



TORONTO POLICE SERVICES BOARD

ADEQUACY STANDARDS COMPLIANCE POLICY

DATE APPROVED	July 27, 2022	Minute No: P2022-0727-6.0.
DATE(S) AMENDED		
DATE REVIEWED		
REPORTING REQUIREMENT	As described below	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c. P.15,</i> s. 31(1) and 41(1). <i>Adequacy and Effectiveness of Police Services,</i> O. Reg. 3/99, ss. 1-35. <i>Policing Standards Manual (2000),</i> Ministry of the Solicitor General And as noted below, where applicable	
TAGS	Adequacy Standards	

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Part 1: THE RESPONSIBILITY TO ENSURE ADEQUATE AND EFFECTIVE POLICING

I ADEQUACY STANDARDS COMPLIANCE FRAMEWORK

REPORTING REQUIREMENT	Toronto Police Service - Annual Report; Toronto Police Service - Annual Statistical Report; Annual Audit Report.
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c. P.15, as amended. s. 31(1). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 4(1), 5(1)(d), 6(3)(b), 9(4), 10(c), 14(3)(4), 16(c), 19(3), 21(3)(5), 24(2), 25(1), 29, 31, 35, 36(1), 37(1). <i>Equipment and Use of Force</i> , O. Reg. 926. <i>Occupational Health and Safety Act</i> , R.S.O. 1990, ss. 25, 26.
TAGS	Adequacy Standards, General, Planning

Background

Effective, community-focused, respectful and inclusive policing ensures that we can all live safely in our communities. To create a consistent framework in which policing across Ontario is delivered, the *Police Services Act* related regulations set the standards for police services. This legislation outlines who is responsible for the delivery of police services, and how those services will operate in the communities in which they are provided.

Ontario’s system of policing requires civilian police services boards to govern and oversee the adequate and effective delivery of policing within a municipality. The Toronto Police Services Board (“the Board”) is responsible for the provision of adequate and effective police services in the City of Toronto. A regulation made under the *Police Services Act* called “Adequacy and Effectiveness of Police Services” (O. Reg. 3/99) sets out the more specific provincial standards with respect to the Toronto Police Service’s (“the Service”) delivery of adequate and effective police services in Toronto. The Ontario Ministry of the Solicitor General conducts inspections of both the Board and Toronto Police Service to ensure compliance with these provincial adequacy standards.

Purpose of the Policy

This Board Policy establishes the requirements that the Service must meet to comply with its legislated duties and to ensure the provision of adequate and effective police services in Toronto. This Policy also sets out the audit and reporting frameworks necessary to enable the Board to oversee the Service’s compliance with relevant legislation, and provide guidance and direction where necessary.

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

Adequacy Standards Compliance

1. The Chief of Police will ensure that the Service complies with all Board policies concerning the Adequacy Standards Regulation and the Ministry of the Solicitor General's Policing Standards Manual;
2. The Chief of Police will establish procedures and processes consistent with the Adequacy Standards Regulation, the Policing Standards Manual and as otherwise outlined in this Policy;
3. The Chief of Police will provide policing services in Toronto 24 hours a day and deployment within a reasonable time;
4. The Board, in consultations with the Chief of Police, will ensure that appropriate equipment is made available to Service members in the provision of police services in Toronto;
5. The Chief of Police will ensure that Service Members receive the appropriate training and use the equipment made available to them in accordance with relevant legislation, regulation and best practices;
6. The Board is committed to community-based policing, and, in consultation with the Chief of Police, will ensure that the Service will work with the City of Toronto, school boards, community organizations, neighbourhoods and residents, businesses and neighbouring municipalities on issues and matters of policing in Toronto;
7. The Board, in consultation with the Chief of Police, will maintain, review and update Board policies as required and on the basis of new developments, legal requirements or as otherwise directed by the Board. The Chief of Police will ensure that all related Service Procedures and processes are updated to reflect changes to Board policies;

Adequate Training

8. The Board, in consultation with the Chief of Police, will ensure that officers and all other appropriate Service members receive appropriate training, are informed of legislative changes and are provided with timely information for proper execution of their required duties;
9. The Board, in consultation with the Chief of Police, will ensure that every Service member providing the following policing services will have successfully completed Ministry-accredited training and/or have Ministry-approved equivalent qualifications and skills:
 - (a) communications operators and supervisors providing police communications and dispatch services;
 - (b) criminal investigators;
 - (c) Service members providing investigative support in the areas of crime scene analysis and/or forensic identification;
 - (d) police officers who are members of a containment team, tactical unit and/or hostage rescue team;

- (e) police officers who are major incident commanders and/or crisis negotiators, and;
- (f) any other policing service as determined by the Chief of Police; and,

10. The Chief of Police will ensure that, when obtaining policing assistance from another police service or any other external organization, personnel from that service or agency be qualified to carry out the task(s) assigned to them, including, where appropriate, undertake or manage a criminal investigation, or provide investigative support of an occurrence.

Compliance Auditing, Quality Assurance and Financial Auditing

The provincial regulation entitled *Adequacy and Effectiveness of Police Services* (O. Reg. 3/99, “the Regulation”) makes the Board and Chief of Police responsible for implementing a quality assurance process relating to the delivery of adequate and effective police services and compliance with the *Police Services Act* and its regulations.

The Board, in collaboration with the Chief of Police, will evaluate the adequacy and effectiveness of the Toronto Police Service by comparing services as they are delivered with the requirements of the Regulation. This will be achieved through a structured program that will analyze Board policies, and the resulting Toronto Police Service procedures, processes, practices, programs and service delivery.

The reviews, included in the Board’s audit workplan, will assist the Board in determining whether the Service is in compliance with applicable provincial requirements, Board policies and directions. Further, these reviews will assist in determining whether risk management activity, financial controls and Service and Board governance efforts are adequate and effective. These reviews will also be informed by applicable legislation, case law, inquest findings, inquiry or review findings, Ministry of the Solicitor General guidelines or direction, independent Board and Service research, and community consultation.

Therefore, it is the policy of the Toronto Police Services Board that:

- 11. The Chief of Police will establish an internal quality assurance process to ensure that operational, management, training and financial controls are established and maintained to ensure compliance with Service procedures and with Board policies, and to ensure Service procedures remain consistent with applicable legislation, case law, inquest findings, Ministry of the Solicitor General guidelines or direction, and Board direction;
- 12. The Chief of Police will ensure that the internal quality assurance process is assessed for compliance in accordance with internal auditing standards, and report to the Board all findings, explanations, and , if applicable, mitigation plans.
- 13. The Chief of Police will ensure that internal audits are carried out independently and in accordance with the auditors’ professional discretion;
- 14. The Chief of Police, in consultation with the Board, will ensure the preparation, using appropriate risk-based methodology, of an annual quality assurance work plan which will

identify and prioritize audits to be conducted by the Service. The plan will identify risks and tentatively identify resource requirements;

15. The Chief of Police will ensure that members of the Service engaged in audit processes have the knowledge, skills, abilities and accreditations, as may be required, to perform their duties;
16. The Chief of Police will ensure that the head auditor submits all audit reports to the Board for its consideration *in camera*, as well as to the Service's Executive Assurance Committee;
17. The Chief of Police will provide an annual report to the Board which will include:
 - (a) The annual work plan; and
 - (b) Audits included in the previous annual quality assurance work plan but not completed during the reporting period, and an estimated time for their completion or an indication that they will no longer be pursued with supporting rationale.
18. The Board will hold a standing item on the agendas of its *in camera* meetings allowing for the head of the Service's internal auditing function to discuss matters as he or she deems appropriate, without the presence of the Chief of Police, Command Members, or any other supervisor of the head of the internal auditing function.

It is also the policy of the Toronto Police Services Board that:

19. The Board Office will establish an internal, independent quality assurance process to ensure the effectiveness of the implementation of Board Policies, and provide the Board with additional information, analysis and recommendations to improve service delivery and identify specific areas of success and specific areas for improvement within the Service;
 - (a) The Chief of Police will grant the Board Office access to personnel, information, records and any other materials necessary to perform any evaluation contemplated by the Board Office, subject always to applicable legal prohibitions that do not permit disclosure (e.g. information subject to informer privilege, investigative techniques, ongoing investigations etc.).
20. In addition to the annual quality assurance work plan prepared by the Chief and the Board Office, the Board and Service will enter into a Memorandum of Understanding with the City of Toronto Auditor General for the purpose of the Auditor General conducting external audits based on their own work plan. This arrangement with the Auditor General will provide the Board and the Chief of Police with additional information, analysis and recommendations to improve service delivery, identify specific areas of success and specific areas for improvement within the Service, and to find potential areas for savings. For this purpose:
 - (a) The Board may request that the City of Toronto Auditor General conduct audits that address systemic organizational issues or issues of an emergent nature that are of significant public interest;
 - (b) In addition, the Auditor General may independently recommend to the Board audits to be conducted by the Auditor General;

- (c) The Auditor General will develop an annual audit work plan which will be provided to the Board; and,
 - (d) The Chief of Police will grant the Board Office and the Auditor General access to personnel, information, records and any other materials necessary to perform any audits contemplated by the above work plan, subject always to applicable legal prohibitions that do not permit disclosure (e.g. investigative techniques);
21. Upon the conclusion of each of the audits, the Auditor General will provide the Board with a report which will address the following:
- (a) assessment of the adequacy and effectiveness of the Service's or Board's policies, procedures and/or processes in the areas stated in the audit plan in relation to the requirements of the Regulation and/or Policing Standards Manual;
 - (b) identification of significant issues related to the policies, procedures and/or processes of the Service or the Board, including recommended improvements; and,
 - (c) updates where necessary on the status and results of the audit work plan.
22. The Chief of Police will ensure that the Service's financial transactions are verified by an annual audit conducted by the City of Toronto's external Auditor as identified in section 139 of the *City of Toronto Act, 2006*;

Annual Reporting from the Chief of Police to the Board

23. In addition to any other reporting requirements required by the Board, the Chief of Police will prepare annual report(s) for the Board relating to the activities during the previous fiscal year for each of the adequacy standards, including information on:
- (a) performance objectives, indicators, applicable generally accepted industry standards and results;
 - (b) public complaints; and
 - (c) the Service's compliance with this Policy and the Adequacy Standards as stated in the Regulation, including:
 - i. a summary of any changes made during the reporting period to procedures regarding each of the sections of this Policy;
 - ii. the status of Service compliance with these procedures; and
 - iii. any additional reporting requirements specified by the Board in the following chapters; and
24. The Chief of Police, in consultation with the Executive Director and Chief of Staff, will develop an expected schedule for the annual report(s), and post it on the Service's website.

II AI-001 – BOARD BUSINESS PLAN

REPORTING REQUIREMENT	Triennial
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 4(1), 30, 32(2).
TAGS	Adequacy Standards, Administration and Infrastructure, Board Administration, Planning, General

It is the policy of the Toronto Police Services Board with respect to the preparation of its business plan for the Toronto Police Service that:

Consultation

1. The Board, in partnership with the Chief of Police, will prepare a strategy for the development of a business plan, consistent with the requirements of the Adequacy Standards Regulation.
2. The business plan strategy will include consultation on:
 - (a) an environmental scan of the community that highlights policing issues that may include crime highlights, crime prevention initiatives, calls for service, public disorder trends or any other policing and public safety matter within the community;
 - (b) the results achieved by the Service with respect to the current business plan; and
 - (c) a summary of the workload assessments and service delivery evaluations undertaken during the existing business plan cycle;
 - (d) the Board's proposals with respect to the Service's objectives, core business and functions including performance objectives and indicators relating to:
 - i. the Service's provision of community based crime prevention initiatives, community based patrol and criminal investigative services;
 - ii. community satisfaction with the Service;
 - iii. emergency calls for service;
 - iv. violent crime and clearance rates for violent crime;
 - v. property crimes and clearance rates for property crime;
 - vi. youth crime, clearance rates for youth crime, and rates of pre-charge diversion of youth;
 - vii. police assistance to victims of crime and re-victimization rates; and
 - viii. road safety; and
 - (e) the estimated cost of delivering adequate and effective police services to meet the needs identified in the draft business plan.

Performance Objectives

3. The Board, in partnership with the Chief of Police, will consider when developing the performance objectives set out in section 2(d), factors such as:
 - (a) the police service's existing and/or previous performance, and estimated costs;
 - (b) analysis and trends of crime rates, calls for service and public disorder, and other social, demographic and economic factors that may impact on the community;
 - (c) the type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;
 - (d) the availability of measurements for assessing the success in achieving the performance objectives; and
 - (e) community expectations, derived from the consultation process, community satisfaction surveys, and victimization surveys.

Information Technology

4. The Board, in partnership with the Chief of Police, will develop an information technology plan that:
 - (a) is based on an evaluation of the police service's information technology needs, including its capacity to electronically share information with other agencies, organizations and community groups;
 - (b) requires the periodic review of key business processes, practices and related technology to identify possible changes that may reduce the administrative workload of front-line officers; and
 - (c) addresses information technology acquisition, updating, replacement and training.

Consistent with the Adequacy Standards Regulation, the plan shall be noted in the business plan.

Police Facilities

5. The Board, in partnership with the Chief of Police, will develop a police facilities plan that provides adequate policing services 24 hours a day, including, at a minimum, ensuring that the Service maintains one or more police facilities that are accessible to the public during normal working hours, and public telecommunications access to a communication centre during all other hours. Consistent with the Adequacy Standards Regulation, the plan shall be noted in the business plan.
6. The Chief of Police should review and report back to the board, at least once every business cycle, on whether:
 - (a) all police facilities:
 - i. meet or exceed the requirements in the applicable Statutes of Ontario including but not limited to, the Building Code Act and Regulations, Fire Protection and

- Prevention Act, Health Protection and Promotion Act, Occupational Health and Safety Act, Building Code Act, and the Workplace Safety and Insurance Act;
- ii. meet or exceed the requirements in the Police Services Board Environmental Policy;
 - iii. have sufficient space for the efficient organization of offices and equipment;
 - iv. be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
 - v. have lockers, separate change area, if members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
 - vi. have appropriate security measures and communications;
- (b) members of the Service have available:
- i. appropriate and secure working, records and equipment storage space; and
 - ii. separate or private areas for interviewing purposes; and
- (c) the Service's lock-up facilities meet the following requirements:
- i. the minimum cell size is 7' x 4'6" x 7' high;
 - ii. fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
 - iii. smoke and heat detectors are installed in the lock-up area;
 - iv. toilet facilities are provided in each lock-up;
 - v. no unsafe conditions exist, including means of attaching ligatures;
 - vi. first aid equipment, including airway devices for mouth to mouth resuscitation, are readily available;
 - vii. lock-ups are separate from public view;
 - viii. confidential interviews with legal counsel can be accommodated;
 - ix. a proper area for prisoner processing is provided;
 - x. cell keys are in a secure location and master or duplicate keys are readily available;
 - xi. the area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
 - xii. compliant with the Service's policy and procedures with respect to communicable diseases; and
 - xiii. a means of constantly communicating with the main desk area and/or the communications centre is available.

7. Where it is determined that the police facilities do not meet the requirements in 6.a. the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

Resource Planning

8. The Board, in partnership with the Chief of Police, will develop a resource plan and methodology which takes into account policing service demands. The Chief of Police will:

- (a) implement and maintain a resource staffing strategy that is based on the authorized establishment for the Service, as approved by the Board, which takes into consideration the Business Plan and existing demands for service; and
- (b) at least once every business cycle, report back on workload assessments and service delivery evaluations for the following areas:
 - i. crime prevention;
 - ii. law enforcement, including the service's community patrol, communications and dispatch, crime analysis, criminal intelligence, criminal investigation and investigative supports functions;
 - iii. providing assistance to victims;
 - iv. public order maintenance; and
 - v. emergency response services for the six functions identified in sections 21(1) and 22 of the Adequacy Standards Regulation.

Consistent with the Adequacy Standards Regulation, the resource plan shall be noted in the business plan.

Communication

- 9. The Board, in partnership with the Chief of Police, will establish a process, with municipal council if required, for the communication of the business plan to:
 - (a) members of the police service; and
 - (b) members of the public.

III CITY COUNCIL PROTOCOL

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 30(1), 31, 32.
TAGS	Adequacy Standards, General, Relationship with City Council

It is the Policy of the Toronto Police Services Board that:

1. The Board will provide Toronto City Council with the opportunity to contribute to the development of the Board’s Business Plan, including notifying the Clerk of any public meetings or consultation processes scheduled by the Board for the development of the business plan; and with the opportunity of jointly determining, and participating in, the consultation processes.
2. The Board will take into consideration, and where appropriate incorporate, Toronto City Council’s strategic priorities and plans in its Business Plan.
3. The Board’s Business Plan, which is to be published at the end of the three year cycle, will be made available to Toronto City Council no later than July 30 and to the general public no more than 30 days after.
4. The Board will provide copies of the Toronto Police Service Annual Statistical Report, the Annual Report and the Service Performance Year End Report to Toronto City Council and to the general public no later than July 30.
5. The Board will provide Toronto City Council with notice of dates, times and locations of monthly meetings of the Toronto Police Services Board in January of each year.
6. The Board will provide information as required or requested by Toronto City Council or as directed by the Board for City Council’s consideration, with respect to Board meeting agendas, minutes, budgets and any other matter from time to time as may be permitted by section 35 of the *Police Services Act*.
7. The Board will review and respond to Toronto City Council decisions applicable to the Board. In its response, the Board will give consideration to its statutory responsibilities and the objectives of both the Board and Toronto City Council relevant to the decision.

In addition, and in accordance with the recommendations in the *Independent Civilian Review into Matters Relating to the G20 Summit* (Hon. John W. Morden, 2012):

8. Toronto City Council will communicate to the Board any information it obtains pertaining to the Board or the Service or that is necessary for the effective and efficient provision of policing services in Toronto, in a timely manner.

9. The Board will ensure that matters relating to the policing of major events which concern the City of Toronto will be communicated to City Council in a timely manner.
10. Where Toronto City Council considers matters with respect to the policing of major events, City Council will share this information with the Board in a timely manner, and so as to facilitate appropriate planning and coordination with the Service.

Part 2: ADMINISTRATION AND INFRASTRUCTURE

IV AI-002 – SKILLS DEVELOPMENT AND LEARNING PLAN

REPORTING REQUIREMENT	Chief to report to Board once every year
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, s. 33.
TAGS	Adequacy Standards, Administration and Infrastructure, Human Resources, Training

It is the policy of the Toronto Police Services Board that the Chief of Police will prepare once every three years, a skills development and learning plan that:

1. Includes the plan's objectives with an overview of the Service's existing and future skills development and learning needs;
2. Promotes innovative and cost-effective delivery of skills development and learning, identifying potential partnerships with other service providers;
3. Supports the implementation of a program to coach and mentor new officers and any other Service personnel as required;
4. Ensures the development and maintenance of knowledge, skills and abilities of Service members, consistent with the Adequacy Standards Regulation;
5. Engages the communities of Toronto and seeks opportunities for partnership with experts from the community, including individuals with lived experience, in the development and delivery of training, where possible;
6. Emphasizes the importance of organizational learning;
7. Addresses the responsibility of members for career development and skills development and learning.
8. Ensures that the plan addresses the training and sharing of information with officers, communications operators and supervisors on;
 - (a) protocols; and
 - (b) conflict resolution and use of force related to persons who may be emotionally disturbed, or may have a developmental disability;
9. Includes an evaluation plan to ensure the effectiveness and impact of the Service's training; and

10. Is consistent with the Adequacy Standards Regulation.

Reporting

Furthermore, it is the policy of the Toronto Police Services Board that:

11. The Chief of Police will prepare an annual report to the Board with the findings of the evaluations of training carried out during the year.

V AI-003/AI-016 – EQUAL OPPORTUNITY, DISCRIMINATION AND WORKPLACE HARASSMENT, VIOLENCE AND SEXUAL HARASSMENT PREVENTION

REPORTING REQUIREMENT	Annual Report Toronto Police Service - Human Resources Strategy Annual Reports
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, s 31(1)(c), 47(1)(2). <i>Ontario Human Rights Code</i> , R.S.O. 1990, c.H.19, s 24(2), 5(1), 5(2) 7(2) and 7(3)(a) <i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.O.1, s 32.0.1-32.0.7, 43(1), 43(2)(a)
TAGS	Adequacy Standards, Administration and Infrastructure, Human Resources, Human Rights, Inclusion, Health and Safety

The Toronto Police Services Board is committed to the principle that every person has a right to receive police services without discrimination or harassment, as provided by law, including the Ontario *Human Rights Code* (the *Code*).

Further, the Toronto Police Services Board is committed to the principle that all members of the Toronto Police Service (the Service) have a right to work in a safe and healthy environment without discrimination, violence or harassment, including sexual harassment, as provided by law, including the *Code* and/or the *Occupational Health and Safety Act*.

This policy is intended to ensure that Service Members feel safe of discrimination, violence and harassment in the workplace, and feel secure in raising complaints of discrimination, violence and harassment where they occur; that all individuals – whether recipients of service or employees – have equal opportunities in receipt of services or employment opportunities; that all allegations of discrimination, violence and harassment are treated in an effective, sensitive and timely manner, with corrective and preventive measures as appropriate; and that those in positions of supervision are held accountable for their actions in relation to these matters.

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

Prevention

1. The Chief of Police will develop procedures, programs and initiatives that address:
 - (a) equal opportunities, in a manner that is consistent with the principles of the *Police Services Act* and the Ontario *Human Rights Code*, including recruitment, selection, career development and promotion as well as receipt of services;
 - (b) workplace harassment, including developing and maintaining a program to implement the policy, in accordance with the *Occupational Health and Safety Act*;

- (c) responding to and preventing workplace violence, including developing and maintaining a program to implement the policy, in accordance with the *Occupational Health and Safety Act*;
 - (d) responding to and preventing discrimination, harassment and sexual harassment in the workplace, including retaliation against Service Members who report or complain about the conduct of another Service Member; and
 - (e) employment accommodation in accordance with the *Ontario Human Rights Code* and section 47 of the *Police Services Act*.
2. The Chief of Police will ensure that no sexist, racist or other derogatory material is displayed in the workplace;
 3. The Chief of Police will implement an employee appraisal system that includes key commitments related to diversity and human rights;
 4. The Chief of Police will ensure that all Service members are provided with appropriate information and training on the workplace violence prevention policy and program; and
 5. The Chief of Police will ensure that all officers receive training on race relations, diversity and human rights.

Reporting

6. The Chief of Police will prepare an annual report to the Board that will include:
 - (a) a statistical summary, broken down by Sworn or Civilian members, and by management or individual contributor positions, of:
 - i. all reports, complaints and grievances filed during the reporting period with regard to workplace harassment, violence, sexual harassment and discrimination, broken down by the forum in which the complaint was filed (e.g., Professional Standards; Equity, Inclusion & Human Rights; Human Rights Tribunal of Ontario, etc) and, where possible, demographic information of the complainant;
 - ii. the number of individuals with more than a single complaint filed against them in the previous 24 months;
 - iii. findings of investigation of complaints that were concluded during the reporting period and actions taken, including statistical breakdowns of the outcome of these investigations as it relates to both Uniform and Civilian Members;
 - iv. type of alternative resolution(s) implemented, if applicable, including statistical breakdowns of whether the resolution(s) were successful or not, as it relates to both Uniform and Civilian Members
 - v. the number of outstanding complaints still under investigation; and
 - vi. the number of outstanding complaints still under investigation where the complaints were filed more than a year prior to the beginning of the current reporting period;
 - (b) a statistical summary of employment accommodation requests made during the reporting period, and actions taken; and

(c) a report on the Service's Human Resources strategy.

VIAI-004 – COMMUNICABLE DISEASES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 26(1)(a)(b). <i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.O.1, as amended.
TAGS	Adequacy Standards, Administration and Infrastructure, Health and Safety

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

1. The Chief of Police will develop and maintain procedures that are consistent with the most recent Ministry of Health’s “Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers;”
2. The Chief of Police will designate and train one or more members as a Communicable Disease Coordinator(s);
3. The Chief of Police will ensure that each Communicable Disease Coordinator is provided with the most recent copy of the Ministry of Health and Long Term Care’s “Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers”;
4. The Chief of Police will work, where possible, with the City of Toronto Medical Officer of Health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for Service members who have suffered a high-risk occupational exposure to a communicable disease; and
5. The Chief of Police, in collaboration with the appropriate City of Toronto authorities, will develop a plan to ensure the availability of personal protection equipment in the case of a large scale health emergency (e.g., pandemic).

VII AI-005 – USE OF AUXILIARIES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 52. <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 2(1)(2). <i>Equipment and Use of Force</i> , O. Reg. 926.
TAGS	Adequacy Standards, Administration and Infrastructure, Human Resources

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

1. The Chief of Police will develop and maintain procedures that address the use of auxiliaries by the Service in accordance with the *Police Services Act* and the Adequacy Standards Regulation; and
2. The Chief of Police will ensure that records are maintained regarding the use of auxiliaries.

VIII AI-006 – USE OF VOLUNTEERS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 2(1)(2), 27(b).
TAGS	Adequacy Standards, Administration and Infrastructure, Human Resources

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

1. The Chief of Police will develop and maintain procedures that address the use of volunteers by the Service in accordance with the Adequacy Standards Regulation, including recruitment, screening, training and supervision; and
2. The Chief of Police will ensure that records are maintained relating to the use of volunteers.

IX AI-007 – MANAGEMENT OF POLICE RECORDS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Violent Crime Linkage Analysis System Reports</i> , O. Reg. 550/96.
TAGS	Adequacy Standards, Administration and Infrastructure, Planning, Data and Records

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

1. The Chief of Police will establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of the appropriate legislation;
2. The Chief of Police will comply with the procedures set out in the Ministry of The Solicitor General' ("Ministry") designated "Ontario Major Case Management Manual"; and
3. The Chief of Police will establish procedures on the Canadian Police Information Centre ("CPIC") that are consistent with the "CPIC Reference Manual" and the Ministry's policy relating to CPIC Records.

X AI-008 – MARKED GENERAL PATROL VEHICLES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Equipment and Use of Force</i> , O. Reg. 926, s. 15. <i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.0.1, as amended.
TAGS	Adequacy Standards, Administration and Infrastructure, Equipment and Uniform, Vehicles

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

1. The Chief of Police will establish procedures that set out the function of marked general patrol vehicles;
2. The Chief of Police will ensure that the Service's marked general patrol vehicles meet required specifications as set out in the Ministry's Policing Standards Manual;
3. The Chief of Police will ensure the regular maintenance, inspection and replacement of the Service's marked general patrol vehicles; and
4. The Chief of Police will consult with designated Service representatives regarding the acquisition of marked general patrol vehicles and related equipment.

XI AI-009 – SAFE STORAGE OF POLICE SERVICE FIREARMS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Firearms Act</i> , 1995, c.39, s.117. <i>Public Agents Firearms Regulation</i> , s. 3(1).
TAGS	Adequacy Standards, Administration and Infrastructure, Equipment and Uniform, Health and Safety, Firearms

It is the policy of the Toronto Police Services Board that the Chief of Police will establish procedures that are consistent with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*.

XII AI-010 – UNIFORMS, WORKING ATTIRE AND EQUIPMENT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). General, O. Reg 268/10. Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s. 35.</i>
TAGS	Adequacy Standards, Administration and Infrastructure, Equipment and Uniform, Professional Conduct

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

Police Uniforms

1. The Chief of Police will develop procedures on the provision and use of standardized uniforms by the Toronto Police Service’s uniformed police officers and civilian members;

Care and Control

2. All articles of uniform and equipment necessary for the performance of duty will be provided by and remain the property of the Board;
3. The Chief of Police will develop procedures for the management, care, control and storage of uniforms, clothing, property and equipment;

Working Attire and Dress

4. The Chief of Police will establish a working attire that is professional and business-like for all Service members requiring uniforms, including volunteers;
5. The Chief of Police will determine the uniform of the day and standardized dress codes. The dress code will accommodate individuals and/or groups of individuals as may be required by the Ontario *Human Rights Code* or any other legal requirement; and
6. The Chief of Police will consult with the Board prior to making any changes to the uniform, working attire or equipment of such significance or import as to alter the appearance of the uniform, working attire or equipment as it will be observed by members of Toronto’s communities.

XIII AI-013 – SPEED DETECTION DEVICES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99. <i>Occupational Health and Safety Act</i>
TAGS	Adequacy Standards, Administration and Infrastructure, Equipment and Uniform, Traffic, Health and Safety

Traffic enforcement and the safety of road users are important elements of public safety and are statutorily required. In this regard, positive outcomes depend on the proper and safe operation of speed detection devices, and the provision of standardized training in the safe, effective and consistent use of speed detection devices.

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

1. The Chief of Police will ensure the provision of speed detection devices that:
 - (a) comply with the current NHTSA performance standards adopted by the International Association of Chiefs of Police (IACP) and entitled, “Speed Measuring Device Performance Specifications: Down-The-Road Radar Module” (DOT HS 809-812, June 2004, Technical Manual or its successor versions); and, “Speed Measuring Device Performance Specifications: Lidar Module” (DOT HS 809 811, June 2004, Technical Manual or its successor versions);
 - (b) do not exceed the current 50W/m² occupational exposure limits (formerly expressed as 5mW/cm²) in compliance with the Occupational Exposure Limits established by Health Canada’s *Safety Code 6, 2009* and adopted by Ontario Ministry of Labour’s Health and Safety Guidance Note “Radiofrequency and Microwave Radiation in the Workplace”³ and their successors;
 - (c) are tested and certified initially by the manufacturer to be in accordance with the above NHTSA performance standards and similarly tested and certified following any major repair; and
 - (d) comply with any other performance standards for speed detection radar devices and emission safety units as set out in the Ontario Ministry of Labour’s Health and Safety Guideline;
2. The Chief of Police will ensure that speed detection devices are tested for accuracy upon set-up;
3. The Chief of Police will ensure that speed detection devices are tested and certified initially and following any repair or maintenance in accordance with the National Highway Traffic Safety Administration standards;

4. The Chief of Police will ensure that training and information are provided on the use of speed detection devices;
5. The Chief of Police will ensure that each member uses, maintains and cares for the speed detection devices provided to them in accordance with the standards established by the Minister;
6. The Chief of Police will ensure that police officers do not:
 - (a) use speed detection devices unless the member has successfully completed the required training course(s) delivered by a qualified trainer;
 - (b) have speed detection devices transmitting when not in use; and
 - (c) direct the speed detection devices towards any part of the body, specifically the head and groin areas.
7. The Chief of Police will ensure that, at least every thirty-six months, every operator who may be required to use speed detection devices successfully completes an accredited or prescribed training course by a qualified Instructor that reviews the topics covered in the initial accredited/prescribed training course, including updates on changes in case law, new technological developments and/or operating procedures; and
8. The Chief of Police will ensure that police officers receive information regarding the Model Minimum Performance Specifications for Police Traffic Radar Devices DOT HS 808-069, Model Minimum Performance Specifications for Lidar Speed Measurement Devices DOT HS 809 239, Health Canada's Safety Code 6 and the OHSA including the Ontario Ministry of Labour's Health and Safety Guideline "Radiofrequency and Microwave Radiation in the Workplace;" and on the Ontario Police Health and Safety Committee (OPHSC) Guidance Note #8 entitled "High Visibility Garments" (or successor versions of any of these).

XIV AI-014 – SECURE HOLSTER

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Equipment and Use of Force Regulation 926. Occupational Health and Safety Act.</i>
TAGS	Adequacy Standards, Administration and Infrastructure, Uniforms and Equipment, Firearms, Health and Safety

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

1. The Chief of Police will ensure the provision of secure holster equipment that is constructed to provide the level of protection that is necessary for the performance of duty including:
 - (a) inhibiting the handgun from being drawn inadvertently;
 - (b) inhibiting the handgun from being withdrawn by an unauthorized person; and
 - (c) permitting the rapid unimpeded drawing of the handgun should it be required.
2. The chief of Police will consult with designated employee representatives regarding the acquisition of secure holsters.

XV AI-015 – EQUIPMENT-BODY ARMOUR

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Equipment and Use of Force Regulation 926. Occupational Health and Safety Act.</i>
TAGS	Adequacy Standards, Administration and Infrastructure, Uniforms and Equipment, Health and Safety

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

1. The Chief of Police will ensure the provision of body armour equipment that is constructed to provide the level of protection necessary for the performance of duty that addresses:
 - (a) the type of weapons members are likely exposed to;
 - (b) protection for members from their own handguns and ammunition that are in accordance with prescribed specifications;
2. The Chief of Police will ensure the provision of body armour that is purchased from manufacturers that:
 - (a) practice effective quality control for testing and labeling in accordance with current National Institute of Justice (NIJ) Standards/Requirements on Ballistic Resistance of Body Armor;
 - (b) are certified under current International Organization for Standardization-ISO 9001:2008 standards for production and manufacturing; and
 - (c) ensure that the body armour provided is listed on the NIJ Compliant Products List, including replacement panels and carriers, in accordance with current NIJ Standards/Requirements;
3. The Chief of Police will ensure that each member uses, maintains and cares for the body armour provided in accordance with the manufacturer’s instructions;
4. The Chief of Police will ensure that a formal and documented inspection program is in place that addresses wear and tear;
5. The Chief of Police will ensure that members receive the appropriate training on the legislative requirements of OHSA and information on use and care, as well as the benefits and limitations of body armour; and
6. The Chief of Police will consult with designated employee representatives regarding the acquisition of body armour.

XVI AI-017 – ACOUSTIC HAILING DEVICES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990 c.P.15, as amended, s. 31(1)(c)</i> <i>Equipment and Use of Force, R.R.O. 1990/926 s. 16 (1)-16 (5)</i>
TAGS	Adequacy Standards, Administration and Infrastructure, Special Events, Equipment and Uniform, Health and Safety

This chapter is intended to assist the Chief in establishing appropriate procedures that ensure that long-range acoustic hailing devices are used only for the purpose of communicating and, further, that they are used in a way that minimizes risk to the public and that is in compliance with Ontario’s occupational health and safety legislation.

It is the policy of the Toronto Police Services Board that with respect to long-range acoustic hailing devices the Chief of Police will:

1. Establish procedures regarding the use of long-range acoustic hailing devices based on recommendations about the devices per section 16(1)(c) of the *Equipment and Use of Force Regulation*; and
2. Ensure that long-range acoustic hailing devices will only be used in accordance with procedures that set out the training, supervisory, operating and reporting requirements for their deployment.

Part 3: CRIME PREVENTION

XVII CP-001 – PROBLEM-ORIENTED POLICING

REPORTING REQUIREMENT	Annual Report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 3.
TAGS	Adequacy Standards, Crime Prevention, Planning, General, Data and Records

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

1. The Chief of Police will require appropriate supervisors and front-line members to work, where possible, with municipalities, school boards, businesses, community organizations and members of the public to address crime, public disorder and road safety problems;
2. The Chief of Police will require appropriate supervisors and front-line members to promote and implement problem-oriented policing initiatives to respond to identified crime, community safety, public disorder and road safety problems, including repeat calls for service and repeat victimization;
3. The Chief of Police will ensure that supervisors and front-line members are provided with information and resource material on problem-oriented policing;
4. The Chief of Police will promote the use of current best practices in responding to high crime or high occurrence places/areas and serial occurrences;
5. The Chief of Police will develop procedures to support the promotion and implementation of problem-oriented policing; and
6. The Chief of Police will provide information and examples in the annual report on the steps taken by the police service to promote, implement and evaluate problem-oriented policing initiatives.

XVIII CP-002 – CRIME PREVENTION

REPORTING REQUIREMENT	Annual Report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 1(1), 2(1)(2), 3.
TAGS	Adequacy Standards, Crime Prevention, Planning, General

The Toronto Police Services Board views crime prevention as one component of community safety and well-being that, when properly embedded into community policing approaches, works to ensure those in Toronto feel safe in the communities in which they live, work and otherwise participate. The prevention of crime can only be achieved through information-sharing and strategic collaboration with the City, local organizations and government agencies, businesses, and members of the community itself. These initiatives must exist in addition to local crime prevention activities being undertaken by front-line officers and supervisors in accordance with the police service’s procedures on problem-oriented policing, to which this Chapter of the Policy does not apply.

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

1. The Chief of Police will ensure that the police service provides community-based crime prevention initiatives by using Service members and may also use auxiliary members, special constables and volunteers. Auxiliary members, special constables and volunteers used in community-based crime prevention initiatives must be under the direction of a Service member;
2. The Chief of Police will designate a member(s) to have overall responsibility for the police service’s involvement in community-based crime prevention initiatives;
3. The Chief of Police will identify the need for the implementation of crime prevention initiatives for crime, call and public disorder analysis, criminal intelligence, road safety and community needs;
4. The Chief of Police will ensure that the police service works, where possible, with the City of Toronto school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
5. The Chief of Police will consider the need for a multi-agency strategy to prevent or counter the activities of criminal gangs, including youth gangs, and prevent the proliferation of guns in the community;

6. The Chief of Police will establish procedures and processes on community-based crime prevention initiatives for the police service;
7. The Chief of Police will ensure the development and implementation of evaluation frameworks for crime prevention initiatives; and
8. The Chief of Police will include in the Service's annual report to the Board:
 - (a) information and examples of the Service's crime prevention initiatives; and
 - (b) evidence on the effectiveness of a sample the Service's crime prevention initiatives.

Part 4: EMERGENCY RESPONSE

XIX ER-001 – PRELIMINARY PERIMETER CONTROL AND CONTAINMENT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 21, 22, 24(2), 25(2)(a), 25(3).
TAGS	Adequacy Standards, Emergency Response

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

1. The Chief of Police will provide preliminary perimeter control and containment by using Service members in a containment team, tactical unit or as otherwise required;
2. The Chief of Police will establish procedures on preliminary control and containment that address:
 - (a) the circumstances in which preliminary perimeter control and containment will be established;
 - (b) operational responsibility for an incident where preliminary perimeter control and containment is being established;
 - (c) the deployment of other emergency response services, including receiving assistance from other agencies;
 - (d) the duties of an officer involved in the establishment of preliminary perimeter control and containment, including compliance with the requirement of section 22(3) of the Adequacy Standards Regulation, pending the deployment of a tactical unit; and
 - (e) the training of officers in preliminary perimeter control and containment; and
3. The Chief of Police will develop and maintain a manual on containment team services that addresses:
 - (a) the selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - (b) the equipment to be used/available to the members of the team in accordance with the Ministry's designated equipment and facilities list; and
 - (c) the ongoing training of members of the team.

XX ER-002\ER-003 – TACTICAL AND HOSTAGE RESCUE UNIT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, ss. 21(1) (5), 23, 24(2), 25(2)(a)(b), 25(3).</i>
TAGS	Adequacy Standards, Emergency Response

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

1. The Chief of Police will develop and establish procedures on tactical unit services to effectively and efficiently perform the following functions:
 - (a) containment;
 - (b) apprehension of an armed barricaded person;
 - (c) forced entry, and
 - (d) hostage rescue;
2. The Chief of Police will ensure that the Service will provide the services of a tactical and hostage rescue unit by using Service members, that will consist of a minimum of 12 full-time tactical officers including the supervisor, who are dedicated to the tactical and hostage rescue unit, but who, when not training or undertaking tactical activities, may undertake community patrol;
3. The Chief of Police will establish a selection process for members of the unit, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
4. The Chief of Police will ensure that tactical and hostage rescue unit services are available 24 hours a day and deployed in a reasonable time;
5. The Chief of Police will ensure that the established procedures set out the circumstances in which tactical and hostage rescue unit services will be deployed, including the process for obtaining the service and reporting relationships, and further delegate to the supervisor or major incident commander the responsibility for determining how many tactical officers are required to be deployed at an incident;
6. The Chief of Police will ensure that the established procedures set out processes for engagement with individuals who may be in crisis, with the goal of reducing harm and preventing loss of life;
7. The Chief of Police will ensure that the tactical and hostage rescue unit may perform explosive forced entry if it uses the services of a police explosive forced entry technician;

8. The Chief of Police will develop and maintain a manual on tactical and hostage rescue unit services that is available to each Service member providing these services;
9. The Chief of Police will establish a selection process for members of the tactical and hostage rescue unit, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
10. The Chief of Police will ensure that every member of the tactical and hostage rescue unit has successfully completed the required training accredited by the Ministry of the Solicitor General or has equivalent qualifications and skills as approved by the Ministry;
11. The Chief of Police will ensure the ongoing training of Members who provide this service, including training on de-escalation and strategies for engagement with a person in crisis, aimed at reducing harm and preventing loss of life; and
12. The Chief of Police will ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is available to the members who provide this service, and used by them.

XXI ER-004 – MAJOR INCIDENT COMMAND

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 21(1), 21(5), 24(2), 25(2)(a), 25(3).
TAGS	Adequacy Standards, Emergency Response

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

1. The Chief of Police will ensure that the Service will provide the services of a major incident commander by using Service members, which will be available 24 hours a day;
2. The Chief of Police will establish procedures that set out the circumstances in which a major incident commander will be deployed and set out a reasonable time period for deployment;
3. The Chief of Police will develop and maintain a manual on major incident command that is available to each member providing these services;
4. The Chief of Police will establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
5. The Chief of Police will ensure that every major incident commander has successfully completed the required training accredited by the Ministry of the Solicitor General (“the Ministry”) or has equivalent qualifications and skills as approved by the Ministry;
6. The Chief of Police will ensure the ongoing training of members who provide this service; and
7. The Chief of Police will ensure that appropriate equipment, in accordance with the Ministry’s designated equipment and facilities list, is available to members who provide this service and used by them.

XXII ER-005 – CRISIS NEGOTIATORS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 21(1), 21(5), 23, 24, 25(2)(a), 25(3).
TAGS	Adequacy Standards, Emergency Response

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

1. The Chief of Police will ensure that the Service will provide the services of a crisis negotiator by using Service members, which will be available 24 hours a day and within a reasonable response time;
2. The Chief of Police will ensure that a crisis negotiator will not perform any incident management role other than crisis negotiation;
3. The Chief of Police will establish procedures that set out the circumstances in which a crisis negotiator will be deployed;
4. The Chief of Police will develop and maintain a manual on crisis negotiation that is available to each member providing these services;
5. The Chief of Police will establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
6. The Chief of Police will ensure that every crisis negotiator has successfully completed the required training accredited by the Ministry of the Solicitor General (“the Ministry”) or has equivalent qualifications and skills as approved by the Ministry;
7. The Chief of Police will ensure the ongoing training of members who provide this service; and
8. The Chief of Police will ensure that appropriate equipment, in accordance with the Ministry’s designated equipment and facilities list, is available to members who provide this service and used by them.

XXIII ER-006 – EXPLOSIVES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg.3/99, ss. 21(1), 21(5), 25(2)(a), 25(3).</i>
TAGS	Adequacy Standards, Emergency Response

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

1. The Chief of Police will ensure that the Service will provide the services of police forced entry explosive technicians and explosive disposal technicians by using Service members, which will be available 24 hours a day and within a reasonable response time;
2. The Chief of Police will establish procedures that set out the circumstances in which police forced entry explosives and explosive disposal services will be deployed; and
3. The Chief of Police will:
 - (a) develop procedures for the initial response to occurrences involving found or suspected explosives;
 - (b) develop and maintain a manual on the use of police forced entry explosives and explosives disposal services that is available to each member providing that service;
 - (c) develop a selection process to ensure that members who provide these services have the knowledge, skills and abilities required to deliver these services effectively and safely;
 - (d) ensure the ongoing training of members providing these services; and
 - (e) ensure that appropriate equipment is available to members providing these services and used by them.

XXIVER-007 – GROUND SEARCH FOR LOST PERSONS OR MISSING PERSONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s. 27.</i>
TAGS	Adequacy Standards, Emergency Response

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

1. The Chief of Police will develop procedures on ground search for any required searches used in policing the City of Toronto, including search for lost or missing persons;
2. The Chief of Police will promote, through partnerships with other emergency service providers and/or volunteer groups, assistance and co-ordination of ground search services within the City of Toronto; and
3. The Chief of Police will ensure that search coordinators and team leaders have the knowledge, skills and abilities required to perform these functions

XXV ER-008 – EMERGENCY PLAN

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 27, 28.
TAGS	Adequacy Standards, Emergency Response, Planning

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

1. The Chief of Police will consult with the City of Toronto and other emergency services and prepare an emergency plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency, procedures with respect to counter-terrorism that are consistent with any federal and provincial counter-terrorism plan designated by the Solicitor General; and
2. The Chief of Police may adopt, in whole or part, any of the City of Toronto's Emergency Plan provided it addresses the role, duties, procedures and processes of the Service during an emergency.

XXVIER-009 – UNDERWATER SEARCH AND RECOVERY UNITS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).</i> <i>Adequacy and Effectiveness of Police Services, O. Reg. 3/99.</i> <i>Occupational Health and Safety Act Diving Operations Regulation 629/94.</i>
TAGS	Adequacy Standards, Emergency Response

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

1. The Service will provide the services of an underwater search and recovery unit by using its own members;
2. The underwater search and recovery unit's services will be available 24 hours a day within a reasonable response time;
3. The Chief of Police will establish procedures that:
 - (a) set out the circumstances in which and processes by which underwater search and recovery services will be deployed, including the process for obtaining the service and reporting relationships;
 - (b) establish the process for the deployment of other emergency response services, including receiving assistance from other agencies;
 - (c) ensure the ongoing training of members who provide this service; ensure that underwater search and recovery unit members are qualified to perform their specific tasks in accordance with *Competency Standard for Diving Operations CAN/CSA-Z275.4-02* or where amended;
 - (d) ensure that the underwater search and recovery unit members perform their tasks according to the *Occupational Safety Code for Diving Operations CAN/CSA-Z275.2-92* or where amended;
 - (e) ensure that underwater search and recovery unit members comply with all relevant standards as set out in the *Occupational Health and Safety Act (OHSA)*, the *Diving Operations Regulation*, the Canadian Standards Association and all relevant standards and legislation as set out by the Ministry of The Solicitor General;
 - (f) ensure that appropriate equipment, in accordance with OHSA, the *Diving Operations Regulation* and the Ministry's designated equipment and facilities list, is used and available to the members who provide this service;
 - (g) ensure that a reference file on all diving hazards is developed, maintained and available to each member providing this service;

- (h) establish a selection process for the unit, including ensuring that members who provide this service meet the requirements of local policies and procedures; and
- (i) ensure that the police service's major incident commanders receive training in their responsibilities and the capabilities of the underwater search and recovery unit.

XXVII ER-010 – CANINE UNIT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy and Effectiveness of Police Services, O. Reg. 3/99. Occupational Health and Safety Act Diving Operations Regulation 629/94.</i>
TAGS	Adequacy Standards, Emergency Response

It is the policy of the Board that:

1. The Service will provide the services of a canine unit by using its own members;
2. The services will be available 24 hours a day and within a reasonable response time;
3. The Chief of Police will:
 - (a) establish procedures that set out the circumstances in which the services of the canine team will be deployed, including the process for obtaining the services and reporting relationships;
 - (b) establish procedures for the deployment of other emergency response services, including assistance from other agencies;
 - (c) develop and maintain a manual on canine services that is available to each member providing this service;
 - (d) ensure that members performing the functions of a canine team and/or unit have the knowledge, skills and abilities to provide the canine functions assigned;
 - (e) ensure the ongoing training of members who provide this service; and
 - (f) ensure that the appropriate equipment, consistent with the Ministry’s recommended equipment list, is used/available to the members who provide this service.

Part 5: LAW ENFORCEMENT

XXVIII LE-001 – COMMUNITY PATROL

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 4(1)-(4).
TAGS	Adequacy Standards, Law Enforcement, Community-Based Policing, General

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

1. The Chief of Police will ensure that the Service will provide community patrol consisting of general patrol and directed patrol in areas and times considered necessary and appropriate, by using Service members;
2. The Chief of Police will establish procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate, based on such factors as crime, call and public disorder analysis, criminal intelligence, road safety and any other relevant factor as determined by the Chief of Police; and
3. The Chief of Police will, in extraordinary circumstances, at their discretion, obtain the assistance of another police service to enhance the Toronto Police Service's capacity to respond to emergency calls for service or to provide community patrol.

XXIXLE-002 – COMMUNICATIONS CENTRE

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 5(1)(a), 5(2), 5(6) and 6(1)(a)(b), 6(3)(a)(b).
TAGS	Adequacy Standards, Law Enforcement, General

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

1. The Chief of Police will ensure that the Service will have a communications centre which will provide communications and dispatch services by using Service members;
2. The Chief of Police will ensure that the communications centre will operate 24 hours a day with a sufficient number of communications operator(s) to answer reasonably anticipated volumes of emergency calls for service and maintain constant two-way voice communication capability with police officers who are on patrol and/or responding to emergency calls;
3. The Chief of Police will ensure that a Service member is available 24 hours a day to supervise police communications and dispatch services;
4. The Chief of Police will provide police officers on patrol with portable two-way voice communication capability that allows police officers to be in contact with the communications centre when away from their vehicle or on foot patrol;
5. The Chief of Police will establish procedures on communications and dispatch services;
6. The Chief of Police will establish procedures for when more than one officer must respond to an occurrence or call for service; and
7. The Chief of Police will ensure that communication operators and dispatchers and those supervising them have successfully completed the required training accredited by the Ministry of The Solicitor General (“Ministry”) or have equivalent qualifications or skills as approved by the Ministry.

XXX LE-003 – CRIME, CALL AND PUBLIC DISORDER ANALYSIS

REPORTING REQUIREMENT	Annual Report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 5(1)(c), 5(2), 7(1)(2), 13(1)(d), 13(2), 31.
TAGS	Adequacy Standards, Law Enforcement, General

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

1. The Chief of Police will ensure that the Service will provide crime, call and public disorder analysis by using Service members;
2. The Chief of Police will ensure that the Service may obtain the services of a crime analysis specialist, as required, who is not a Service member to assist with crime, call and public disorder analysis and who must be under the direction of a Service member;
3. The Chief of Police will establish procedures and processes for the collection, collation, analysis and dissemination of crime, call and public disorder analysis;
4. The Chief of Police will ensure that Service Members and non-Members who perform or assist in performing crime, call and public disorder analysis, have the knowledge, skills and abilities to perform the functions, and have the necessary equipment;
5. The Chief of Police will promote the use of crime analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented or community-based crime prevention initiatives;
6. The Chief of Police will provide information in the annual report on crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis; and
7. The Chief of Police will share crime, call and public disorder analysis data and information on crime trends, as included in the Annual Report, with City Council, school boards, community organizations and groups, businesses and members of the public including Service members.

XXXILE-004 – CRIMINAL INTELLIGENCE

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 5(1)(b), 5(2), 13(1)(c).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will ensure that the Service will provide criminal intelligence by using Service members; and
2. The Chief of Police will:
 - (a) establish procedures and processes for criminal intelligence, including strategic and tactical intelligence;
 - (b) promote the use of criminal intelligence analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing initiatives or community-based crime prevention initiatives; and
 - (c) ensure that the members carrying out these functions have the knowledge, skills and abilities to perform the criminal intelligence function and the necessary tools and equipment.

XXXII LE-005 – ARRESTS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 13(1)(j).
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public

It is the policy of the Toronto Police Services Board that the Chief of Police will:

1. Establish procedures and processes regarding arrests that require the compliance of Service members with the legal and constitutional requirements relating to arrests; and
2. Ensure that officers, and other members as appropriate, are kept informed of changes in the law relating to arrest.

XXXIII LE-006 – CRIMINAL INVESTIGATION MANAGEMENT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 9(1), (3), 11(1)(a)(b)(c)(e)(f), 11(2), 11(4), 12(1), 12(2), 14(1)(a)(c).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

The objective of Criminal Investigations Management and Procedures is to ensure that investigations into criminal acts:

- Are effectively and efficiently investigated by qualified investigators and overseen by investigative supervisors;
- Respect the individual rights of victims, persons of interest, suspects and witnesses alike; and
- Are capable of supporting a successful prosecution of the person(s) for the criminal acts in question.

Therefore, it is the policy of the Toronto Police Services Board that:

1. The Chief of Police will ensure that the Service provides the services of qualified criminal investigators by using Service members. Criminal investigators, when not training or investigating criminal matters and/or occurrences, may undertake community patrol or any other duties as assigned.
2. The Chief of Police will prepare a criminal investigation management plan, consistent with the Adequacy Standards Regulation, that:
 - (a) lists occurrences for which a police officer is required to contact a supervisor as soon as practicable;
 - (b) permits the supervisor to assign responsibility to undertake or manage an investigation of an occurrence listed in the plan to any police officer, whether or not the police officer is a criminal investigator;
 - (c) list occurrences for which the supervisor must assign responsibility to undertake or manage an investigation of an occurrence to a qualified criminal investigator;
 - (d) addresses the monitoring by supervisors of criminal investigations; and
 - (e) identifies specific occurrences, as designated by the Minister of The Solicitor General, for which the Service will notify another police service, unit or task force designated by the Minister of The Solicitor General;

3. The Chief of Police will establish procedures that require supervisors to ensure that criminal investigations of occurrences, as listed in the plan, are assigned to qualified Service members;
4. The Chief of Police will establish procedures for obtaining assistance of qualified personnel from another police service or any other external agency in relation to undertaking or managing a criminal investigation of an occurrence, if required;
5. The Chief of Police will develop and maintain procedures and processes for undertaking and managing general criminal investigations;
6. The Chief of Police will ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulation;
7. The Chief of Police will ensure that the Service provides investigative supports, including supports in the areas of scenes of crime analysis, forensic identification, canine tracking, technical collision investigation and reconstruction, breath analysis, physical surveillance, electronic interception, video and photographic surveillance, polygraph and behavioural science by using Service members who have the knowledge, skills and abilities to provide that support;
8. The Chief of Police will establish procedures and processes regarding:
 - (a) the investigative supports referred to in section 7 above; and
 - (b) obtaining, when required, expert or specialized assistance from another police service or external agency, with respect to a criminal investigation.

XXXIV LE-007 – HATE OR BIAS MOTIVATED CRIME

REPORTING REQUIREMENT	Annual Report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(h).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Inclusion

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

1. The Chief of Police will establish and maintain a dedicated unit to investigate hate/bias motivated crime.
2. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into hate or bias motivated crime;
3. The Chief of Police will ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate/bias motivated crime;
4. The Chief of Police will ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to prevent the repetition of hate/bias motivated crime and to counter the activities of organized hate groups in the community;
5. The Chief of Police will ensure that officers are provided with information on hate/bias motivated crime; and
6. The Chief of Police will ensure that the police service works with other law enforcement and government agencies to respond to hate/bias motivated crime and the activities of organized hate groups.

XXXV LE-008 – HATE PROPAGANDA

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(h).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Planning, Inclusion

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

1. The Chief of Police will develop and maintain procedures and processes that require that investigations into hate propaganda be undertaken and managed in accordance with the police service’s criminal investigation management plan;
2. The Chief of Police will ensure that the unit dedicated to the investigation of hate/bias motivated crime will be responsible for the investigation of hate propaganda occurrences;
3. The Chief of Police will ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate propaganda occurrences; and
4. The Chief of Police will ensure that the police service works, where possible, with community organizations, school boards, victims’ organizations, and social service agencies to respond to hate propaganda occurrences and to counter the activities of organized hate groups in the community.

XXXVI LE-009 – JOINT FORCES OPERATIONS

REPORTING REQUIREMENT	Annual report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg.3/99, s. 13(1)(b).
TAGS	Adequacy Standards, Law Enforcement, General

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

1. The Chief of Police will develop procedures and processes that address the approval process and accountability mechanisms for joint forces operations;
2. The Chief of Police will provide information in the annual report on the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved their performance objectives.

XXXVII LE-010 – INTERNAL TASK FORCES

REPORTING REQUIREMENT	Annual report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 13(1)(a).
TAGS	Adequacy Standards, Law Enforcement, General

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

1. The Chief of Police will develop procedures and processes that address the approval process and accountability mechanisms for internal task forces; and
2. The Chief of Police will provide information in the annual report on the number of completed internal task forces established within the police service, the cost to the police service and whether they achieved their performance objectives.

XXXVIII LE-011 – SEARCH OF PREMISES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 13(1)(i).
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public

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

1. The Chief of Police will develop procedures and processes regarding search of premises that require the compliance by Service members with legal and constitutional requirements relating to the search of premises; and
2. The Chief of Police will ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.

XXXIX LE-012 – SEARCH OF PERSONS

REPORTING REQUIREMENT	Annual Report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 13(1)(h).
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public

The Toronto Police Services Board (the Board) is committed to the principle that every person has a right to receive police services in accordance with relevant legislation and Board policy, in a manner which respects their dignity and human rights.

In particular, where searches of persons are concerned, it is important that all searches are conducted in accordance with all legal and constitutional requirements, including those set out in the case of *R. v. Golden*, as well as the relevant provisions of the Canadian Charter of Rights and Freedoms, the Police Services Act and the Ontario Human Rights Code.

Therefore, it is the policy of the Toronto Police Services Board that:

1. The Chief of Police will establish procedures and processes regarding search of persons that address:
 - (a) the compliance by members of the police service with legal and constitutional requirements relating to when and how searches of persons are to be undertaken;
 - (b) the circumstances in which an officer may undertake a search of a person;
 - (c) protective searches;
 - (d) frisk searches
 - (e) strip searches;
 - (f) body cavity searches;
 - (g) consent searches;
 - (h) the supervision of searches of persons; and
 - (i) the documentation of searches of persons.
2. The Chief of Police will ensure that officers and other members as appropriate are kept informed of changes in the law relating to the search of persons.

With respect to strip searches and body-cavity searches, in particular, it is the policy of the Toronto Police Services Board that:

3. The Chief of Police will establish procedures that accord with all legal and constitutional requirements, including the judgment of the Supreme Court of Canada in *R. v. Golden*, and that ensure that such searches are not conducted simply as a matter of routine.
4. The Chief of Police will establish procedures that ensure that each time a strip search or a body-cavity search is conducted, the individual being searched is informed of the reason for the search and the justification for conducting the search is recorded.
5. The Chief of Police will report to the Board on an annual basis with respect to:
 - (a) the total number of strip searches and body-cavity searches conducted by members of the Toronto Police Service;
 - (b) in general terms, the reasons articulated as the basis for the strip searches;
 - (c) the number of searches (protective, frisk, and strip) conducted in the field;
 - (d) the number of times that the Metal Detector Wand was used; and
 - (e) the number of times an item of concern (weapon, evidence, any item that could potentially cause harm to the individual or others, drugs, etc.) was found as a result of the search; and
6. The Chief of Police will notify the Board in the event of any substantive change to the relevant procedures.

XL LE-013 – POLICE RESPONSE TO PERSONS IN CRISIS

REPORTING REQUIREMENT	Annual report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O.Reg.3/99, s. 13(1)(g). <i>Mental Health Act</i> , R.S.O. 1990, c. M.7
TAGS	Adequacy Standards, Law Enforcement, Person in Crisis, Mental Health and Addictions

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

1. The Chief of Police will establish procedures and processes in respect of police response to persons in crisis;
2. The Chief of Police will work, where possible, with appropriate community members and agencies, health care providers, government agencies, municipal officials, other criminal justice agencies and the local Crown Attorney to address service issues relating to persons in crisis;
3. The Chief of Police will ensure that the Service’s skills development and learning plan addresses the training and sharing of information with officers, communications operators /dispatchers and supervisors on incident response protocols, including conflict resolution, ongoing de-escalation and use of force in situations involving persons in crisis;
4. The Chief of Police will ensure that training with regards to police response to persons in crisis emphasizes that:
 - (a) The goal of the response is to end the incident as peacefully as possible;
 - (b) Members must use de-escalation methods on an ongoing basis wherever the threat or application of physical force is not necessary for the prevention of possible harm to the Member, the individual in crisis, or other members of the public; and
 - (c) Where application of physical force is determined to be necessary for the prevention of possible harm to the Member, the individual in crisis, or other members of the public, the Member will strive to use the least degree of force necessary for the achievement of this purpose, to the best of their judgement;
5. The Chief of Police will establish, in collaboration with health system partners, a dedicated unit to respond to persons who are experiencing a crisis related to mental health or addictions, which will be:
 - (a) Composed of Service Members who received specialized training in de-escalation and mental health, and mental health professionals; and
 - (b) Available to respond to calls 24 hours a day, seven days a week;

6. The Chief of Police will ensure that, where possible without causing undue risk to the public or Service Members, the dedicated unit will be prioritized as a first responder to incidents involving persons in crisis; and
7. The Chief of Police will report to the Board annually on:
 - (a) The number of incidents involving persons in crisis to which a Service response was dispatched;
 - (b) The number of incidents in (a) that resulted in an arrest;
 - (c) The number of incidents in (a) that resulted in an apprehension in accordance with the *Mental Health Act*;
 - (d) The number of incidents in (a) for which a Use of Force form was completed;
 - (e) The number of incidents in (a) for which a complaint was filed or where the Special Investigations Unit invoked its mandate, and the disposition thereof;
 - (f) The number of incidents in (a) that resulted in injury to:
 - i. The person in crisis, broken down by cause of injury (i.e., self-inflicted, Use of Force application, or other cause);
 - ii. A Service Member;
 - (g) The number of incidents in (a) that resulted in injury requiring immediate medical attention at the scene to:
 - i. A non-Service Member who was at the scene as part of a Mobile Crisis Intervention Team;
 - ii. Another emergency service provider (including community-led crisis response); or
 - (h) The number of incidents in (a) that resulted in a referral to mental health or other resources, without any enforcement action; and
 - (i) The number of incidents in (a)-(h) on which the dedicated unit for response to persons in crisis was the first responder.

XLI LE-014 – COURT SECURITY

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 137. <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s 16.
TAGS	Adequacy Standards, Law Enforcement, General, Planning

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

1. The Chief of Police will establish a local court security committee, to serve in an advisory capacity to the Chief of Police, comprised of representatives, at minimum, from the police, Crown, judiciary, local bar, victim services/organizations and Courts Services - Ministry of the Attorney General;
2. The Chief of Police will prepare a court security plan, in consultation with the local court security committee, that adequately addresses local needs and circumstances, and meets the statutory responsibilities set out in section 137 of the *Police Services Act*;
3. The Chief of Police will establish procedures that address supervision and training, as related to court security; and
4. The Chief of Police will ensure that court security personnel have the knowledge, skills and abilities to perform this function.

XLII LE-015 – CONFIDENTIAL SOURCES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 13(1)(e).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will establish procedures and processes relating to the use and management of all confidential sources; and
2. The Chief of Police will establish procedures on the use of in-custody informants that are consistent with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*, and that support the Ministry of the Attorney General's process for such informers.

XLIII-E-016 – PRISONER CARE AND CONTROL

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 13(1)(l).
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public, Prisoners

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

1. The Chief of Police will establish procedures and processes for:
 - (a) the care and control of prisoners, including effective monitoring; and
 - (b) responding to an escape from police custody.
2. The Chief of Police will ensure that members involved in prisoner care and control have the knowledge, skills and abilities required to perform this function;
3. Following an individual's escape from police custody, the Chief of Police will review the procedures, processes and practices of the police service for prisoner care and control and, at the discretion of the Chief of Police, report the findings to the Board;
4. Following an in-custody death, the Chief of Police will review the procedures, processes and practices of the police service for prisoner care and control and submit the Report of Investigation (as per section 11 of Ontario Regulation 673/98 of the *Police Services Act*) to the Board upon the conclusion of any associated Special Investigations Unit investigation;
5. The Chief of Police will ensure that procedures and processes established under this policy provide that where young people are to be detained in the same facility as adults, specific measures be taken to guarantee compliance with the Youth Criminal Justice Act, S.C. 2002, c.1; and
6. The Chief of Police will ensure that procedures and processes established under this policy provide that where male, female, and transgender individuals are to be detained in the same facility, specific measures be taken to separate completely male, female, transsexual and transgendered prisoners.

**XLIV LE-017 – TRAFFIC MANAGEMENT, TRAFFIC LAW
ENFORCEMENT AND ROAD SAFETY**

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O.Reg.3/99, s. 5(1)(d), 8, 14(1), 14(4).</i>
TAGS	Adequacy Standards, Law Enforcement, General

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

1. The Chief of Police will establish procedures on traffic management, traffic law enforcement and road safety;
2. The Chief of Police will ensure that the Service has technical collision investigation, reconstruction and breath analysis investigative supports by using Service members;
3. The Chief of Police will establish procedures and processes regarding technical collision investigation, reconstruction and analysis investigative supports; and
4. The Chief of Police will ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.

XLV LE-018 – WITNESS PROTECTION AND SECURITY

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, 13(1)(f).
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public, Investigation of Crimes

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

1. The Chief of Police will establish procedures and processes in respect of witness protection and security; and
2. The Chief of Police will ensure that the Service has a Witness Protection Liaison Officer.

XLVILE-019 – STOLEN OR SMUGGLED FIREARMS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 134. <i>Adequacy & Effectiveness of Police Services</i> , O. Reg.3/99, s. 12(1)(s).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Firearms

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

1. The Chief of Police will establish and maintain procedures on the processes for undertaking and managing investigations of stolen or smuggled firearms, that require that every firearm that comes into the possession of the police service will be checked to determine whether the firearm:
 - (a) has been reported stolen or lost;
 - (b) is legally registered in Canada; or
 - (c) cannot be traced to a legal origin within Canada;
2. The Chief of Police will establish procedures and processes on the investigation of stolen or smuggled firearms in accordance with the police service's criminal investigation management plan; and
3. The Chief of Police will establish procedures and processes that address the sharing of crime analysis, criminal intelligence and other information on stolen or smuggled firearms with relevant law enforcement agencies and as required by section 134(8)4 of the *Police Services Act* or as amended.

XLVII LE-020 – COLLECTION, PRESERVATION AND CONTROL OF EVIDENCE AND PROPERTY

REPORTING REQUIREMENT	Annual, on a three-year cycle (General Warehouse, Drug Repository and Firearms Storage Vault).
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 132-134. <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 13(1)(n),14(1)(b).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Record Management

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

1. The Chief of Police will ensure and report back on compliance by members of the Service with sections 132, 133 and 134 of the *Police Services Act*;
2. The Chief of Police will establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Laboratory Guide for the Investigator*, for the safe and secure collection, preservation, control, handling and packaging of evidence;
3. The Chief of Police will establish procedures for the secure collection, preservation and control of property;
4. The Chief of Police will ensure that internal control checks of the property/evidence held by the Service are conducted by a member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board; and
5. Where a member who has responsibility for a property/evidence storage area is transferred or replaced, the Chief of Police will ensure that internal controls are established to ensure the integrity of Property and Evidence Management Unit processes.

XLVIII LE-021 –ABUSE OF OLDER PERSONS AND VULNERABLE ADULT ABUSE

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s. 12(1)(f).</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Interactions with Public, Vulnerable Populations

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

1. The Chief of Police will develop and maintain procedures on the processes for undertaking and managing investigations into abuse of older persons and vulnerable adult abuse in accordance with the police service’s criminal investigation management plan; and
2. The Chief of Police, where possible, work in partnership with the local Crown Attorney, municipalities, community and social service agencies/providers, businesses, seniors’ and other local agencies to develop programs for preventing and responding to complaints of elder and vulnerable adult abuse, including fraud awareness and prevention.

XLIXLE-022 – OFFICER NOTE TAKING

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 41(1)(a).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Record Management

It is the policy of the Toronto Police Services Board that the Chief of Police will:

1. Establish procedures relating to officer note taking, including the secure storage and retention of police officer notes; and
2. Ensure the ongoing training of members with regards to effective note taking.

L LE-023 – BAIL AND VIOLENT CRIME

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c).</i> <i>Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s 13(1)(k).</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

It is the policy of the Toronto Police Services Board that the Chief of Police will establish procedures and processes regarding bail and violent crime that address:

1. Assessing opposing bail on the secondary grounds;
2. Preparing the show cause report (bail hearing brief) which include, at a minimum, copies of:
 - (a) the 911 call, where available;
 - (b) any video evidence available; and
 - (c) the Canadian Police Information Centre file;
3. Responding in a timely manner to follow-up requests for information from the Crown Attorney;
4. Post-bail hearing notifications; and
5. Breach of bail conditions.

LI LE-024 – INTIMATE PARTNER VIOLENCE OCCURRENCES

REPORTING REQUIREMENT	Annual Report
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(d).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into intimate partner violence occurrences that address:
 - (a) communications and dispatch;
 - (b) initial response;
 - (c) enhanced investigative procedures;
 - (d) the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or restraining order;
 - (e) the use of a risk indicators tool;
 - (f) children at risk;
 - (g) high-risk cases and repeat offenders;
 - (h) occurrences involving members of the Service;
 - (i) post-arrest procedures;
 - (j) victim assistance; and
 - (k) safety planning;
2. The Chief of Police will implement one or more of the models set out in Ministry guidelines for the investigation of domestic occurrences, and ensure that the Service includes among its Members trained intimate partner violence investigators;
3. The Chief of Police will ensure that officers and other appropriate Members receive the appropriate Ministry accredited training;

Victim Assistance

4. The Chief of Police will, in partnership with the local Crown Attorney, Probation and Parole Services, Victim/Witness Assistance Program (VWAP), Victim Crisis and Referral Service (VCARS), municipalities, local Children’s Aid Societies and other local service providers and community representatives responsible for issues related to intimate partner violence

including women's shelters, work to establish and maintain one or more intimate partner violence review committees that cover the geographic area of the City of Toronto;

5. In developing procedures and processes addressing victim assistance, the Chief of Police will consult and establish partnerships with the City of Toronto and community organizations, with the goal of ensuring that victims of domestic violence and intimate partner violence have access to supports and resources to reduce immediate and future harms;

Evaluation and Reporting

6. The Chief of Police will ensure that the Service's response to intimate partner violence occurrences are monitored and evaluated; and
7. The Chief of Police will include in the Annual Report:
 - (a) Statistics and trends on intimate partner violence occurrences; and
 - (b) Evidence on the effectiveness of the Service's response to intimate partner violence occurrences, including through partnerships with the City of Toronto and other stakeholders.

LII LE-025 – SUPERVISION

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 10.
TAGS	Adequacy Standards, Law Enforcement, General

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

1. The Chief of Police will ensure that there is 24 hour supervision available to Service members;
2. The Chief of Police will establish procedures and processes on supervision, including setting out circumstances where a supervisor must be contacted and when a supervisor must be present at an incident scene; and
3. The Chief of Police will ensure that the Service's supervisors have the knowledge, skills and abilities to supervise.

LIII LE-026 – MISSING PERSONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(l).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

Guiding Principles

Missing persons investigations present a unique challenge for investigators, which warrant assigning them a high priority and require close collaboration with the families, loved ones and communities from which the missing person originates. The complexity of missing persons investigations flows from several realities, which have been highlighted by the Hon. Gloria Epstein in the *Report of the Independent Civilian Review into Missing Person Investigations*:

- marginalized and vulnerable communities have been negatively impacted by the investigative response to missing persons, giving rise to unique investigative challenges, including the need for particular competencies and compassionate approaches to investigating these incidents, with awareness of the systemic issues that have contributed to a lack of trust in police;
- missing persons incidents are inherently ambiguous, which opens an opportunity for bias in the assessment of risk of some incidents, particularly those involving individuals from underprivileged communities;
- missing persons themselves at times do not wish to be found, posing additional challenges in the investigation of these incidents;
- the missing persons' loved ones or close contacts themselves are in a precarious position that requires particular care and supports as they await news of their loved ones' whereabouts and fate; and,
- maximizing investigative efficacy and positive outcomes for missing persons requires a close, collaborative relationship with communities, who should become partners to the full and effective investigation of those that have gone missing.

Purpose of Policy

The Board is committed to ensuring, in line with the recommendations of the *Independent Civilian Review into Missing Person Investigations*, that the Service prioritize the safety and well-being of missing persons, while recognizing the important role of social services, public health, and community agencies in these cases, and the unique needs of the loved ones of missing persons during an on-going investigation.

It is, therefore, the policy of the Toronto Police Services Board that the Chief of Police will develop and maintain procedures, processes and training for undertaking and managing

investigations into missing persons that align with the provincial standards with regards to missing persons and Major Case Management, and implement the recommendations made by the *Independent Civilian Review into Missing Person Investigations* and, in particular:

Missing Person Investigations

1. Set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers and elders and vulnerable adults;
2. Ensure that all investigations into reports of missing persons comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
3. Ensure a dedicated Missing Persons Unit is trained, maintained and staffed so as to ensure the effective investigation of all missing persons reports in a timely manner, as well as facilitating access to appropriate supports to individuals impacted by the missing person's disappearance;
4. Establish processes with community groups and leaders for community partnership, engagement in missing person investigations, and information sharing, so as to ensure that missing persons investigators are aware of existing community resources that can advance their missing person investigations in a manner that enhances trust and partnership in positive community safety outcomes;
5. Establish processes with the Service's Neighbourhood Community Officers and liaison officers to enable them to support missing persons investigations through their unique knowledge of the affected communities, its residents, business and local organizations;
6. Ensure that those involved in a missing persons investigation use, where appropriate, a trauma-informed approach when interacting with individuals affected by the disappearance of a missing person;
7. Ensure that all physical searches for missing persons, or canvassing for witnesses or relevant evidence, be conducted in a comprehensive, systematic and coordinated way, and in a manner that complies with any internationally-accepted best practice for these types of efforts;
8. Ensure that information shared with members of the public does not include any personal health information, or any information not necessary for the purpose of assisting in identifying or locating the missing person;
9. Develop, in partnership with the Office of the Chief Coroner and the Ontario Forensic Pathology Service, protocols on addressing unidentified bodily remains that is victim-focused, compassionate and preserves the integrity of an ongoing investigation;
10. Ensure investigative follow-up on outstanding cases with those affected, including family members and other close contacts that have made themselves available through the course of the investigation;

Response Assessment

11. Ensure that all Members who respond to missing persons incidents receive training in conducting effective risk assessments, including by using examples of scenarios to illustrate elevated or reduced risk levels;
12. Ensure that missing person incidents are responded to promptly in order to gather information and identify the presence or absence of risk factors and/or harm indicators that may influence the police response;
13. Where circumstances indicate a strong possibility of foul play, or where police have yet to ascertain whether foul play is involved when the individual remains outstanding and unaccounted for 30 days after being reported missing, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
14. Ensure that the definition of "strong possibility of foul play" as it applies to determination of Major Case Management threshold cases, and strategies to determine its existence are clearly understood and consistently implemented by investigators;
15. Ensure that other risk factors, outside of direct risks of foul play, are considered in determining a response to a missing person incident, including:
 - (a) the disproportionate likelihood of members of some vulnerable communities to be victimized;
 - (b) concerns raised by those reporting a missed person or impacted by their disappearance; and
 - (c) patterns of disappearances in the community;
16. Ensure that training, awareness and other steps are taken to prevent stereotypical assumptions or misconceptions about certain communities, lifestyles or personal identifiers from influencing of the response to missing persons incidents;
17. Ensure that response strategies re-evaluated on a regular basis over the course of an investigation, and adjusted accordingly;
18. Support continuing research on risk assessment and response strategies, including the creation of predictive models, based in part on disaggregated data collection by the Service;

Missing Children and Youth Investigations

19. Ensure an AMBER ALERT activation is considered in all missing children investigations, and Major Case Management is implemented in all cases involving AMBER ALERT activation;
20. Develop and implement an approach to cases involving youth in group homes, shelters, and other youth-focused institutions, so as to proactively reduce the number of youth who go missing from such institutions, including by:

- (a) engaging with social services, public health and community agencies to collaborate in addressing and raising awareness about issues causing youth departures;
- (b) implementing approaches to help ensure the youth's safety when away from their home or institution; and,
- (c) appropriately triaging such cases;

Social Supports

- 21. Form partnerships with the City of Toronto, provincial and federal governments, and public health, social services and community agencies and organizations, with the purpose of providing support and assistance to those directly affected by a missing person's disappearance;
- 22. Ensure that the lead investigator on a missing person incident:
 - (a) maintain regular contact with any involved agencies and organizations;
 - (b) provide information on the ongoing investigation to those directly affected by the missing person's disappearance, while respecting the privacy requests of the person reported missing, and ensuring that any ongoing criminal investigation is not jeopardized; and,
 - (c) maintain a record of any support offered to those directly affected by the missing person's disappearance;
- 23. Ensure that, where relevant, individuals directly affected by a missing person's disappearance are advised of details pertaining to the investigation prior to their release to the media, and are consulted on any information or photos released to the media, unless such steps would jeopardize the investigation;

Public Awareness and Engagement

- 24. Develop and implement tools, including a public-facing website, Missing Person Awareness Days and other communication and awareness-raising strategies, to educate the public concerning the Service's approach to missing person investigations, how to report missing persons, how to obtain information about missing persons and missing person investigations, and other pertinent information;
- 25. Ensure that information pertaining to missing persons is removed from any Service-operated publicly-accessible website once the incident is resolved; and

Reporting

- 26. Report to the Board annually on:
 - (a) the number of missing person reports filed during the reporting period, including the number of reports concerning children, teenagers, older persons and vulnerable adults;
 - (b) a breakdown of missing person incidents in (a) by harm indicators and vulnerability factors;

- (c) the number of missing person incidents in (a) and in (b) that were resolved within thirty (30) days, more than thirty (30) days, or remain unresolved; and
- (d) a breakdown of resolved cases in (a) and in (b) by outcome.

LIV LE-027 – PHYSICAL AND SEXUAL ABUSE OF CHILDREN

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , Ontario Regulation 3/99, s. 12(1)(a).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Vulnerable Populations, Children and Youth, Sexual Assault and Abuse

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

1. The Chief of Police will develop and maintain procedures on the processes for undertaking and managing investigations into the physical and sexual abuse of children;
2. The Chief of Police will, in partnership with the local Crown Attorney, Children’s Aid Societies, municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
3. The Chief of Police will enter into a child abuse protocol with their local Children’s Aid Societies with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child; and
4. The Chief of Police will, if the alleged child abuse fits the definition of a major case, require officers to comply with the procedures set out in the Ministry’s designated Ontario Major Case Management Manual.

LV LE-028 – CRIMINAL HARASSMENT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(c).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop and maintain procedures on:
 - (a) The processes for undertaking and managing investigations into criminal harassment;
 - (b) The use of enhanced investigative techniques, such as behavioural science services as part of the investigation;
 - (c) The provision of victims' assistance, including risk assessment and safety planning measures;
 - (d) The information to be provided to police officers on criminal harassment; and
 - (e) Compliance with the Ministry's designated *Ontario Major Case Management Manual* for criminal harassment cases that fall within the definition of major case.

LVI LE-029 – OFFENCES INVOLVING FIREARMS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(n). <i>Criminal Code</i> , R.S.O. 1985, C.46, as amended, Part III and XV.
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Firearms

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

1. The Chief of Police will develop and maintain procedures for undertaking and managing investigations into offences and occurrences involving firearms;
2. The Chief of Police will develop and maintain procedures on preventing offences/occurrences involving firearms;
3. The Chief of Police will develop and maintain procedures relating to the Firearms Interest Police (FIP) category of CPIC; and
4. The Chief of Police will ensure that Service members are provided with information on all search and seizure powers with respect to firearms, ammunition, related licenses, certificates or permits and prohibition orders as provided for under the *Criminal Code of Canada* and other applicable legislation.

LVII LE-030 – PROPERTY OFFENCES INCLUDING BREAK AND ENTER

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s. 12(1)(p).</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into property offences, including break and enter; and
2. The Chief of Police will identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence and community needs.

LVIILE-031 – DRUG-RELATED OFFENCES OTHER THAN SIMPLE POSSESSION

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s. 12(1)(e).</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

It is the policy of the Toronto Police Services Board that with respect to drug-related offences, other than simple possession:

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into drug-related offences; and
2. The Chief of Police will ensure that officers investigating drug-related offences other than simple possession have the knowledge, skills and abilities required.

LIX LE-032 – ILLEGAL GAMING

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg.3/99, s. 12(1)(k).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop procedures and processes for undertaking and managing investigations into illegal gaming
2. The Chief of Police will ensure that information on illegal gaming shall be shared with the *Ontario Illegal Gaming Enforcement Unit*.

LX LE-033 – PRISONER TRANSPORTATION

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 53(5). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s 13(1)(l)(m).
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public

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

1. The Chief of Police will establish procedures and processes regarding prisoner transportation that require compliance of police officers and special constables with the Service's procedures and processes on prisoner care and control;
2. The Chief of Police will ensure that police officers and special constables used to escort persons in custody have the knowledge, skills and abilities required to perform this function; and
3. The Chief of Police will ensure that appropriate safety equipment is used and available to police officers and special constables performing this function.

LXI LE-034 – SEXUAL ASSAULT INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O.Reg. 3/99, s. 12(1)(r).
TAG	Adequacy Standards, Law Enforcement, Investigation of Crimes, Sexual Assault and Abuse

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

1. The Chief of Police will develop and maintain procedures and processes that:
 - (a) require that investigations be undertaken in accordance with the Service's criminal investigation management plan;
 - (b) require compliance with the procedures set out in the Ministry of The Solicitor General's *Ontario Major Case Management Manual*;
 - (c) address communications and dispatch, initial response and investigations relating to sexual assaults; and
 - (d) address community notification.
2. The Chief of Police will work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services, as well as the local Crown Attorney, to ensure a coordinated and effective response to victims of sexual assaults; and
3. The Chief of Police will address training for officers and other appropriate members on the response to sexual assault occurrences, including victims' assistance.

LXII LE-035 – WATERWAYS POLICING

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, ss. 31(1)(c), 19(1)2. <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, s. 15.
TAGS	Adequacy Standards, Law Enforcement, General

It is the policy of the Toronto Police Services Board with respect to waterways policing that:

1. The Chief of Police will establish procedures and processes for the provision of police services with respect to all navigable bodies and courses of water within the municipality of the City of Toronto as designated by the Minister of The Solicitor General; and
2. The Chief of Police will ensure that Members involved in waterways policing have the knowledge, skills and abilities required to perform the specialized functions connected with waterways policing.

LXIIIILE-036 – CHILD PORNOGRAPHY - INTERNET CHILD EXPLOITATION INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, s 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s 12(1)(b) & 29</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Sexual Assault and Abuse, Children and Youth, Vulnerable Populations

The Board shares the serious societal concern with the crime of child pornography and internet sexual exploitation and the consequent victimization of minors. It is the intent of this policy to ensure that such victimization is addressed effectively and promptly, and that the psychological well-being of Service Members dealing with these crimes is looked after.

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations regarding child pornography and internet child exploitation in accordance with the Service’s criminal investigation management plan;
2. The Chief of Police will notify the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) of every arrest of suspected child pornography and internet child exploitation; and
3. The Chief of Police will ensure support is provided to manage the psychological well-being of Members to acknowledge risks associated with long-term effects from exposure to child pornography and internet child exploitation investigation-related activities.

LXIVLE-037 – SUDDEN DEATH AND FOUND HUMAN REMAINS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(j).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into sudden or unexplained deaths and found human remains be considered potential homicides, in accordance with the Service's criminal investigation management plan;
2. The Chief of Police will ensure that officers investigating sudden or unexplained death and found human remains occurrences have the knowledge, skills and abilities required; and
3. Where an occurrence falls within the definition of a major case, the Chief of Police will ensure that officers comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

LXV LE-038 – FRAUD AND FALSE PRETENCE INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg.3/99, s. 12(1)(g).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing fraud and false pretence investigations in accordance with the Service's criminal investigation management plan;
2. The Chief of Police will work, where possible, with municipal and provincial social assistance officials and the Crown Attorney, to develop a local protocol on the investigation of social assistance fraud;
 - (a) The Chief of Police will establish, where possible, cooperative arrangements for the investigation of fraud and false pretences occurrences with appropriate agencies and industries which are frequently involved in such investigations; and
3. The Chief of Police will ensure that police officers investigating complex fraud and false pretences occurrences have the knowledge, skills and abilities required.

LXVILE-039 – HOMICIDE AND ATTEMPTED HOMICIDE INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy & Effectiveness of Police Services, O. Reg. 3/99, s. 12(1)(i).</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Major Crimes

It is the policy of the Toronto Police Services Board that the Chief of Police will develop and maintain procedures and processes for undertaking and managing homicide and attempted homicide investigations that require compliance by officers with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

LXVII LE-040 – PARENTAL AND NON-PARENTAL ABDUCTION INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(m).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Vulnerable Populations, Children and Youth

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing parental and non-parental abduction investigations in accordance with the police service's criminal investigation management plan; and
2. The Chief of Police will develop and maintain procedures that require that investigations into non-parental/non-familial abductions and attempted abductions be undertaken in accordance with the procedures set out in the Ministry's designated Ontario Major Case Management Manual.

LXVIII LE-041 – PROCEEDS OF CRIME

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(o).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into proceeds of crime in accordance with the police service's criminal investigation management plan; and
2. The Chief of Police will ensure that officers involved in the investigation of proceeds of crime have the knowledge, skills and abilities required.

LXIXLE-042 – ROBBERY INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, s. (1)(q).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Major Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into robberies in accordance with the police service's criminal investigation management plan; and
2. The Chief of Police will ensure that a robbery occurrence that also involves a major case be investigated in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

LXX LE-043 – VEHICLE THEFT INVESTIGATIONS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O.Reg. 3/99, s. 12(1)(t).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Major Crimes

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into vehicle thefts in accordance with the police service's criminal investigation management plan; and
2. The Chief of Police will ensure the timely notifications of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised.

LXXILE-044 – YOUTH CRIME

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 12(1)(u).
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Vulnerable Populations, Children and Youth

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

1. The Chief of Police will develop and maintain procedures and processes for undertaking and managing investigations into youth crime;
2. The Chief of Police will work, where possible, with local school boards to develop programs for safe schools, including establishing protocols for investigating school-related occurrences; and
3. The Chief will develop pre-charge diversion programs for youth and ensure that officers are trained to refer youth to these diversion programs where appropriate.

LXXII LE-045 – SUSPECT APPREHENSION PURSUITS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, s 31(1)(c)</i> <i>Suspect Apprehension Pursuits, O. Reg. 266/10, s 5 & 6</i>
TAGS	Adequacy Standards, Law Enforcement, Interactions with Public, Vehicles, Cross-Jurisdictional

Suspect apprehension pursuits are an essential component of policing. This policy is intended to ensure that police pursuits are safely undertaken, managed, terminated, and, where appropriate, prevented.

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

1. The Chief of Police will establish procedures consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
2. The Chief of Police will ensure that police officers, dispatchers, communications supervisors and road supervisors receive training accredited by the Solicitor General on suspect apprehension pursuits;
3. The Chief of Police will ensure that police officers receive training about the intentional contact between vehicles consistent with the requirements of the *Suspect Apprehension Pursuits Regulation*;
4. The Chief of Police will address the use of tire deflation devices and officer training in respect of those devices;
5. The Chief of Police will ensure that the particulars of each suspect apprehension pursuit are recorded on a form and in the manner approved by the Solicitor General; and
6. The Chief of Police will enter into agreements with neighboring police services to determine under what circumstances decision making responsibility for a pursuit will be, and will not be, transferred from one jurisdiction to another.

LXXIII LE-046 – SEX OFFENDER REGISTRY

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Christopher's Law (Sex Offenders Registry) 2000 Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, s. 69/01.
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Sexual Assault and Abuse

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

1. The Chief of Police will designate and maintain a registration site(s);
2. The Chief of Police will establish procedures and processes consistent with the requirements of *Christopher's Law (Sex Offender Registry), 2000*; and
3. The Chief of Police will ensure that appropriate member(s) receive training on the Sex Offender Registry, consistent with the role and responsibility assigned to them; and
4. The Chief of Police will ensure that appropriate members receive training on both the provincial and federal Sex Offender legislative requirements.

LXXIV LE-047 – POLICE RESPONSE TO HIGH-RISK INDIVIDUALS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act (PSA) s. 41(1.1) as amended by the Community Safety Act, 1997. Adequacy & Effectiveness of Police Services, O. Reg. 3/99, ss. 6, 7(2). Disclosure of Personal Information O. Reg. 265/98 Freedom of Information and Protection of Privacy Act, s. 11(1), 5(1).</i>
TAGS	Adequacy Standards, Law Enforcement, Investigation of Crimes, Interactions with Public, Vulnerable Populations

Definitions

1. High Risk Individuals: as defined in the Ministry of the Solicitor General Adequacy Standards Guideline entitled *Police Response to High Risk Individuals*.

Policy

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

2. The Chief of Police will work in partnership, where possible, with the local Crown Attorney, appropriate community members and agencies, including health care providers, government agencies, municipal officials, other criminal justice agencies, including law enforcement agencies, as well as victim services to ensure a coordinated and effective strategy to deal with high risk individuals;
3. The Chief of Police will ensure that the strategy addresses:
 - (a) Bail opposition consistent with the Ministry's guideline on Bail and Violent Crime;
 - (b) Dangerous offender and long term offender applications;
 - (c) High Risk Offender National Flagging System and requirements of CPIC;
 - (d) Information sharing;
 - (e) Case management planning;
 - (f) Judicial restraint orders;
 - (g) Victim assistance; and
 - (h) Disclosure of information, including community notification and safety planning; and
4. The Chief of Police will ensure that the Service's skills development and learning plan addresses the training and sharing of information with officers, communication operators/dispatchers and supervisors on the police response to high-risk individuals.

Part 6: PUBLIC ORDER

LXXV PO-001 – PUBLIC ORDER UNIT

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg. 3/99, ss. 18(1)(3)(a)(b), 19.
TAGS	Adequacy Standards, Public Order

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

1. The Chief of Police will ensure that the Service will provide the services of a public order unit by using Service members, and that it will consist of a unit supervisor and at least four squads of seven officers, including the squad leader for undertaking public order activities;
2. The Chief of Police will ensure that public order services are deployed in a reasonable time;
3. The Chief of Police will establish procedures that:
 - (a) set out the circumstances in which the public order unit services may be deployed;
 - (b) set out the steps for obtaining the services of a public order unit; and
 - (c) address the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63 - 68 of the *Criminal Code*, regarding unlawful assemblies and riot situations;
4. The Chief of Police will develop and maintain a manual on public order unit services that is available to each Service member providing these services;
5. The Chief of Police will ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members of the public order unit;
6. The Chief of Police will ensure that the members of the Public Order Unit have the appropriate knowledge, skills and abilities to provide the services of the Public Order Unit; and
7. The Chief of Police will address the ongoing training of members of the public order unit.

LXXVI PO-002 – POLICE ACTION IN RESPECT OF LABOUR DISPUTES

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). <i>Adequacy and Effectiveness of Police Services</i> , O. Reg. 3/99, s. 20.
TAGS	Adequacy Standards, Public Order

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

1. The role of the police at a labour dispute is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law; and
2. The Chief of Police will establish procedures regarding police action in respect of labour disputes on:
 - (a) the role of the police at a labour dispute;
 - (b) providing information to management, labour and the public on police procedures during a labour dispute; and
 - (c) secondary employment under section 49 of the *Police Services Act* and labour disputes.

LXXVII PO-003 – POLICING INDIGENOUS OCCUPATIONS AND PROTESTS

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act, R.S.O. 1990, c.P.15, as amended, s. 31(1)(c). Adequacy and Effectiveness of Police Services, O. Reg. 3/99, s. 20.</i>
TAGS	Adequacy Standards, Public Order, Inclusion, Vulnerable Populations, Indigenous Populations

The objective of policing Indigenous occupations and protests is to preserve the peace, prevent offences, and enforce the law in a manner that respects the rights of all involved parties. To this end, it is the policy of the Toronto Police Services Board that:

1. The role of the police at an Indigenous occupation or protest is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law.
2. The consideration of police actions at an Indigenous occupation or protest include preserving the peace, communication, negotiation and building trust with participating and affected communities.
3. The Chief of Police will develop and maintain procedures on:
 - (a) Communicating information in relation to police procedures on Indigenous occupations and protests;
 - (b) Training requirements for policing Indigenous occupations and protests;
 - (c) Fostering community understanding of the police response to the events;
 - (d) The collection and analysis of information prior to and during events; and
 - (e) Addressing the uniqueness of Indigenous occupations and protests.

Part 7: VICTIM'S ASSISTANCE

LXXVIII VA-001 – VICTIMS' ASSISTANCE

REPORTING REQUIREMENT	
LEGISLATION	<i>Police Services Act</i> , R.S.O. 1990, c.P.15, s 31(1)(c) and 42(1)(c). <i>Adequacy & Effectiveness of Police Services</i> , O. Reg 3/99, s 17, and 29. <i>Victims' Bill of Rights</i> , 1995, S.O. 1995, c.6.
TAGS	Adequacy Standards, Victims' Assistance, Interactions with Public, Vulnerable Populations, Victims

The Board believes that victims of crime, who have suffered harm and whose rights and security have been violated by crime, should be treated with compassion and fairness. The intent of this policy is to support the principle that all victims should have access to the assistance and services to which they are entitled.

It is the policy of the Toronto Police Services Board that the Chief of Police will:

1. Establish procedures on providing assistance to victims that reflect the principles of the *Victim's Bill of Rights, 1995*, and set out the roles and responsibilities of Service members providing victims' assistance, including:
 - (a) working in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Program (V/WAP), Victim Services Program of Toronto Inc., community and social agencies and other local organizations, to promote the development of an integrated service delivery framework for providing assistance to victims, including risk assessment and safety planning;
 - (b) ensuring that members of the police service are aware of victim service providers or a victim referral service available in their local communities; and
 - (c) ensuring that in each instance where there is police service contact with one or more victims of crime involving physical and/or psychological injury, such victims are referred to Victim Services Program of Toronto Inc. and/or the appropriate community service available in their local communities in a timely manner.