Decision* has been reprinted from the S.I.U. Director's report, number 24-TFP-319, which can be found via the following link:

https://www.siu.on.ca/en/directors_report_details.php?drid=4147

S.I.U. Incident Narrative

"The evidence collected by the SIU, including interviews with police and non-police eyewitnesses, and video footage that largely captured the incident, gives rise to the following scenario. As was her legal right, the SO chose not to interview with the SIU or authorize the release of her notes.

In the evening of July 23, 2024, the SO and her partner, WO #1, were dispatched to an address on Carlton Street in the area of Parliament Street. A female passerby had contacted police to report a male in the area who was bleeding. The male was the Complainant. The Complainant was of unsound mind at the time. He had cut himself in the neck with a knife before asking for help from passersby on Carlton Street.

The SO and WO #1 arrived on scene at about 7:16 p.m., parking their cruiser a distance from the Complainant's location. The Complainant was sitting on a step of the front stoop of a building, a knife by his side. As the officers approached his location on foot, the Complainant took possession of the knife and rose to his feet. The officers drew their weapons – the SO, her firearm, and WO #1, her CEW – and ordered the Complainant to drop the knife. The Complainant began to advance on the officers with the knife held in front of him as the officers retreated towards their cruiser. When the Complainant started to run in the direction of the SO, at a distance of about eight to ten metres from the officer, she fired her weapon two to four times.⁵ At about the same time, WO #1 discharged her CEW. It is unclear whether either weapon struck the Complainant, who continued his advance on the SO. The officer fired an additional three times, striking and felling the Complainant onto the roadway.

The officers moved in, handcuffed the Complainant and, with the arrival of additional officers, started to apply first-aid. Paramedics arrived on scene and transported the Complainant to hospital.

The Complainant had been struck twice – once in the left arm and once in the lower right abdomen. He would recover from his wounds in hospital.”

S.I.U. Analysis and Director's Decision

“The Complainant was seriously injured in Toronto on July 23, 2024, the result, in part, of police gunfire. The SIU was notified of the incident and initiated an investigation naming the SO the subject official. The investigation is now concluded. On my assessment of the evidence, there are no reasonable grounds to believe that the SO committed a criminal offence in connection with the shooting.

Section 34 of the Criminal Code provides that conduct that would otherwise constitute an offence is legally justified if it was intended to deter a reasonably apprehended assault, actual or threatened, and was itself reasonable. The reasonableness of the conduct is to be assessed in light of all the relevant circumstances, including with respect to such considerations as the nature of the force or threat; the extent to which the use of force was imminent and whether there were other means available to respond to the potential use of force; whether any party to the incident used or threatened to use a weapon; and, the nature and proportionality of the person's response to the use or threat of force.

⁵ *The number of cartridge cases located at the scene, coupled with the maximum ammunition capacity of the officer's weapon (15 if not 'topped up', and 16 if 'topped up'), suggests this range of possible rounds fired during initial volley.*

In the instant case, I am satisfied that the SO fired her weapon intending to defend herself from a reasonably apprehended attack. Though the officer, as was her legal right, did not provide that evidence firsthand to the SIU, the circumstances surrounding

the shooting naturally give rise to the inference. Simply put, the Complainant was approaching the SO with a knife in hand in a fashion that could only be described as threatening.

I am also satisfied that the force the SO used to defend herself, namely, gunfire, constituted reasonable force in the circumstances. The SO was confronted with a lethal threat – a male brandishing a knife and advancing in her direction. The officer had tried to deter his advance with verbal direction while retreating to give her more time and space to work with. A complete withdrawal from the scene was not a viable option given the presence of civilians in the area. Nor was a resort to lesser force necessarily a better recourse, as the ineffectiveness of WO #1's CEW discharge made clear. What was required in the split seconds that the SO had to defend herself was the stopping power of firearm. On this record, the first two shots the officer fired were commensurate with the exigencies of the situation. When that failed to deter the Complainant, the officer was within her rights in firing a second volley of shots for precisely the same reasons.

For the foregoing reasons, there is no basis for proceeding with criminal charges in this case. The file is closed."

Summary of the Toronto Police Service's Investigation

The Professional Standards – Investigative Unit (P.R.S. – I.N.V.) assisted by the P.R.S. – S.I.U. Liaison conducted an administrative investigation as is required by provincial legislation.

This investigation examined the circumstances of the firearm discharge and injury in relation to the applicable legislation, policing services provided, procedures and the conduct of the involved officers.

The P.R.S. – I.N.V. and P.R.S. – S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 08-04 (Members Involved in a Traumatic Critical Incident);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-03 (Service Firearms);
- Procedure 15-09 (Conducted Energy Weapons); and,
- Procedure 15-20 (Body-Worn Camera).

The P.R.S. – I.N.V. and P.R.S. – S.I.U. Liaison investigation also reviewed the following legislation:

- Community Safety and Policing Act (C.S.P.A.) 2019
- Criminal Code of Canada
- Special Investigations Unit Act (S.I.U.A.) 2019;

Conclusion:

The P.R.S. – I.N.V. and P.R.S. – S.I.U. Liaison investigation determined that the T.P.S.'s policies and procedures associated with this firearm discharge were lawful, in keeping with current legislation, and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S. – I.N.V. and P.R.S. – S.I.U. Liaison investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and applicable T.P.S. procedures.

The following additional comments are provided:

P.R.S. – I.N.V. and P.R.S. – S.I.U. Liaison investigation concurs with the findings of the S.I.U. that the subject official was fully justified in using her service issued firearm. The Complainant posed a risk of serious bodily harm or death to the officer and other persons nearby. The Complainant was refusing to comply with the demands to drop the knife, and charged at the officers, while armed with a knife.

The use of force options utilized by the officers and the decision making process behind those choices in their engagement were reasonable and in line with T.P.S. Incident Response Training. The force the officers did use was lawful and reasonably justified given the circumstances and these actions were necessary to bring this incident under control effectively and safely.

On September 14, 2024 the Subject Official attended the Toronto Police College and participated in a Post Critical Incident Firearms Exposure Session. The session was managed by senior staff in the Incident Response Unit. The Subject Official successfully completed the session and no concerns were identified.

The entirety of this interaction was captured on the involved officers B.W.C. This video evidence assisted the S.I.U.'s investigation in determining a justification for the officer's actions and the sequence of events.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



13.3. Chief Administrative Investigation of the Alleged Sexual Assault to Complainant 2024.59



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief Administrative Investigation of the Alleged Sexual Assault to Complainant 2024.59

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R.S. – S.I.U. Liaison) investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person, or the allegation of a sexual assault, provincial legislation requires the chief of police of the relevant police service to

conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- *Community Safety and Policing Act (C.S.P.A.) 2019*
- *Special Investigations Unit Act (S.I.U.A.), 2019*
- *Toronto Police Service (T.P.S.) procedures*

S.I.U. Investigative Conclusion:

In a letter to the Chief of Police dated November 29, 2024, Director Joseph Martino of the S.I.U. advised, *"The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges in this case."*

The S.I.U. has not made the Director's Report public stating in part, *"pursuant to section 34(6) of the Special Investigations Unit Act, 2019, the SIU Director may exercise a discretion, subject to prior consultation with the complainant, to not publish the report if the Director is of the opinion that the complainant's privacy interest in not having the report published clearly outweighs the public interest in having the report published."*

Incident Narrative

On August 2, 2024, uniformed Police Constables from the 51 Division Community Response Unit were conducting general patrol duties in the area of O'Keefe Lane and Gould Street.

At approximately 1900 hours, the officers investigated the driver of a motor vehicle (Sexual Assault Complainant 2024.59) and immediately observed marijuana in plain view that was readily accessible. 2024.59 was subsequently investigated under the Cannabis Control Act and identified. Further investigation revealed that 2024.59 was currently bound by several conditions of a Federal Statutory Release Order. One of those binding conditions was that 2024.59 Not Purchase or Possess any Non-Medically Prescribed Drugs. 2024.59 was placed under arrest for the breach and frisk searched (Level 2) incident to arrest. During the search an additional quantity of a controlled substance was recovered (crystal methamphetamine 8.37 grams).

2024.59 was advised of the further allegations of Possession for the Purpose of Trafficking and transported to 51 Division for further investigation. A third uniformed officer attended the area to assist with the transportation of 2024.59. At approximately 1940 hours, 2024.59 was secured in the rear of a fully marked T.P.S. vehicle (fleet 5107) for transport to 51 Division. While on route to 51 Division, the transporting officer observed that despite being handcuffed to the rear, 2024.59 was excessively fidgeting in the rear compartment of the vehicle and attempting to manipulate his waistband. The

officer stopped the vehicle, broadcast an urgent request for assistance and removed 2024.59 from the rear compartment. The officers recovered an additional quantity of a Controlled Substance (Cocaine 0.91 grams) that 2024.59 was attempting to discard in the rear of the police vehicle. 2024.59 was re-secured and transported to 51 Division.

2024.59 was presented to the Officer-in-Charge, who upon evaluation of the circumstances of the arrest, authorized a strip search (level 3) of 2024.59.

On August 3, 2024, 2024.59 was remanded to the Toronto South Detention Centre after a video bail hearing. While awaiting transport to that facility from 51 Division, he alleged that one of the searching officers had sexually assaulted him during the strip search.

The S.I.U. was notified and invoked its mandate.

The S.I.U. designated one subject official, and five witness officials.

The relevant Body-Worn Camera footage of the arrest, transportation and booking hall recordings from August 2, 2024, were disclosed to the S.I.U. The strip search was conducted off camera in a private area and not video recorded.

Summary of the Toronto Police Service's Investigation

The P.R.S. – S.I.U. Liaison conducted an administrative investigation as is required by provincial legislation.

This investigation was reviewed by Specialized Criminal Investigations – Sex Crimes Unit in accordance with T.P.S. Procedure 13-16 (Special Investigations Unit).

This investigation examined the circumstances of the alleged sexual assault in relation to the applicable legislation, policing services provided, procedures, and the conduct of the involved officers.

The P.R.S – S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 01-01 (Arrest);
- Procedure 01-02 (Search of Persons);
- Procedure 01-03 (Persons in Custody);
- Procedure 02-10 (National Parole Warrants);
- Procedure 04-29 (Parolees);
- Procedure 10-06 (Medical Emergencies);
- Procedure 13-16 (Special Investigations Unit);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-02 (Injury/Illness Reporting);
- Procedure 15-17 (In-Car Camera System); and

- Procedure 15-20 (Body-Worn Camera)

The P.R.S – S.I.U. Liaison investigation also reviewed the following legislation:

- Special Investigations Unit Act (S.I.U.A.) 2019;

Conclusion:

The P.R.S – S.I.U. Liaison investigation determined that the T.P.S.'s policies and procedures associated with this alleged sexual assault were lawful, in keeping with current legislation, and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S – S.I.U. Liaison investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable T.P.S. procedures.

The S.I.U.'s investigation into this allegation, which was aided by data provided to them by the T.P.S., resulted in the conclusion that there is no evidence that the officer comported himself other than lawfully in his dealing with 2024.59.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



13.4. Chief's Administrative Investigation into the Custody Death of Complainant 2024.61



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief's Administrative Investigation into the Custody
Death of Complainant 2024.61

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R. S. – S.I.U. Liaison) investigation determined the conduct of all the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person or the allegation of a sexual assault, provincial legislation requires the chief of police, of the relevant police service,

to conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- Community Safety and Policing Act (C.S.P.A.) 2019
- Special Investigations Unit Act (S.I.U.A.), 2019
- Toronto Police Service (T.P.S.) procedures

S.I.U. Terminology

Complainant – Refers to the Affected Person

WO – Witness Official(s)

CW – Civilian Witness(es)

BWC – Body-Worn Camera

ICCS – In-Car Camera System

S.I.U. Investigative Conclusion

In a letter to the Chief of Police dated December 3, 2024, Director Joseph Martino of the S.I.U. advised, "I write to advise you that the investigation by this Unit into the Custody Death of Complainant 2024.61 (Complainant) that occurred on August 6, 2024 has been completed. *The file has been closed and no further action is contemplated.*"

The following *S.I.U. Incident Narrative and Analysis and Director's Decision* has been reprinted from the S.I.U. Director's report, number 24-TCD-332, which can be found via the following link:

[Special Investigations Unit -- Director's Report Details, Case Number: 24-TCD-332](#)

S.I.U. Incident Narrative

"The events in question, clear on the evidence collected by the SIU, may briefly be summarized.

In the evening of August 6, 2024, a concerned citizen contacted police to report a male – the Complainant – sitting on the railing of the Leaside Bridge. He had asked the Complainant if he was okay. The Complainant had responded he was fine and told the citizen to leave. Police officers and paramedics were dispatched to the scene.

A cruiser occupied by WO #1 and WO #2 arrived from the north, stopping a short distance from the Complainant. He was perched on the outer side of a railing that sat atop a concrete barrier at the western edge of the bridge, holding onto a lamp post. The officers were followed shortly by another cruiser occupied by WO #3 (driver) and WO #4

(passenger), who came to a stop in front of WO #1 and WO #2's cruiser, just shy of the Complainant's location. WO #4 had just opened his door when the Complainant let go of the lamp post and stepped off the bridge.

The Complainant fell a distance upwards of 40 metres to the ground below. He was pronounced deceased at the scene."

Analysis and Director's Decision

"The Complainant passed away on August 6, 2024, following a fall from height. As police officers were on scene at the time, the SIU was notified of the incident and initiated an investigation. The investigation is now concluded. On my assessment of the evidence, there are no reasonable grounds to believe that any police officer committed a criminal offence in connection with the Complainant's death.

The offences that arise for consideration is criminal negligence causing death contrary to sections 220 of the Criminal Code. The offence is reserved for serious cases of neglect that demonstrate a wanton or reckless disregard for the lives or safety of other persons. It is predicated, in part, on conduct that amounts to a marked and substantial departure from the level of care that a reasonable person would have exercised in the circumstances. In the instant case, the question is whether there was a want of care on the part of the responding officers, sufficiently egregious to attract criminal sanction that caused or contributed to the Complainant's death. In my view, there was not.

WO #1, WO #2, WO #3 and WO #4 were lawfully placed through the incident. Dispatched to check on the condition of the Complainant, the officers were duty bound to attend at the scene to do what they reasonably could to prevent harm coming to the Complainant.

Nor is there any question of a want of care in the officers' brief engagement with the Complainant. They had only just arrived on scene when the Complainant jumped from the bridge, leaving the officers no opportunity for any kind of intervention that might have safely resolved the situation.

For the foregoing reasons, there is no basis for proceeding with criminal charges in this case. The file is closed."

Summary of the Toronto Police Service's Investigation

The P.R.S. – S.I.U. Liaison conducted an administrative investigation as required by provincial legislation.

This investigation examined the circumstances of the custody death in relation to the applicable legislation, policing services provided, procedures, and the conduct of the involved officers.

The S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 06-04 (Persons In Crisis);
- Procedure 06-13 (Mobile Crisis Intervention Team (MCIT));
- Procedure 08-03 (Injured on Duty Reporting);
- Procedure 08-04 (Members Involved in a Traumatic Critical Incident);
- Procedure 10-06 (Medical Emergencies);
- Procedure 13-16 (Special Investigations Unit);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-02 (Injury/Illness Reporting);
- Procedure 15-17 (In-Car Camera System); and
- Procedure 15-20 (Body-Worn Camera).

The S.I.U. Liaison also reviewed the following legislation:

- Special Investigations Unit Act, (S.I.U.A.) 2019;

Conclusion:

The P.R.S. – S.I.U. Liaison investigation determined that the T.P.S. policies and procedures associated with this custody death were lawful, in keeping with current legislation, and written in a manner, which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S. – S.I.U. Liaison investigation determined that the conduct of all the designated officials was in compliance with T.P.S. Procedures and the officers' training.

The existence of the B.W.C. and In-Car Camera footage of the interaction was an essential piece of evidence that assisted both the S.I.U.'s investigation and this administrative investigation.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



13.5. Chief Administrative Investigation of the Custody Injury of Complainant 2024.62



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief's Administrative Investigation into the Custody
Injury of Complainant 2024.62

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R.S. – S.I.U. Liaison) investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person or the allegation of a sexual

assault, provincial legislation requires the chief of police of the relevant police service to conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- *Community Safety and Policing Act (C.S.P.A.) 2019*
- *Special Investigations Unit Act (S.I.U.A.) 2019*
- Toronto Police Service (T.P.S.) procedures

S.I.U. Terminology

Complainant – Refers to the Affected Person

SO – Subject Official(s)

WO – Witness Official

CW – Civilian Witness

S.I.U. Investigative Conclusion

In a letter to the Chief of Police dated December 3, 2024, Director Joseph Martino of the S.I.U. advised, *"The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject officials."*

The following *S.I.U. Incident Narrative and Analysis and Director's Decision* has been reprinted from the S.I.U. Director's report, number 24-TCI-334, which can be found via the following link:

[Special Investigations Unit -- Director's Report Details, Case Number: 24-TCI-334](#)

S.I.U. Incident Narrative

"The evidence collected by the SIU, including interviews with the Complainant and police eyewitnesses to the events in question, and video footage that largely captured the incident, gives rise to the following scenario. As was their legal right, neither subject official agreed an interview with the SIU or authorized the release of their notes.

In the morning of August 7, 2024, TPS officers were dispatched to the area of Wilson Avenue and Dufferin Street, Toronto. A 911 call had been placed by a family member of a home's residents reporting a break and enter. The caller – the CW – had been over to check on the home of her parents, away on vacation, when she encountered a strange male and called police. She provided a description of the male, who fled the residence.

Officers responded to the area within minutes and quickly located a male who matched the description of the break and enter suspect. WO #2 and SO #2 were the first to confront him, the officers arriving in separate cruisers from the south and north, respectively. The two officers immediately forced the male – the Complainant – to the ground as he protested his innocence. Following a period of struggle, the Complainant was handcuffed behind the back.

The Complainant was grounded a second time by officers when, upon being stood to his feet following the handcuffing, he made stomping motions with his left and right foot. On this occasion, a leg restraint was applied with the Complainant on the ground.

Following his arrest, the Complainant was transported to hospital and diagnosed with a broken nose.”

S.I.U. Analysis and Director’s Decision

“The Complainant was seriously injured in the course of his arrest by TPS officers on August 7, 2024. The SIU was notified of the incident and initiated an investigation naming SO #1 and SO #2 the subject officials. The investigation is now concluded. On my assessment of the evidence, there are no reasonable grounds to believe that either subject official committed a criminal offence in connection with the Complainant’s arrest and injury.

Pursuant to section 25(1) of the Criminal Code, police officers are immune from criminal liability for force used in the course of their duties provided such force was reasonably necessary in the execution of an act that they were required or authorized to do by law.

The Complainant matched the description of the break and enter suspect and was located in the vicinity of the reported crime only minutes after it was reported to police. In the circumstances, I am satisfied that he was subject to arrest for break and enter.

I am also satisfied that the officers who took part in the arrest, including the subject officials, used no more force than was reasonably necessary. The initial takedown might appear precipitous in isolation, but considered in context one can understand why the officers believed it necessary to quickly place the Complainant in a position of disadvantage. He had reportedly just committed a serious offence known for the use of tools that might be used as weapons. Grounding the Complainant would make his ability to access any such weapons less likely. It is also worth noting that the takedown itself was executed in a controlled manner. The second takedown was a response to the Complainant’s stomps, which would reasonably have been interpreted by the officers, as indeed was by several of them, as an effort to destroy potential evidence on the ground or an attempt to lash out at the officers. In either or both cases, taking the Complainant to ground would quickly bring an end to those contingencies.

For the foregoing reasons, there is no basis for proceeding with criminal charges in this case.”

Summary of the Toronto Police Service’s Investigation

The P.R.S. – S.I.U. Liaison conducted an administrative investigation as is required by provincial legislation.

This investigation examined the circumstances of the custody injury in relation to the applicable legislation, policing services provided, procedures, and the conduct of the involved officers.

The P.R.S. – S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 01-01 (Arrest);
- Procedure 01-02 (Search of Persons)
- Procedure 01-03 (Persons in Custody);
- Procedure 10-06 (Medical Emergencies);
- Procedure 13-16 (Special Investigations Unit);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-02 (Injury/Illness Reporting);
- Procedure 15-17 (In-Car Camera System); and
- Procedure 15-20 (Body-Worn Camera)

The P.R.S. – S.I.U. Liaison investigation also reviewed the following legislation:

- *Special Investigations Unit Act, 2019*

Conclusion:

The P.R.S. – S.I.U. Liaison investigation determined that the T.P.S.’s policies and procedures associated with this custody injury were lawful, in keeping with current legislation, and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S. – S.I.U. Liaison investigation determined the conduct of the involved officers was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable T.P.S. procedures.

The existence of the Body-Worn Camera footage of this event and the In-Car Camera System assisted both the S.I.U.’s investigation and this administrative investigation.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



13.6. Chief Administrative Investigation of the Alleged Sexual Assault to Complainant 2024.65



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief Administrative Investigation of the Alleged Sexual Assault to Complainant 2024.65

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R.S. – S.I.U. Liaison) investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person, or the allegation of a sexual

assault, provincial legislation requires the chief of police of the relevant police service to conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- *Community Safety and Policing Act (C.S.P.A.) 2019*
- *Special Investigations Unit Act (S.I.U.A.), 2019*
- Toronto Police Service (T.P.S.) procedures

S.I.U. Investigative Conclusion:

In a letter to the Chief of Police dated December 17, 2024, regarding S.I.U. Case 24-TSA-348, Director Joseph Martino of the S.I.U. advised, *"The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges in this case."*

The S.I.U. has not made the Director's Report public stating in part, *"pursuant to section 34(6) of the Special Investigations Unit Act, 2019, the SIU Director may exercise a discretion, subject to prior consultation with the complainant, to not publish the report if the Director is of the opinion that the complainant's privacy interest in not having the report published clearly outweighs the public interest in having the report published."*

Incident Narrative

On December 11, 2022, members of the Toronto Drug Squad (T.D.S.) were granted judicial authorization under the Controlled Drug and Substances Act (C.D.S.A.) to search an apartment unit in 22 Division. This warrant to search was in relation to a major drug investigation involving a male identified as Alleged Sexual Assault Complainant 2024.65 (2024.65). 2024.65 had previously sold drugs to an undercover member of the T.D.S.

Officers were conducting surveillance in the area in preparation for the execution of the search warrant when they observed 2024.65 arrive and park his car near the address. The officers approached 2024.65, identified themselves as police officers both verbally and with badges, and placed him under arrest.

The arresting officers placed 2024.65 in handcuffs after a brief struggle. Incident to his arrest, 2024.65 was subjected to a safety search by the two officers.

2024.65 was wearing an over the shoulder satchel and contained therein was a quantity of cocaine, measured at 500 milligrams, and a loaded Springfield Armory 9MM Hellcat handgun with twelve (12) rounds in the magazine.

A uniformed scout car from 22 Division attended the scene and took over custody of 2024.65. He was transported to 22 Division for further investigation and processing on several criminal charges.

Members of the T.D.S. then executed the C.D.S.A. search warrant at the stated address as well as the vehicle that had been operated by 2024.65. Further items were recovered in the two searches and as a result, the accused was held for a show cause hearing.

On June 18, 2024, the Law Enforcement Complaints Agency (L.E.C.A.) received a complaint from 2024.65 alleging that he was sexually and physically assaulted by members of the T.D.S. during his arrest on December 11, 2022. L.E.C.A. provided Professional Standards (P.R.S.) with a copy of the complaint via email on August 16, 2024.

In his complaint, 2024.65 alleged that he was physically assaulted during his arrest and that, as a result, he had five (5) vertebrae fractured which required neurosurgery. He also alleged that he was strip searched in public and that an officer sexually assaulted him during this search.

On August 19, 2024, after the complaint was reviewed by P.R.S., the on call S.I.U. Designate for the Service was notified.

The S.I.U. was notified and invoked its mandate.

The S.I.U. designated two subject officials, and six witness officials.

The relevant Body-Worn Camera (B.W.C.) footage of the transportation and booking hall recordings from December 11, 2024, were disclosed to the S.I.U. None of the arresting officers were equipped with B.W.C.

Summary of the Toronto Police Service's Investigation

The P.R.S. – S.I.U. Liaison conducted an administrative investigation as is required by provincial legislation.

This investigation was reviewed by Specialized Criminal Investigations – Sex Crimes Unit in accordance with T.P.S. Procedure 13-16 (Special Investigations Unit).

This investigation examined the circumstances of the alleged sexual assault in relation to the applicable legislation, policing services provided, procedures, and the conduct of the involved officers.

The P.R.S – S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 01-01 (Arrest);

- Procedure 01-02 (Search of Persons);
- Procedure 01-03 (Persons in Custody);
- Procedure 02-17 (Obtaining a Search Warrant);
- Procedure 02-18 (Executing a Search Warrant);
- Procedure 05-30 (Major Drug Investigations);
- Procedure 09-03 (Property – Firearms);
- Procedure 09-04 (Controlled Drugs and Substances);
- Procedure 13-16 (Special Investigations Unit);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-17 (In-Car Camera System); and
- Procedure 15-20 (Body-Worn Camera)

The P.R.S – S.I.U. Liaison investigation also reviewed the following legislation:

- *Special Investigations Unit Act (S.I.U.A.) 2019;*

Conclusion:

The P.R.S – S.I.U. Liaison investigation determined that the T.P.S.'s policies and procedures associated with this alleged sexual assault were lawful, in keeping with current legislation, and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S – S.I.U. Liaison investigation determined the conduct of the designated subject officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and applicable T.P.S. procedures.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police



13.7. Chief Administrative Investigation of the Custody Injury of Complainant 2024.67



PUBLIC REPORT

March 5, 2025

To: Chair and Members
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Chief's Administrative Investigation into the Custody Injury of Complainant 2024.67

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Toronto Police Service Board (Board) receive this report for information.

Financial Implications:

There are no financial implications arising from the recommendation contained in this report.

Summary:

The Professional Standards – Special Investigations Unit Liaison (P.R.S. – S.I.U. Liaison) investigation determined the conduct of the designated officials was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable Toronto Police Service (T.P.S.) procedures.

Discussion:

Background

Whenever the Special Investigations Unit (S.I.U.) investigates an incident involving death, serious injury, the discharge of a firearm at a person or the allegation of a sexual

assault, provincial legislation requires the chief of police of the relevant police service to conduct an administrative investigation. This is the Chief's report in respect of this incident.

Relevant Board Policies and Compliance

- *Community Safety and Policing Act (C.S.P.A.) 2019*
- *Special Investigations Unit Act (S.I.U.A.) 2019*
- Toronto Police Service (T.P.S.) procedures

S.I.U. Terminology

Complainant – Refers to the Affected Person

SO – Subject Official(s)

WO – Witness Official

CW – Civilian Witness

S.I.U. Investigative Conclusion

In a letter to the Chief of Police dated December 18, 2024, Director Joseph Martino of the S.I.U. advised, *"The file has been closed and no further action is contemplated. In my view, there were no reasonable grounds in the evidence to proceed with criminal charges against the subject officials."*

The following *S.I.U. Incident Narrative and Analysis and Director's Decision* has been reprinted from the S.I.U. Director's report, number 24-TCI-355, which can be found via the following link:

[Special Investigations Unit -- Director's Report Details, Case Number: 24-TCI-355](#)

S.I.U. Incident Narrative

"The evidence collected by the SIU, including interviews with the Complainant, a civilian eyewitness (the CW), SO #1 and other police officers who participated in the events in question, and video footage that captured the incident in part, gives rise to the following scenario. As was his legal right, SO #2 chose not to interview with the SIU or authorize the release of his notes

In the evening of August 24, 2024, SO #1 and SO #2 were working a paid-duty patrolling the area around Yonge-Dundas Square in Toronto when they noticed a male – the Complainant – carrying a motorcycle helmet. The helmet was similar in description to reports broadcast earlier that day of the helmet worn by a motorcyclist

that was said to have struck and injured a police officer. The officers suspected the Complainant was that motorcyclist and approached him to investigate.

The Complainant was standing with the CW on the south side of Dundas Square, just east of Yonge Street, when they were confronted by the officers. The Complainant denied that he was the person they were looking for and moved back from the officers as they closed in on him. There ensued a brief wrestling match as SO #1 and SO #2 took hold of the Complainant, and he struggled to free himself. The Complainant was able to do just that and ran away from the officers eastward on Dundas Square. SO #1 and SO #2 split up and chased after the Complainant on foot, the latter northeast across the square. They reconvened a short distance away in the area of Dundas Square and Victoria Street, from which location they observed the Complainant operating a motorcycle westbound on Dundas Square towards Yonge Street.

The Complainant had returned to his motorcycle and was travelling to the intersection of Dundas Square and Yonge Street, presumably, to rejoin the CW and retrieve his helmet, which he had dropped in the struggle with the officers. He was stopped at the intersection when SO #1 arrived and began to wrestle with him again. In the course of that struggle, SO #1 used his baton to strike in the direction of the Complainant's left arm and leg. SO #2 arrived within seconds and assisted in forcing the Complainant off his motorcycle onto the ground, the vehicle toppling on top of the Complainant's left leg in the process. Using his baton against the left side of the Complainant's neck, SO #1 attempted to keep him pinned to the ground. The Complainant refused to release his arms to be handcuffed and took possession of SO #1's baton. SO #2 wrestled with the Complainant for control of the baton and won it back as SO #1 delivered punches to the Complainant's head area. With both officers continuing to grapple with him, the Complainant rose to his feet. His arms wrapped around SO #1, and the officer with a hold of the Complainant around the head and upper body, the two moved southward and collided with a storefront window. The officers kept the Complainant pinned to the window while SO #2 radioed for help.

Additional officers arrived on scene and forced the Complainant to the ground. The Complainant continued to struggle as the officers attempted to wrestle his arms behind the back. Following a couple of knee strikes to the upper back by WO #3, four kicks to the back by WO #6, and the use of a baton to pry the Complainant's left arm out from under his torso, the Complainant was handcuffed.

At hospital following his arrest, the Complainant was diagnosed with a right occult scaphoid fracture."

S.I.U. Analysis and Director's Decision

"The Complainant was diagnosed with a serious injury following his arrest by TPS officers on August 24, 2024. The SIU was notified of the incident and initiated an investigation naming SO #1 and SO #2 subject officials. The investigation is now concluded. On my assessment of the evidence, there are no reasonable grounds to

believe that either subject official committed a criminal offence in connection with the Complainant's arrest and injury.

Pursuant to section 25(1) of the Criminal Code, police officers are immune from criminal liability for force used in the course of their duties provided such force was reasonably necessary in the execution of an act that they were required or authorized to do by law.

Very quickly into SO #1 and SO #2's initial engagement with the Complainant, I am satisfied that the Complainant was being detained for investigation of the earlier incident involving an officer being struck by a motorcyclist. Such detentions are only lawful where there are reasonable grounds to suspect that the detainee is implicated in a crime: R. v. Mann, [2004] 3 SCR 59. The Complainant denied that he was the motorcyclist the officers were looking for. It was also some hours after the incident in question and some distance from that scene. On the other hand, the helmet the Complainant was holding had very unique identifiers and bore a striking resemblance to the helmet worn by the suspect motorcyclist. On this record, while perhaps thin, I am unable to reasonably conclude that the subject officials were without a reasonable suspicion that the Complainant was their suspect. Thereafter, it follows that the officers had grounds to take the Complainant into custody for resisting peace officers in the execution of their duties when he attempted to escape.

I am further satisfied that the evidence falls short of reasonably establishing that the force used by the officers, including SO #1 and SO #2, against the Complainant was excessive. The initial physical confrontation from which the Complainant broke free consisted of a fairly even grappling match that does not give rise to any concerns. The force used by the subject officials after catching the Complainant a second time was also reasonable. The Complainant was determined to get away and it was imperative in the interests of everyone's safety, including a group of bystanders massing in the area, that he be removed from his motorcycle as soon as possible. The use of baton strikes by SO #1 made sense in the circumstances, particularly as the Complainant had managed to break free of a hand-to-hand engagement moments prior. Once on the ground, SO #1 and SO #2 clearly had the advantage over the Complainant, and yet he was able to rise to his feet despite the punches struck by SO #1. It was only with the arrival of additional officers that the Complainant was again grounded. Still, he struggled vigorously against the officers refusing to release his left arm so it could be handcuffed, prompting WO #3 and WO #6 to deliver knee strikes and kicks, respectively, to the Complainant's back. Only after those strikes was the Complainant's left arm controlled and secured. Given their numbers, it is likely that the officers would have eventually been able to wrestle control of the arm without the strikes. That said, the Complainant had proven a formidable challenge and the officers had been at it for a while. They were entitled to bring the matter to an end sooner rather than later. On this record, the kicks and knee strikes amounted to a proportionate escalation in the use of force.

For the foregoing reasons, there is no basis for proceeding with criminal charges in this case. The file is closed."

Summary of the Toronto Police Service's Investigation

The P.R.S. – S.I.U. Liaison conducted an administrative investigation as is required by provincial legislation.

This investigation examined the circumstances of the custody injury in relation to the applicable legislation, policing services provided, procedures, and the conduct of the involved officers.

The P.R.S. – S.I.U. Liaison investigation reviewed the following T.P.S. procedures:

- Procedure 01-01 (Arrest);
- Procedure 01-02 (Search of Persons)
- Procedure 01-03 (Persons in Custody);
- Procedure 10-06 (Medical Emergencies);
- Procedure 13-16 (Special Investigations Unit);
- Procedure 13-17 (Notes and Reports);
- Procedure 15-01 (Incident Response (Use of Force/De-Escalation));
- Procedure 15-02 (Injury/Illness Reporting);
- Procedure 15-17 (In-Car Camera System); and
- Procedure 15-20 (Body-Worn Camera)

The P.R.S. – S.I.U. Liaison investigation also reviewed the following legislation:

- *Special Investigations Unit Act, 2019*

Conclusion:

The P.R.S. – S.I.U. Liaison investigation determined that the T.P.S.'s policies and procedures associated with this custody injury were lawful, in keeping with current legislation, and written in a manner which provided adequate and appropriate guidance to the members. None of the examined policies and procedures required modification.

The P.R.S. – S.I.U. Liaison investigation determined the conduct of the involved officers was in compliance with applicable provincial legislation regarding the Standards of Conduct and the applicable T.P.S. procedures.

The existence of the Body-Worn Camera footage of this event and the In-Car Camera System assisted both the S.I.U.'s investigation and this administrative investigation.

Staff Superintendent Shannon Dawson, Professionalism and Accountability, will be in attendance to answer any questions that the Board may have regarding this report.

Respectfully submitted,

Myron Demkiw, M.O.M.
Chief of Police