



The following *draft* Minutes of the special meeting of the Toronto Police Services Board held on April 2, 2015 are subject to adoption at its next regularly scheduled meeting.

MINUTES OF THE SPECIAL PUBLIC MEETING of the Toronto Police Services Board held on **APRIL 2, 2015** at 2:00 PM in the Auditorium, 40 College Street, Toronto, Ontario.

PRESENT:

Dr. Alok Mukherjee, Chair
Ms. Marie Moliner, Acting Vice Chair
Dr. Dhun Noria, Member
Ms. Shelley Carroll, Councillor & Member
Mr. Chin Lee, Councillor & Member
Mr. Andrew Pringle, Member
Mr. John Tory, Mayor & Member

ALSO PRESENT:

Mr. William Blair, Chief of Police
Mr. Karl Druckman, City of Toronto - Legal Services Division
Ms. Karlene Bennett, Acting Board Administrator

**THIS IS AN EXTRACT FROM THE MINUTES OF THE SPECIAL PUBLIC
MEETING OF THE TORONTO POLICE SERVICES BOARD HELD ON
APRIL 2, 2015**

#P82 COMMUNITY ENGAGEMENTS POLICY

The Board was in receipt of the following report March 27, 2015 from Alok Mukherjee, Chair:

Subject: APPROVAL OF THE COMMUNITY ENGAGEMENTS POLICY

Recommendation:

It is recommended:

1. THAT the Board approve the amendments made to the Community Contacts policy; and
2. THAT the Community Contacts policy shall now be entitled “Community Engagements”.

Financial Implications:

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

Background

In December 2014, the Board reaffirmed its commitment to the principles articulated and reflected in the Community Contacts Policy. The Board requested the Chief to work with the Board and its legal counsel to finalize the missing parts of the policy and relevant procedures which would then subsequently be presented at a special public Board meeting scheduled for March 2015. Following exhaustive study and debate, the Board and the Chief agreed to enlist the assistance of an outside mediator, former Chief Justice Warren Winkler to help the parties strategize about solutions. The Board and the Chief worked diligently to resolve outstanding issues concerning the Community Contacts policy.

The collaborative mediation process in which the Board and the Chief engaged has resulted in a policy that the Chief can and will implement in formal procedure and training.

While the Community Contacts policy has been amended, it continues to preserve all of its core principles. The amended policy strikes the right balance between the twin imperatives of treating all members of the community fairly and keeping neighbourhoods safe (Appendix A refers).

The policy further contains a Joint Statement of Principles between the Board and the Service concerning what are known as *Community Engagements* – contacts between an officer and a member of the community that go beyond a simple greeting and may result in recording of information. Thus, the policy has been renamed *Community Engagements*. The Statement of

Principles is shared equally by the Board and the Service and reflects the values of fairness, respect, individual dignity and equality.

Conclusion:

It is, therefore, recommended that the Board approve the amendments made to the Community Contacts policy (adopted on April 24, 2014 -Min. P102/14 refers) as a result of mediation. And further, that the Community Contacts policy shall now be entitled “Community Engagements”.

The following persons were in attendance and delivered deputations to the Board with respect to the foregoing policy:

Bev Salmon

Vilko Zbogor, The Law Union of Ontario*

Noa Mendelsohn Aviv, Director, Equality Program, Canadian Civil Liberties Association *

Marco LaMacchia, Toronto Police Accountability Coalition*

Akwasi Owusu-Bempah

Assistant Professor, Dept. of Criminal Justice, Indiana University, Bloomington – (deputation delivered by Scot Wortley)

Scot Wortley, Professor, Centre of Criminology, University of Toronto

Knia Singh, Osgoode Society Against Institutional Injustice

Knia Singh

Ruth Goba, Interim Chief Commissioner, Ontario Human Rights Commission*

Audrey Campbell, Co-Chair, PACER

Roy Williams, Jamaican Canadian Association

Jason Merai, Executive Director, Urban Alliance on Race Relations

Anthony Morgan, Policy & Research Lawyer, African Canadian Legal Clinic *

Wyndham Bettencourt-McCarthy*

Valarie Steele *

Neil Price, Executive Director, LogicalOutcomes *

Johnny Smash, Member Advocacy Committee, St. Stephen's Community House *

Paul Copeland*

Yvette Blackburn, TPS - Black Community Police Consultative Committee

Tanya Thompson

Walter Kohut *

Joy Bullen*

Kingsley Gilliam*

Roger Rowe

Kenneth Jeffers

Susan Gapka *

Patricia Reilly*

***written submission also provided; copy on file in the Board office.**

The Board was also in receipt of written submissions from the following:

Peter Rosenthal

Clem Marshall

Kevin Vuong

**David Goodis, Assistant Commissioner, Office of the Information and Privacy
Commissioner of Ontario**

Ben Lau

June Veacock

Copies of the foregoing written submissions are on file in the Board office.

After considering the deputations and written submissions, the Board approved the following Motions:

- 1. THAT the Board defer its consideration of the foregoing report to the Board's public meeting scheduled for April 16, 2015, subject to: (1) a public report from the Chief of Police which describes the details of the data collection, retention and disclosure of personal information that will occur in accordance with section 6 of the Community Engagements policy, (2) Board members consulting with the PACER Advisory Committee and (3) a public report from the Community Engagements Sub-Committee (Mr. Andy Pringle, Ms Marie Moliner and Chair Alok Mukherjee) which outlines the criteria that the Board will apply to a future review of the policy; and**

- 2. THAT the Board receive the deputations and written submissions.**

Moved by: D. Noria



APPENDIX A TORONTO POLICE SERVICES BOARD

COMMUNITY ENGAGEMENTS

DATE APPROVED	April 24, 2014	Minute No: P102/14
DATE(S) AMENDED		
DATE REVIEWED		
REPORTING REQUIREMENT		
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).</i> <i>Canadian Charter of Rights and Freedoms</i> <i>Ontario Human Rights Code</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i>	
ASSOCIATED POLICIES	Race and Ethnocultural Equity Human Rights Collection, Use and Reporting of Demographic Statistics	
DERIVATION		

Joint Statement of Principles between the Toronto Police Services Board and the Toronto Police Service Concerning Community Engagements

The following statement describes principles shared equally by the Toronto Police Services Board and the Toronto Police Service. The statement recognizes that a police officer in the performance of his or her duties must exercise discretion in a way that reflects the values of fairness, respect, individual dignity and equality.

In exercising the discretion to engage with a member of the community not under arrest or detention for the purpose of initiating, continuing or recording a Community Engagement, the Service member will take into account the following guidelines:

- Service members will not consider race, place of origin, age, colour, ethnic origin, gender identity or gender expression in deciding whether to initiate a community engagement unless one or more of these factors form part of a specific suspect, victim or witness description.
- It is the Service member's responsibility to investigate offences, to prevent offences and to engage in a visible way with the community.
- It is the Service member's responsibility to ensure members of the community are not at risk.
- Supervisors will not measure member performance by quantity of Community Engagements. In other words, there is no quota for Community Engagement.

- In exercising his or her discretion, the Service member shall consider the possibility of psychological detention.
- In exercising his or her discretion, the Service member shall consider the potential value of initiating or recording a contact versus the potential value of the individual's right to be left alone.
- Information from a Community Engagement will lead to the collection of material personal information only.

The TPS shall initiate and maintain a training program on Community Engagement for Service members. One of the purposes of the training program shall be to advance these values, principles and guidelines.

Context

Independent civilian oversight has always been necessary to maintain public trust in the police. The reform of police-community interactions needs to be public, transparent and subject to Board governance and oversight.

The Board does not condone and explicitly condemns any police practice that may have a discriminatory impact on any member or section of the community, including, specifically, racial profiling. This is not only a matter of Board policy but also of law. Policing must be carried out in a manner that fully respects and implements obligations under the Canadian *Charter of Rights and Freedoms* ("the *Charter*") and the Ontario *Human Rights Code* ("the *Code*"). Practices consistent with this understanding are essential to promote the legitimacy of policing as well as public trust and confidence.

This Policy, therefore, seeks to ensure that there is a proactive rights-based approach to the way in which members of the Toronto Police Service interact with members of the public. Such interaction is fundamental to community-based policing. Service members must get to know the neighbourhoods they serve and they must be able to enter into conversations with residents of these neighbourhoods in order to provide effective service. They must be able also to gather and retain legitimate information. However, they must do so, and be trained and supervised to do so, within a clear framework and in strict accordance with procedures that support this Policy. As a rights-based policy, it also places an obligation to respect community members' rights under the *Charter* and the *Code*. As well, retention and use of information must be consistent with rights under privacy laws.

The Board acknowledges that members of the Service are legally entitled to have conversations with members of the public. The Board recognizes that the way in which some conversations have been conducted and recorded has adversely affected individuals and communities and has had a demonstrated negative impact on public trust.

Public trust in the police is essential to effective policing. Creating a policy that governs interactions between Service and community members will enhance public trust and cooperation with the police. The collection, retention, use and disclosure of information gathered in ways

consistent with this Policy, and for a valid public safety purpose, can be a legitimate and effective policing tool.

Community Engagements

In this Policy, “Community Engagements” are non-detention, non-arrest interactions between Service and community members that involve the eliciting and/or recording of personal information. This policy is not intended to prohibit or guide informal greetings or conversations. “Community Engagement Reports” (“CERs”) are investigative records of information that will be generated by some Community Engagements.

The objectives of this Policy are to:

- Improve police-community interactions and eliminate the collection, retention, use and disclosure of irrelevant personal information;
- Identify the circumstances in which it is appropriate to initiate a Community Engagement or create a CER;
- Eliminate discrimination from Community Engagements;
- Collect, retain, use and disclose information only to:
 - Ensure accountability in the initiation of Community Engagement and the creation of CERs, and
 - Fulfill policing duties under s. 42 of the *Police Services Act*;
- Improve community confidence in the Service’s ability to provide non-biased policing;
- Enhance awareness of human rights and civil liberties under the *Charter*, the *Code* and Board policies;
- Ensure the provision of effective training on how to conduct Community Engagements in a way that promotes community trust; and
- Ensure effective oversight of Community Engagements by the Board through periodic, independent evaluation and public reporting of Engagement-related data.

It is, therefore, the policy of the Toronto Police Services Board that:

1. The Chief of Police will establish procedures regarding Community Engagements that:
 - a. Minimize the potential negative effects of Community Engagements on the community;
 - b. Reflect the goal of police legitimacy by ensuring Community Engagements are conducted in the spirit of trust building with the community and are directed toward effective policing;
 - c. Ensure compliance with the *Charter* generally and, in particular, the s. 9 protection against arbitrary detention and the s. 15 right to equal treatment under the law;

- d. Ensure compliance with the *Code* generally and, in particular, the s. 1 freedom from discrimination based on race, place of origin, age, colour, ethnic origin, gender identity or gender expression;
 - e. Ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (“MFIPPA”) generally and, in particular, with Part II of MFIPPA; and
 - f. Equip service members with business cards which may be offered to members of the community with whom the Service members are in contact
2. Service members may only initiate and record Community Engagements that serve a valid public safety purpose.
 3. The Chief will include in procedures guidelines for exercising discretion consistent with this Policy.
 4. The Policy seeks to encourage Community Engagements in which the community member freely participates.

Recording Community Engagements: Data Collection and Retention

5. The Service may record and retain information arising from Community Engagements in compliance with this Policy.
6. The Chief will establish procedures regarding the retention, use and disclosure of personal information arising from Community Engagements to ensure that:
 - a. They only lead to the retention, use or disclosure of material personal information;
 - b. Categories of information in CERs are developed in consultation with the Ontario Human Rights Commissioner and the Office of the Information and Privacy Commissioner;
 - c. Personal information collected during Community Engagements that is not in compliance with this Policy is not retained, used or disclosed for any investigative purpose and is retained in a manner consistent with *MFIPPA*; and
 - d. The retention of information from Community Engagements currently in the investigative database shall be consistent with this Policy. The Chief and the Board will work collaboratively on a retention protocol consistent with this Policy.
7. The Chief, in consultation with the Board, will commit to collecting data about Community Engagements that can be used to evaluate the effectiveness of police services in Toronto. The community’s level of satisfaction with police services will be one measure of effectiveness. Public safety is another measure of effectiveness.

8. The Board and the Service will only use the data collected under this part of the Policy to improve the effectiveness of police services in Toronto.

Training

9. The Chief will ensure that Service members at all levels receive the training necessary to conduct Community Engagements in accordance with the law and Board policy. This training will include instruction about conducting Community Engagements in a manner that maximizes effective policing and enhances community trust.
10. The Chief will ensure that all Service members are familiar with the neighbourhood and the community to which they are assigned and receive any support, training and resources necessary to familiarize themselves with a new assignment.
11. The Chief will provide to the Board copies of all training modules on Community Engagements for review upon request from the Board.

Supervision

12. The Chief will establish procedures regarding Community Engagements to ensure that:
 - a. Service members receive effective supervision related to Community Engagements; and
 - b. Supervisors are trained to ensure compliance with this Policy

Reporting

13. For the purposes of transparency, accountability and assisting the Board in assessing compliance with this Policy, the Chief will submit a public report to the Board in September, 2015 and March, 2016 and in March of each year thereafter containing full data and statistics related to Community Engagements and training.

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#P83 COMMUNITY ENGAGEMENTS DRAFT PROCEDURE

The Board was in receipt of the following report March 27, 2015 from William Blair, Chief of Police:

Subject: COMMUNITY ENGAGEMENTS DRAFT PROCEDURE

Recommendation:

It is recommended that the Board receive this report

Financial Implications:

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

Background/Purpose:

In December 2014, the Board reaffirmed its commitment to the principles articulated and reflected in the Community Contacts Policy. The Board requested that I work with them and their legal counsel to finalize the Board's policy on community Engagements which would then subsequently be presented at a special public Board meeting scheduled for March 2015.

The Board and I with the assistance of former Chief Justice Warren Winkler have met and collaboratively worked in the development of a Community Engagement Policy.

Both the policy and the draft procedure contain a Joint Statement of Principles between the Board and the Service. The Statement of Principles is shared equally by the Board and the Service.

Conclusion:

Community consultation has played an important role in the development of both the Board's policy and the Service's procedure. In response to the Board policy, the Service has developed the attached draft procedure. It is my intention to seek input from the PACER Advisory Committee prior to finalizing the procedure. The draft procedure is submitted for the Board's consideration subject to that further input. I will be in attendance to answer any questions the Board may have.

The Board received the foregoing report.

Moved by: C. Lee

GENERAL INVESTIGATIONS

04 – 14 Community Engagements

New Amended Reviewed – No Amendments

Issued: R.O. 2015.xx.xx–xxxx

Replaces: R.O. 2014.05.09–0599

Rationale

Public trust in the police is essential to effective policing.

This Procedure governs interactions between Toronto Police Service (Service) and community members that will enhance public trust and cooperation with the police. The collection, retention, use and disclosure of information gathered in ways consistent with this Procedure, and for a valid public safety purpose, can be a legitimate and effective policing tool.

This Procedure is in compliance with the Toronto Police Services Board (Board) policy entitled Community Engagements, and is **not** intended to prohibit or guide informal greetings or conversations.

Governing Authorities

Federal	Canadian Charter of Rights and Freedoms Canada Evidence Act Criminal Code Youth Criminal Justice Act
Provincial	Human Rights Code Municipal Freedom of Information and Protection of Privacy Act Police Services Act Police Services Act, O.Reg. 3/99, Adequacy & Effectiveness of Police Services
Municipal	City of Toronto Municipal Code, Chapter 219, Records Retention Schedule

Associated Service Governance

Number	Name
TPSB Policy	Collection, Use and Reporting of Demographic Statistics
TPSB Policy	Community Engagements
TPSB Policy	Human Rights Policy
TPSB Policy	Race and Ethnocultural Equity Policy
	<u>Standards of Conduct – Part I – Guide to Ethical Decision Making (SELF Test)</u>
<u>1.9</u>	Standards of Conduct – Fairness, Discrimination and Harassment
<u>1.10</u>	Standards of Conduct – Racially Biased Policing
<u>01–01</u>	Arrest
<u>04–09</u>	Interpreters
<u>04–18</u>	Crime and Disorder Management
<u>13–01</u>	Awards

<u>13-03</u>	Uniform Internal Complaint Intake/Management
<u>13-11</u>	Unsatisfactory Work Performance
<u>13-14</u>	Human Rights
<u>13-17</u>	Memorandum Books and Reports
<u>14-02</u>	Evaluations, Reclassifications and Appraisals – Uniform
<u>15-17</u>	In-Car Camera System

Forms

Number	Name	Authorization Level
	eReports	GO Review

Definitions

- **Arrest**
- **Community Engagement**
- **Community Engagement Report (CER)**
- **Service Business Card**

Procedure

Community Engagements are non-detention, non-arrest interactions between Service and community members that involve the eliciting and/or recording of personal information.

A Community Engagement Report (CER) is an investigative record of information that may be generated as a result of some Community Engagements.

Service members must get to know the neighbourhoods they serve and they must be able to enter into conversations with residents of these neighbourhoods in order to provide effective service. They must also be able to gather and retain material information.

In doing so, this must be carried out in a manner that fully respects and fulfills obligations under the Canadian *Charter of Rights and Freedoms (Charter)* and the Ontario *Human Rights Code (Code)*. Practices consistent with this understanding are essential to promote the legitimacy of policing as well as public trust and confidence.

Joint Statement of Principles

The following statement describes principles shared equally by the Board and the Service. The statement recognizes that a police officer in the performance of his or her duties must exercise discretion in a way that reflects the values of fairness, respect, individual dignity and equality.

In exercising the discretion to engage with a member of the community not under arrest or detention for the purpose of initiating, continuing or recording a Community Engagement, the Service member will take into account the following guidelines:

- Service members will not consider race, place of origin, age, colour, ethnic origin, gender identity or gender expression in deciding whether to initiate a community engagement unless one or more of these factors form part of a specific suspect, victim or witness description.
- It is the Service member's responsibility to investigate offences, to prevent offences and to engage in a visible way with the community.

- It is the Service member's responsibility to ensure members of the community are not at risk.
- Supervisors will not measure member performance by quantity of Community Engagements. In other words, there is no quota for Community Engagement.
- In exercising his or her discretion, the Service member shall consider the possibility of psychological detention.
- In exercising his or her discretion, the Service member shall consider the potential value of initiating or recording a contact versus the potential value of the individual's right to be left alone.
- Information from a Community Engagement will lead to the collection of material personal information only.

The Service is highly dependent on the cooperation and assistance of members of the public.

Community Engagements serve as opportunities to foster this cooperation, build mutual trust, and enhance public safety. Police officers must be able to interact with the public in a manner that encourages this collaboration, not discourages it.

These interactions must be conducted in the spirit of trust building with the community and shall be directed toward effective policing.

The effectiveness of a Community Engagement relies heavily on the actions and conduct of the police officer(s) throughout the duration of an interaction. An officer's department may ultimately influence the final outcome and future encounters between the police and that community member.

All Community Engagement scenarios cannot be anticipated and there are circumstances (i.e. covert operations, police investigative tactics, etc.) that may not always apply, however, the following are some key elements for consideration for most interactions:

Professionalism

- Remain professional, courteous, and respectful throughout an interaction, regardless of the nature and/or circumstances involved.

Communication

- Openly communicate the reasons for initiating an interaction.
- Discuss police activity in the area and current crime management initiatives.
- Discuss police duties and responsibilities in accordance with legislation.
- Educate on crime trends and or other issues affecting the community.

Respect Rights

- Acknowledge, respect, and uphold the rights of an individual not to participate in an interaction, when there are no grounds for arrest or investigative detention
- Advise a person of their Rights to Counsel, when an interaction transitions to an investigative detention or arrest and comply with Procedure 01-01.

Accessibility

- If contact information is requested, offer to provide a Service Business Card

Some significant issues that must be considered when balancing the duties of a police officer with upholding the rights of an individual for the duration of a Community Engagement are:

Voluntary Participation – Disengagement and Psychological Detention

A person's participation in a Community Engagement is voluntary and they have the right to discontinue the engagement.

Police officers must be mindful that, detention may crystalize during a conversation with an individual where a reasonable person in that individual's circumstances would conclude that he or she has been deprived of their liberty. In these instances, disengagement is always an option. If a person chooses to discontinue a Community Engagement, and the officer does not have reasonable grounds for investigative detention or arrest, the officer shall respect and uphold the person's right to disengage and to leave.

Psychological detention is established either where the individual has a legal obligation to comply with the restrictive request or demand, or a reasonable person would conclude by reason of the state conduct that they had no choice but to comply. (R. v. Grant 2009 SCC).

Factors for an officer to consider in assessing psychological detention include:

Circumstances of Police Contact

- Language/tone used
- Physical contact
- Location of interaction
- Presence of others
- Duration of interaction

Characteristics of Individual

- Age of the person
- Physical stature
- Minority status
- Level of sophistication

Where psychological detention has or may have occurred and the officer does not have the grounds to detain or arrest the individual, the officer shall immediately disengage and release the individual. Where psychological detention has occurred and the officer has the requisite grounds to detain or arrest the individual, the officer shall immediately advise the individual of their Rights to Counsel.

Transition to Investigative Detention or Arrest

Community Engagements are often dynamic and fluid encounters which may in some instances, be based upon the totality of the circumstances, transition to investigative detentions.

Although there is no general power of detention for investigative purposes, police officers may detain an individual if there are reasonable grounds to suspect in all the circumstances that the individual is connected to a particular crime and that the detention is reasonably necessary on an objective view of the circumstances (R. v. Mann 2004 SCC).

If an engagement transitions to where a person is not free to leave, officers shall inform the person of their Rights to Counsel, and comply with Procedure 01-01.

Documenting/Recording Community Engagements

Service members may only initiate and record Community Engagements that serve a valid public safety purpose.

Officers are reminded that Procedure 13-17 governs the use of memorandum books and that all pertinent facts of arrests, investigations, and significant events be recorded therein. Intelligence information relating to crimes, active criminals, and public disorder issues shall be documented in the appropriate eReports in accordance with Procedure 04-18.

There are occasions when Community Engagements may produce information that serves a specific Public Safety Purpose and requires information be further documented on a CER.

In these instances, officers must clearly articulate the specific Public Safety Purpose and investigative value of the information in their memorandum book and CER.

Public Safety Purpose

For the purposes of Community Engagement, Public Safety Purpose means:

- preserving the peace,
- preventing crimes or other offences, and/or
- the performance of common law duties, including the duty to protect life and property

in accordance with the *PSA*, for the welfare and protection of the community, whether one or more persons or the public at large.

During all Community Engagements, and in the, submission, use, disclosure or retention of CERs, officers shall comply with Procedure 13-14 and respect and uphold

- the *Charter* generally and, in particular, the s. 9 protection against arbitrary detention and the s. 15 right to equal treatment under the law;
- the *Code* generally and, in particular, the s. 1 freedom from discrimination;
- the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* generally and, in particular, with Part II , the Protection of Individual Privacy

Police Officer

1. During all Community Engagements shall
 - respect and uphold the person's right to leave
 - not allow personal bias to impact the exercise of discretion
 - conduct themselves in a lawful, ethical, bias-free, and professional manner
 - comply with Standards of Conduct 1.9 and 1.10
 - consider the Standards of Conduct – Part I – Guide to Ethical Decision Making (SELF Test)
 - comply with Procedure 13-14
 - record pertinent details in their memorandum book in compliance with Procedure 13-17

- comply with Procedure 15-17, if applicable
 - document intelligence information relating to crimes, active criminals, and public disorder in the appropriate eReports in accordance with Procedure 04-18
2. Upon determining the recording of information does serve a Public Safety Purpose shall
- articulate the specific Public Safety Purpose in their memorandum books if information obtained from the interaction is being further documented in a CER
 - not record sensitive information such as protected investigative techniques or CPIC information on a CER
- NOTE:** CERs are subject to disclosure under subpoena or the MFIPPA.
- offer to provide, or provide if requested, a Service Business Card with the officer's contact information.
3. When the person is unable to communicate shall
- shall consider possible reason(s), including but not limited to; disability, medical condition, language barrier
 - upon determining the person needs an interpreter, including the requirement for a qualified sign language interpreter, comply with Procedure 04-09
4. When a Community Inquiry transitions into an investigative detention or arrest shall
- not submit a CER
 - comply with Procedure 01-01
5. Prior to using information from a CER for investigative purposes shall ensure the information on the CER has been approved by the Supervisory Officer – GO Review.
6. Upon receipt of a CER returned by the Supervisory Officer – GO Review for correction shall complete the required follow-up and resubmit the CER, or other appropriate report as required, forthwith.

Supervisory Officer

7. When assigned to duties which involve Community Engagements shall
- not measure members performance by quantity of Community Engagements. In other words, there is no quota for Community Engagement.
 - ensure officers under their supervision understand the Public Safety Purpose of Community Engagements when information is being submitted on a CER
 - monitor and evaluate Community Engagement activities of officers under their supervision to ensure compliance with this Procedure
 - ensure officers' activities include the use of intelligence led policing strategies in compliance with Procedure 04-18

Draft - 2015.03.26

8. Upon becoming aware of a CER that contravenes item 1 shall
 - provide guidance or instruction targeted at correcting the deficiency
 - if applicable, ensure the officer receives the required training
 - if applicable, initiate the applicable complaint/ discipline process in compliance with 13-03 and/or 13-11
 - ensure access to the CER is, or has been, restricted by the Supervisory Officer - Go Review

Supervisory Officer – GO Review

9. Upon receipt of a CER shall review to ensure the completeness, accuracy and appropriate language of the submission.
10. If the CER is incomplete, needs amendment, or contains information which needs to be recorded in another type of eReport, shall
 - document the areas of the CER requiring amendment
 - return the CER to the submitting officer for amendment and notify their supervisory officer
11. If the CER contravenes item 1 shall notify the officer's supervisory officer.

Officer in Charge

12. The officer in charge shall
 - when reviewing memorandum book entries ensure compliance with this Procedure and other Service Governance
 - ensure supervisory officers are monitoring Community Engagements

Unit Commander

13. The unit commander shall ensure
 - unit level performance management processes focus on the value and quality of Community Engagements in a manner that maximizes effective policing and enhances community trust.
 - that all members under their command are familiar with the neighbourhood and the community to which they are assigned and receive any support, training and resources necessary to familiarize themselves with a new assignment.

Unit Commander – Records Management Services

14. The Unit Commander – Records Management Services shall establishes processes to
 - ensure that personal information collected during Community Engagements that is not in compliance with Board Policy is not retained, used or disclosed for any investigative purpose and is retained in a manner consistent with *MFIPPA*.

**THIS IS AN EXTRACT FROM THE MINUTES OF THE SPECIAL PUBLIC MEETING
OF THE TORONTO POLICE SERVICES BOARD HELD ON APRIL 2, 2015**

#P84 ADJOURNMENT

Alok Mukherjee
Chair