BOARD'S AUDIT and RISK MANAGEMENT COMMITTEE
PUBLIC MINUTES
July 13, 2026, at 3:30PM
Livestreamed at:
https://youtube.com/live/jRfac3_TPGM?feature=share

The following *draft* Minutes of the hybrid public meeting of Board's Audit and Risk Management Committee that was held on July 13, 2026, are subject to approval at its next regularly scheduled meeting.

Attendance:

The following Members were present:

Chris Brillinger, Vice-Chair
Amber Morley, Member and Deputy Mayor - virtual

Declarations:

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

This is an Extract from the Minutes of the Public Meeting of the Audit and Risk Management Committee that was held on July 13, 2026

P2026-0713-0.1. Remarks

Vice-Chair Brillinger made the following remarks:

Before we begin, I would like to take a moment to acknowledge the establishment of the Board's new Audit & Risk Management Committee.

This Committee was approved by the Board at its meeting held on May 14, 2026, and reflects our commitment to the priorities outlined in the Board's Strategic Plan. As the Toronto Police Service continues to evolve in size and complexity, it is important that the Board has dedicated forums to provide focused oversight of key governance responsibilities, including audit, enterprise risk management, and the implementation *of its Strategic Plan.*

The creation of this Committee will allow for more thorough review and discussion of audit findings, risk assessments, and related matters that are critical to the effective governance of the Toronto Police Service. By providing dedicated time and attention to these issues, the Committee will help strengthen the Board's oversight and support informed decision-making.

Most importantly, the establishment of the Audit & Risk Management Committee advances our Strategic Plan priority of fostering trusted and transparent governance, ensuring accountability to both the Board and the communities that we serve.

I would like to thank all Committee members and staff who have contributed to the development of this important new Committee, and I look forward to the Committee's work in supporting the Board's mandate.

This is an Extract from the Minutes of the Public Meeting of the Audit and Risk Management Committee that was held on May 14, 2026

P2026-0713-1.0. Audit of Search Warrant Execution Compliance

P2026-0713-1.1. Presentation

The Committee was in receipt of a presentation regarding the Audit of Search Warrant Execution Compliance.

P2026-0713-1.2. Audit of Search Warrant Execution Compliance – 2025

The Committee was also in receipt of a report dated June 29, 2026 from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that the Audit and Risk Management Committee receive this report for information.

Deputations: Kris Langenfeld (virtual)
Nicole Corrado (written submission only)

Members asked questions and discussed this matter. For a detailed account of the discussion, see the YouTube recording starting at minute 20:53 here:
https://www.youtube.com/live/jRfac3_TPGM?si=5TqGjdIKjfWGt5ta&t=1250

The Committee received the presentation, deputations, foregoing report and confidential briefing note.

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

This is an Extract from the Minutes of the Public Meeting of the Audit and Risk Management Committee that was held on July 13, 2026

P2026-0713-2.0. Violent Crime Linkage Analysis System Compliance Follow-up Audit

The Committee was in receipt of a report dated June 29, 2026 from Myron Demkiw, Chief of Police.

Recommendation:

This report recommends that the Audit and Risk Committee receive this report for information.

Deputation: Boris Zemlo (written submission only)

Members asked questions and discussed this matter. For a detailed account of the discussion, see the YouTube recording starting at minute 34:35 here:
https://www.youtube.com/live/jRfac3_TPGM?si=4aMPbcOXOJg6gnsP&t=2073

The Board received the written deputation, the foregoing report and appendix.

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

This is an Extract from the Minutes of the Public Meeting of the Audit and Risk Management Committee that was held on July 13, 2026

P2026-0713-3.0. Confidential

The Committee adjourned the public portion of the meeting and reconvened the *in camera* meeting for consideration of confidential matters pursuant to Section 44(2) of the *Community Safety and Policing Act, 2019* (C.S.P.A).

The following Members attended the in-camera meeting:

Chris Brillinger, Vice-Chair
Amber Morley, Member and Deputy Mayor - virtual

Next Regular Board Meeting

Regular Public Meeting
Date: July 23, 2026
Location: 40 College Street, Auditorium

Minutes Approved by:

-original signed-

____
Chris Brillinger
Chair of the Committee

Members of the Audit and Risk Management Committee

Chris Brillinger, Vice-Chair
Lisa Kostakis, Member
Amber Morley, Member

1. Audit of Search Warrant Execution Compliance

1.1. Presentation

Investigative Standardization Support

Search Warrant Audit Recommendations 1-6: Implementation Update

Date: Monday, July 13, 2026

OBJECTIVE

Provide an update on Search Warrant Audit Recommendation implementation (1-6), documentation enhancements, and next steps.

AGENDA

1. Overview Summary
2. Status Update: Recommendation 1 - 6
3. Status Update: I0 Identified Issues
4. Current Implementation & Next Steps

Search Warrant Executed (S.W.E.) Recommendations 1–6: Implementation Progress

Recommendation Description	Status
Rec 1: Search Warrant Briefings (S.W.E. Text Template)	🔵
Rec 2: Supervisory Review of S.W.E eReports (amend SP 02-18)	🔴
Rec 3: Evidence of Review of S.W.E. eReports (amend SP 02-18; D/Sgt Guide)	🔴
Rec 4: Amend Risk & Entry Plan Text Template with Badge Number of Officer Providing TPS 990	🔵
Rec 5: Amend T.P.S. 990 Distribution and eReport Attachment	🔵
Rec 6: Amend T.P.S. 990, SW Notice to Owner/Occupant, to better align with SP 02-18 (ref: referral services)	🔵

Pending administrative closure with update to SP 02-18

Service Procedure (SP) 02-18: Executing a Search Warrant
Form TPS 990: Search Warrant – Notice to Owner/Occupant
Search Warrant Executed (S.W.E.) Text Template** New

On Track	Delayed	Completed
🟢	🔴	🔵

Complete

1 Search Warrant Briefings

1a) include the list of mandatory elements to be addressed during briefings as listed in Procedure 02-18, and,

1b) include a field(s) wherein documentation of **when** the briefing occurred and **who** was involved in the briefing should be captured.

Implementation Actions

New Search Warrant Executed (S.W.E.) Text Template pertaining to SW **briefing** includes:

- Date occurred
- Start and end time
- Location occurred
- Name & badge of member
- Name & badge of supervisor in charge of entry
- All officers in attendance

Change Management

- The fields above must be entered for the document to be **saved**
- Engaged NICHE416 to support integration of the new template into the (new) RMS system

January 21, 2026

- ✓ Text Template GoLive
- ✓ E-mail communication to UCs Service-Wide

January 22, 2026

- ✓ Service-Wide eUpdate to all members

Delayed

2 Supervisory Review of S.W.E. eReports

Amend SP 02-18, Executing a Search Warrant, to assign the task of **reviewing** Search Warrant Executed eReport **exclusively** to **Detective Sergeants.**

Implementation Actions

- In progress: update to SP 02-18 to formalize D/Sgt responsibility of SW Executed eReports review and approval.

SP 02-18 delayed due to additional amendments to the same Service Procedure.

Timeline Implications

- **New anticipated timeline Q3 2026 (September)**

December 15, 2025

✓ Communication to all D/Sgts via e-mail regarding new expectation

Pending finalization of SP 02-18

- E-mail to all UCs
- Service-Wide eUpdate to all members
- Routine Order published

Delayed

3 Evidence of Review of S.W.E eReports

Amend SP 02-18, Executing a Search Warrant, to provide direction as to how Detective Sergeants must indicate that the Search Warrant Executed eReport has been reviewed for completeness and accuracy.

Implementation Actions

- ✓ D/Sgt workflow guide on proper review/approval process.
- 🚩 SP 02-18 delayed due to additional amendments to the same Service Procedure.

Adjusted Timeline

- **New anticipated timeline Q3 2026 (September)**

March 04, 2026

- ✓ Guide shared with D/Sgts via meeting and e-mail
- ✓ Guide updated to I.S.S. internal website

Pending finalization of 02-18

- E-mail to all UCs
- Service-wide eUpdate to all members
- Routine Order published

Complete

Form T.P.S. 990, Search Warrant – Notice to Owner/Occupant

4 Amend the Assessment of Risk Factors and Entry Plan Text Template to add a field for the **badge number of the member providing the T.P.S. 990** - Search Warrant - Notice to Owner/Occupant to the owner/occupant of the location searched.

5 Amend Form T.P.S. 990 - Search Warrant - Notice to Owner/Occupant to the Owner/Occupant, to **add** the following to the **distribution list**: 'Copy of completed form to be scanned and attached to the Search Warrant Executed eReport'

Implementation Actions

- ✓ The new Search Warrant Executed Text Template includes fields to track documents served and the member serving Form T.P.S. 990.
- ✓ T.P.S. 990 updated with badge number of member providing this form.
- ✓ Distribution list on the T.P.S. 990 updated to "Copy of completed form to be scanned and attached to the Search Warrant Executed eReport".

November 04, 2025

✓ TPS 990 updated and available for use

January 21, 2026

✓ E-mail to all UCs

January 22, 2026

✓ Service-Wide eUpdate to all members

Complete

6 Referral to Support Services

Amend Form T.P.S. 990, Search Warrant - Notice to Owner/Occupant, to better align with Service Procedure 02-18, Executing a Search Warrant, by adding fields*

Implementation Actions: Fields included in amended T.P.S. 990

- ✓ a) whether an offer for a **referral** of support services was **applicable**;
- ✓ b) If applicable, whether an **offer** was **provided**;
- ✓ c) If provided, whether the offer was **accepted**; and
- ✓ d) The **badge number** of the member **providing** the **referral**.

November 04, 2025
- ✓ T.P.S. 990 updated and available for use

January 21, 2026
- ✓ E-mail to all UCs

January 22, 2026
- ✓ Service-wide eUpdate to all members

** Refers to bullets a – d*

Complete

Documentation Issues

Issue 1: Missing SW Executed eReports
Issue 2: External Agency Notification

Issue 5: OIC Notification Documentation
Issue 9: D/Sgt Approval Process

Implementation Actions

- ✓ New standardized templates
- ✓ Mandatory reporting requirements
- ✓ Compliance monitoring dashboard
- ✓ D/Sgt workflow guidance
- ✓ Service-wide communications and training

Outcome
Improved accountability and consistency across investigations

In Progress

Documentation Issues

Issue 3: Briefing Documentation
Issue 4: Supervisory Attendance
Issue 6: Entry/Exit Photos & Video

Issue 7: Unannounced Entry Documentation
Issue 8: Risk Assessment Completion
Issue 10: Scanning Briefing Notes

Implementation Actions

🚩Dependent on finalization of SP 02-18 updates

- Implementation of the Search Warrant Central Notes Package pilot

Adjusted Timeline

- **New anticipated timeline Q3 2026 (September)**

Outcome
Improved accountability and consistency across investigations

In Progress

New Standardization Initiatives

I. Search Warrant Central Notes Package
II. Search Warrant Operational Plan
III. Search Warrant Assessment Guidelines

Stakeholder Engagement

- Toronto Police College
- Emergency Task Force
- Toronto Drug Squad
- Integrated Gun and Gang Task Force
- Multiple external police services (Peel, York, Durham, O.P.P., R.C.M.P.)

Anticipated Timeline

- Service-wide rollout **Q3 2026**

Realized Benefits (Anticipated)

- Consistent documentation
- Improved compliance
- Clear investigative guidance
- Alignment across investigative units

Priority Next Steps…

1. Complete Legal Services and M.A.G. Review
2. Finalize Service Procedure 02-18
3. Service-wide Communication and Training Roll-out

1.2. Audit of Search Warrant Execution Compliance - 2025

PUBLIC REPORT

June 29, 2026

To: Chair and Members
Audit and Risk Management Committee
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Audit of Search Warrant Execution Compliance - 2025

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Audit and Risk Committee receive this report for information.

Financial Implications:

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

Summary:

The purpose of this report is to provide the Toronto Police Service Board (Board) Audit and Risk Committee with the *Audit of Search Warrant Execution Compliance - 2025*, prepared by the Toronto Police Service's Audit & Quality Assurance unit.

Discussion:

Service Procedure 02-18, Executing a Search Warrant (S.P. 02-18) details the requirements of police officers when applying for, and executing search warrants pursuant to the *Criminal Code*, the *Controlled Drugs and Substances Act*, and other *Acts*. The audit assessed compliance with S.P. 02-18, as well as with Ontario Regulation 392/23 made under the Community Safety and Policing Act, 2019.

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

Conclusion:

It is recommended that the Audit and Risk Committee receive this report.

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

Respectfully submitted,

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

Attachment:
Audit of Search Warrant Execution Compliance - 2025

Toronto Police Service

Audit of Search Warrant Execution Compliance - 2025

Audit & Quality Assurance

Approved by the Executive Assurance Committee December 4, 2025

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

Table of Contents

Audit of Search Warrant Execution Compliance

Background

On February 14, 2022, the Executive Assurance Committee (E.A.C.) approved an audit of operational planning and search warrant execution processes to assess compliance with applicable Service Procedures.

The audit of the operational planning process was completed in 2023; at that time, audit work on the search warrant execution process was deferred pending amendments to Service Procedure 02-18, Executing a Search Warrant (S.P. 02-18). The amendments were completed in June 2023, and the audit of search warrant execution compliance received E.A.C. approval in October 2024.

Objectives

The objectives of this audit were to:

- assess compliance with Ontario Regulation 392/23 made under the Community Safety and Policing Act, 2019 with respect to search of premises; and
- assess compliance with Service Procedure 02-18, Executing a Search Warrant.

Scope

The scope of this audit included:

- review of Ontario Regulation 392/23 (O.Reg. 392/23) made under the Community Safety and Policing Act, 2019 (C.S.P.A.) with respect to search of premises;
- review of S.P. 02-18 and related Routine Orders[1];
- review of Service Procedure 13-17, Notes and Reports (S.P. 13-17);
- review of Communications Services' Unit-Specific Policy C02-18, Executing a Warrant;
- consultation with members from the Drug Squad, the Homicide and Missing Persons Unit, the Toronto Police Operations Centre (T.P.O.C.), the Toronto Police College, Analytics & Innovation, Professionalism & Accountability, Legal Services, Communications Services and select divisions;
- review of supporting digital documentation including: Assessment of Risk Factors and Entry Plan Text Templates (Risk and Entry Template), scanned officer notes, central notes, Unit Commander Morning Reports, Intergraph Computer Aided

[1] A routine order is a written direction issued by the Chief of Police in respect to matters of personnel, police details or functions, and general information that all members are required to review.

Dispatch (I.C.A.D.) records and search warrant/briefing packages[2] for a sample of search warrants executed between August 1, 2024 – October 31, 2024 (the total population of Search Warrant Executed (S.W.E.) eReports[3] sampled from during this period is 147);
- review of the Form T.P.S. 990, Search Warrant – Notice to Owner/Occupant (T.P.S. 990);
- review of the Evidence.com application[4] for videos and/or photographs taken during search warrant execution for a sample of search warrants; and
- review of T.P.O.C. Event Logs, which contain search warrant notifications received by T.P.O.C. prior to search warrant execution.

The following was **excluded** from the scope of this review:

- review of compliance with L.E.-011, Search of Premises under the Policing Standards Manual, as this Manual is in the process of being updated by the Ministry of the Solicitor General to align with the C.S.P.A.

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

- considering the probability of significant errors, fraudulent entries, non-compliance, and the related risk management through effective internal controls; and
- identifying key information technology risks.

Conclusion

Overall, the findings in this report represent a high risk to the Service. This report contains six recommendations and ten compliance issues.

Areas of non-compliance include the following:

- Search warrants being executed, but associated S.W.E. eReports either not submitted or incomplete;
- Missing documentation within S.W.E. eReports to indicate required components of executing a search warrant were completed, including:
    - briefings;
    - supervisory notification/attendance; and
    - photos and videos taken pre and post search warrant execution;
- Unannounced S.W.E. eReports missing documented rationale as to why the entry was made without announcement;

[2] A search warrant/briefing package is a document that contains information related to the warrant (e.g. entry announced or unannounced, method of entry, entry plan, reason for search, description of items being sought, each officer's duties, safety considerations) that is shared with participating members prior to execution.
[3] A Search Warrant Executed eReport is an electronic record wherein the details of the search warrant's execution are recorded by the assigned member in Versadex.
[4] Evidence.com is a secure online platform the Service uses to store and organize photos, videos and other digital evidence.

- Risk and Entry Template not included in the S.W.E. eReport or not reviewed by a supervisor; and
- Members not scanning notes into the S.W.E. eReports.

The Risk and Entry Template in Versadex (V.D.X.) requires amendment to ensure the mandatory elements to be addressed during briefings align to the briefing requirements identified in S.P. 02-18. In addition, an entry field should be added to the T.P.S. 990 to confirm service of this form, including direction to members to scan and attach a copy of this form into the S.W.E. eReport.

The T.P.S. 990 should also include entry fields to capture documentation indicating whether an offer for referral to support services was made to the occupant(s) on the premises where the search warrant was executed (where applicable), and whether any offers made were accepted by the occupant(s).

S.P. 02-18 requires amendment to ensure the task of reviewing S.W.E. eReports is assigned exclusively to detective sergeants and direction is provided as to how they should indicate that a S.W.E. eReport has been reviewed within V.D.X.

The Chief provided Command members with Priority Letters outlining the primary objectives for their respective Commands in 2025. In the Priority Letter directed to Specialized Operations Command, the Chief directs this Command to “lead the standardization of search warrant execution across the Service” in support of the Chief’s priority to accelerate police reform and professionalization.

If a standardized search warrant execution package is developed, it would support clarity and consistency in the documentation of procedurally mandated elements of search warrant execution, which could enhance supervisory oversight capabilities and contribute to improved compliance with S.P. 02-18.

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

	December 4, 2025
Angela Schieda, C.P.A., C.A., C.I.A. Manager, Audit & Quality Assurance	Date

Objective 1

To assess compliance with O.Reg. 392/23 made under the C.S.P.A. with respect to search of premises.

Positive Finding – Compliance with O.Reg. 392/23

- The Service has a written procedure, S.P. 02-18, in compliance with O.Reg. 392/23, which requires every chief of police to establish a written procedure in respect of search of premises;
- S.P. 02-18 identifies the circumstances in which a supervisor must be contacted, in compliance with O.Reg. 392/23, which requires every chief of police to establish procedures on supervision, including identifying circumstances in which a supervisor must be contacted; and
- S.P. 02-18 identifies the requirements for supervisor attendance, in compliance with O.Reg. 392/23, which requires every chief of police to have written procedures on supervision, including identifying circumstances in which a supervisor must be present at an incident.

Objective 2

To assess compliance with Service Procedure 02-18, Executing a Search Warrant.

Compliance Issues

Issue #1 – Completion of S.W.E. eReport

S.P. 02-18 requires completion of a ‘S.W.E. Announced Entry’ or ‘S.W.E. Without Prior Announcement’ eReport after a search warrant has been executed. The report must include the following:

- a copy of the search warrant (including Appendices A and B);
- based on the assessment of risk factors and entry plan, the reasons why the entry was made without announcement;
- the name, rank, badge number and unit of the case manager in charge of the search;
- identification of the supervisory officer or Emergency Task Force (E.T.F.) Sergeant present during the execution of the search warrant; and
- any related eReport numbers, if applicable.

Of the 20[5] search warrant events reviewed:

- 11/20 (55%) of the events did not have an associated S.W.E. eReport created; and

[5] The sample of 24 eReports used to conduct many of the compliance tests in this audit did not meet the criteria for this compliance test. As a result, a separate random sample of 20 search warrant events (as opposed to eReports) was selected.

- Of the remaining 9/20 events that did have an associated S.W.E eReport created, 5/9 (56%) S.W.E eReports were incomplete.

In addition, S.P. 02-18 requires that the staff sergeant or detective sergeant, when notified by an officer from another police service who is planning to execute a search warrant within the boundaries of Toronto, must complete the applicable S.W.E. eReport, which includes the name, rank, badge number and service/agency of the case manager in charge of the search.

For the 11 search warrants events identified above that did not have an associated S.W.E. eReport completed:

- three of the 11 events were search warrants that were executed within the City of Toronto by external police agencies; and
  - In 2/3 (67%) events, there was documentation in I.C.A.D indicating the divisional officer in charge (O.I.C.) was aware that the external police service was executing the warrant.

Management Response from Chief Superintendent, Investigative Support:

Investigative Standardization Support (I.S.S.) will attend bi-weekly detective sergeant meetings to discuss the deficiencies and educate personnel on eReport requirements. I.S.S. will enhance compliance oversight by issuing post-meeting briefings to detective sergeants and addressing divisional non-compliance. Strategic plans will be developed in collaboration with operational inspectors, with a focus on external agency search warrant procedures.

I.S.S. will work with Governance to update the relevant Procedure (02-18) to update the notification and eReport process when an external agency is executing a search warrant within the boundaries of the City of Toronto.

I.S.S. will also work with Change Management to develop a standardized template in Versadex (V.D.X.), specifically for search warrant execution eReports created for external agencies.

Implementation Date: Late Quarter Four 2025 (December).

Issue #2 – Notification of External Services Executing Search Warrants in Toronto

Communications Services' Unit-Specific Policy C02-18, Executing a Warrant, requires:

a) the T.P.O.C. Tactical Communication Liaison, upon receiving information from a police officer regarding the execution of a warrant, if creating an event, shall determine if the O.I.C. of the division involved has been advised of the warrant.

b) the Communications Supervisor, upon being notified regarding the execution of a warrant, shall notify the O.I.C. of the division, if not already notified by an officer.

- Of the three search warrant events referenced in Issue #1 that were executed in the City of Toronto by external police services, there was one event for which no documentation could be located to support that the O.I.C. of the division involved had been advised of the warrant by the T.P.O.C. Tactical Communication Liaison.

Management Response from Superintendent, Priority Operations:

A reminder was sent to all Tactical Communications Liaisons on September 12, 2025, reinforcing questions they must ask when creating a search warrant event.

Additionally, an email was sent to all operational supervisors on September 12, 2025, to remind them of their duty to ensure all questions have been asked when a search warrant detail is created.

Implementation Date: Completed September 2025.

Issue #3 – Search Warrant Briefings

S.P. 02-18 requires the supervisory officer or E.T.F. sergeant on-scene to ensure all members participating in the search warrant entry and investigation are fully briefed on the plan to execute the search warrant.

The member providing the briefing is to document the members present at the briefing and the details of the search warrant plan discussed.

- 5/23[6] (22%) S.W.E. eReports and/or related investigative eReports reviewed were missing documentation to support a search warrant briefing had occurred.

Management Response from Chief Superintendent, Investigative Support:

Consult with Change Management to develop a standardized template in Versadex (V.D.X.), using existing models as a reference point. Leverage this initiative to inform future enhancements to the Niche records management platform. Once finalized, communicate the template Service-wide via email to all the unit commanders with the change to be passed along to their respective staff sergeants and detective sergeants, as well as communication to all members through issuance of an eUpdate, in coordination with Corporate Communications.

This information will also be captured in a future standardized search warrant briefing package created by the I.S.S. team. The information from the briefing package can be entered into the text template at the conclusion of the search warrant to ensure compliance.

Implementation Date: Late Quarter Four 2025 (December).

Recommendation

Recommendation #1 – Search Warrant Briefings

As discussed in Issue #3, S.P. 02-18 requires the supervisory officer or E.T.F. sergeant on-scene to ensure all members participating in the search warrant entry and

[6] The sample size reviewed for this compliance test was 23 eReports; 1/24 search warrants had been executed on a storage locker in a police facility and did not require that a briefing take place.

investigation to be briefed on the plan to execute the search warrant. The member providing the briefing is to document members present at the briefing and the details of the search warrant plan discussed.

S.P. 02-18 does not prescribe where briefing information must be documented by the member providing the briefing; this lack of direction contributes to inconsistent documentation practices. A.&Q.A. noted that locating documentation for search warrant briefings to determine compliance with this procedural requirement was difficult and required extensive investigation within V.D.X.

To ensure search warrant briefing information required by S.P. 02-18 is consistently documented, the Risk and Entry Template in V.D.X. should be amended to include required fields where mandated briefing details are documented.

Risk Rating: **High**

Recommendation #1: That the Chief Superintendent, Investigative Support, amend the Assessment of Risk Factors and Entry Plan Text Template, to a) include the list of mandatory elements to be addressed during briefings as listed in Service Procedure 02-18, Executing a Search Warrant, and b) include a field(s) wherein documentation of when the briefing occurred and who was involved in the briefing should be captured.

Management Response from the Chief Superintendent, Investigative Support:

1) Liaise and coordinate with the Records Management Services team (Change Management) to update and make changes to the Assessment of Risk Factors and Entry Plan Text Template in Versadex:
   a) as prescribed in Service Procedure 02-18
   b) to include field(s) to document briefing specifics (location/persons involved).
2) Amendments will be communicated via the appropriate channel (e.g. e-mail to unit commanders for further distribution, eUpdate).
3) Changes made will also be reflected within the new Records Management Services implementation roadmap.

Implementation Date: Quarter 1 2026.

Compliance Issues

Issue #4 – Supervisory Officer Attendance

S.P. 02-18 requires a supervisor to be present for the execution of all search warrants, unless unforeseen or unplanned circumstances necessitate the search warrant to be executed forthwith and prior to the arrival of a supervisor. If a supervisor cannot be present, the member who determines that circumstances require the search warrant to be executed without a supervisor present will assume all responsibilities of the supervisory O.I.C. of the search warrant entry. This member must notify a supervisor of the circumstances as soon as practicable and will assume these responsibilities until relieved by a higher-ranking officer.

- 1/24 (4%) S.W.E. eReports reviewed were missing documentation to support that a supervisor was present.

This search warrant was conducted on a storage locker within a police facility.

Management Response from Chief Superintendent, Investigative Support:

I.S.S. will work with Governance to update the relevant Procedure (02-18) to show that a supervisor is not required to be present during the execution of a search warrant within any non-Toronto Police Service facility. The officer executing the search warrant will be required to document the name, rank, and badge number of the supervisor at the police facility where the search warrant is being executed.

Implementation Date: Quarter Two 2026.

Issue #5 – O.I.C. Notification

S.P. 02-18 requires the case manager in charge of the investigation, when planning to execute a search warrant outside of the City of Toronto, to notify the O.I.C. of the division having jurisdiction in the area where the search warrant is to be executed.

Of the 24 S.W.E. eReports reviewed, three were for search warrants executed outside of the City of Toronto.

- 3/3 (100%) S.W.E eReports reviewed were missing documentation to support that the O.I.C. of the division with jurisdiction was notified prior to the event.

In two of the three search warrants, A.&Q.A. received confirmation from the external police service whose jurisdiction the warrant was executed in that the services were notified by the Toronto Police Service as required.

Management Response from Chief Superintendent, Investigative Support:

The I.S.S. team will work in collaboration with Change Management to develop a search warrant executed text template that will include a field to capture this information. In the interim, I.S.S. will provide a list of required notifications to detective sergeants to be included in the search warrant executed supplementary report to ensure compliance. Documentation of the notification will be required before the detective sergeant approves the search warrant executed eReport.

Implementation Date: December 2025

Issue #6 – Video and Photographs of Premises

S.P. 02-18 requires video **and** photographs to be taken of the premises prior to actively searching **and** again post completion of the search.

If photographic documentation of the scene is not done, the supervisor must document the reasons for not doing so, as well as document all efforts they have made to obtain photos and/or video.

- 13/20[7] (65%) S.W.E. eReports and/or Evidence.com records reviewed did not have both photo and video taken of the premises before and after execution of the search warrant. No documented rationale by the supervisor was located to explain the reasons for not obtaining either photo or video for these 13 eReports.

Management Response from Chief Superintendent, Investigative Support:

Collaborate with Corporate Communications to develop and disseminate an eUpdate outlining the requirement to capture and attach relevant media to the appropriate eReport. This should include instructions—or a link to instructions—on how to upload photos and videos to Evidence.com (E.D.C.) from a Connected Officer phone.

The I.S.S. team will work in collaboration with Change Management to develop a search warrant executed text template that will include a field to capture which officer took the entry and exit videos and photographs; an additional field will also be included if the media was uploaded to another General Occurrence (G.O.) other than the search warrant executed G.O. If any entry or exit photographs or videos were not taken, a field in the template will be included to provide the justification for why any of the photographs or video were not completed.

In the interim, I.S.S. will provide a list of required information for detective sergeants to be included in the search warrant executed supplementary report. This information will also be captured in a future standardized search warrant briefing package created by the I.S.S. team and can be entered into a Versadex text template to ensure compliance.

Implementation Date: Early Quarter Four 2025.

Issue #7 – Documentation of Unannounced Entry

S.P. 02-18 requires the reason(s) why the entry was made without announcement to be included in the S.W.E. eReport when a search warrant has been executed without prior announcement.

- 1/9[8] (11%) S.W.E. and/or related investigative eReports reviewed were missing documentation to support the reason why the entry was made without announcement.

Management Response from Chief Superintendent, Investigative Support:

I.S.S. will attend the bi-weekly detective sergeant meeting and communicate and reiterate the requirement for the supervisor present at the search warrant to include documentation to support the reason the entry was made without announcement.

---

[7] Four eReports included photo/video that were restricted due to the nature of the investigation and therefore could not be viewed by A.&Q.A. to determine compliance. As a result, these four eReports were excluded from this test, resulting in a reduced sample size of 20 eReports.

[8] The sample of 24 eReports selected for this project provided only three unannounced search warrants for review. To obtain a larger sample to offer more meaningful insight into this risk, a larger sample comprised of all nine unannounced search warrant executed eReports submitted during the three-month in-scope period was used instead.

This information will be captured in a future standardized search warrant briefing package created by the I.S.S. team that will allow this information to be entered into the current entry plan text template upon conclusion of the search warrant.

Implementation Date: Quarter Four 2025 (November).

Issue #8 – Risk and Entry Template Completion

S.P. 02-18 requires completion of a Risk and Entry Template after a search warrant has been executed.

- 3/23[9] (13%) S.W.E. eReports reviewed were missing a Risk and Entry Template.

Management Response from Chief Superintendent, Investigative Support:

I.S.S. will attend bi-weekly detective sergeant meetings and create awareness around this requirement that will need to be communicated to their respective investigative teams. A follow-up email will be sent to the unit commanders, operational inspectors and detective sergeants that will include what was discussed in the bi-weekly meeting.

The content of the Assessment of Risk Factors and Entry Plan Text Template will be captured in a future standardized search warrant briefing package created by the I.S.S. team. This will assist officers in completing the current templates upon the conclusion of the search warrant.

Implementation Date: Quarter Four 2025 (November).

Issue #9 – Staff Sergeant/Detective Sergeant eReport Review

S.P. 02-18 states when members under their supervision execute a search warrant, the staff sergeant or detective sergeant must review all eReports, including any briefing package and the Risk and Entry Template for completeness.

- 13/20[10] (65%) eReports reviewed were missing staff sergeant or detective sergeant review of the Risk and Entry Template.

Management Response from Chief Superintendent, Investigative Support:

I.S.S. will reinforce the requirement for detective sergeants to review eReports through bi-weekly meetings and targeted communications. Operational inspectors will also be engaged to ensure their teams understand the shared responsibility between detective sergeants and on-duty staff sergeants in maintaining report integrity.

I.S.S. will engage with detective sergeants to determine how they are notified of a search warrant executed report that requires approval through their workflow or if there is a quality control position at their division to ensure compliance.

Implementation Date: Quarter Four 2025 (November).

[9] The sample size reviewed for this compliance test was 23; 1/24 search warrants had been executed on a storage locker in a police facility and did not require a Risk and Entry Template be completed.
[10] The Risk and Entry Template had not been submitted for 3/23 eReports reviewed and therefore could not be reviewed by a supervisor. As a result, the sample size for this compliance test was reduced to 20 eReports.

Recommendations

Recommendation #2 – Supervisory Review of S.W.E. eReports

S.P. 02-18 requires either a staff sergeant or a detective sergeant to review all required eReports.

Although the procedure allows either position to review eReports, detective sergeants are responsible for the supervision of their investigative members and their investigations, including search warrants.

Given the oversight that detective sergeants have of search warrants being executed by members under their supervision, S.P. 02-18 should be amended to limit supervisory review of S.W.E. eReports exclusively to detective sergeants.

Risk Rating: **Medium**

Recommendation #2: That the Chief Superintendent, Investigative Support, in conjunction with the Executive Advisor & Manager, Strategic Planning & Governance, amend Service Procedure 02-18, Executing a Search Warrant, to assign the task of reviewing Search Warrant Executed eReports exclusively to detective sergeants.

Management Response from the Chief Superintendent, Investigative Support:

1) Liaise and coordinate with the Strategic Planning & Governance unit to amend Service Procedure 02-18 to assign the task of reviewing Search Warrant Executed eReports exclusively to detective sergeants.
2) Changes will be communicated via the appropriate channel (e.g. e-mail to unit commanders for further distribution, eUpdate).

Implementation Date: Quarter One 2026.

Recommendation #3 – Evidence of Review of S.W.E. eReports

S.P. 02-18 indicates when members under their supervision execute a search warrant, the staff sergeant or detective sergeant shall review all eReports.

However, the understanding of how review of the S.W.E. eReport should be shown as completed within V.D.X. varies among staff sergeants and detective sergeants and there is no direction in S.P. 02-18 to explain how completion of this review should be recorded.

Consultation with four detective sergeants and one staff sergeant in the field confirmed a lack of consistency with respect to how review of the S.W.E. eReport is indicated within V.D.X.

Direction should be provided to detective sergeants as to how they should indicate review of the S.W.E. eReport has been completed for clarity and consistency.

Risk Rating: **High**

Recommendation #3: That the Chief Superintendent, Investigative Support, in conjunction with the Executive Advisor & Manager, Strategic Planning & Governance, amend Service Procedure 02-18, Executing a Search Warrant, to provide direction as to how detective sergeants must indicate that the Search Warrant Executed eReport has been reviewed for completeness and accuracy.

Management Response from the Chief Superintendent, Investigative Support:

1) Create a framework for detective sergeant review through key stakeholder engagement and subsequent approvals (chief superintendents).
2) Liaise and coordinate with members of Change Management to create a framework for detective sergeant review. This may result in the creation of a text template or other means of tracking.
3) Liaise and coordinate with the Strategic Planning & Governance unit to amend Service Procedure 02-18, Executing a Search Warrant to provide direction as to how a detective sergeant must indicate that the Search Warrant Executed eReport has been reviewed for completeness and accuracy.
4) Changes will be communicated via the appropriate channel (e.g. e-mail to unit commanders, eUpdate).

Implementation Date: Quarter Two 2026.

Compliance Issue

Issue #10 – Scanning Notes into the S.W.E. eReport

S.P. 02-18 requires the supervisory officer in charge of a search warrant entry to ensure all members participating in the entry and investigation are fully briefed on the plan to execute the search warrant. The member providing the briefing must document who was present at the briefing and the details discussed.

S.P. 13-17 requires a member to scan and attach all notes into the original eReport in V.D.X. when:

- investigating a major case as defined by the Ontario Major Case Management Manual;
- making an arrest;
- investigating a matter likely to be prosecuted; and
- as deemed necessary.

Of the 23 S.W.E. eReports reviewed:

- 9/23[11] (39%) were missing the notes of the member who had delivered the search warrant briefing;

[11] 1/24 search warrants had been executed on a storage locker in a police facility and did not require that a briefing take place. As a result, the sample size for this compliance test was reduced to 23 eReports;

- All nine (100%) eReports met at least one of the criteria listed in S.P. 13-17 that would require members to scan and attach their notes into the S.W.E. eReport.

Management Response from Chief Superintendent, Investigative Support:

I.S.S. will consult with Change Management to develop a standardized template in Versadex (V.D.X.) that will have a field capturing the name of the officer holding the briefing. This information will also be captured in a future standardized search warrant briefing package created by the I.S.S. team. The detective sergeant will be required to ensure the search warrant briefing package and/or the notes of the officer holding the briefing are scanned into the eReport prior to approving the occurrence.

Implementation Date: End of Quarter Four 2025.

Recommendations

Recommendations #4 and #5 – Form T.P.S. 990, Search Warrant – Notice to Owner/Occupant

S.P. 02-18 requires that the T.P.S. 990 be completed and provided to the owner/occupant of the premises being searched but does not direct the member to attach or include documentation in the S.W.E. eReport to indicate that the T.P.S. 990 was provided to the owner/occupant.

The T.P.S. 990 does not provide guidance to members to scan and attach the document into the S.W.E. eReport to confirm it was completed. Furthermore, the Risk and Entry Template does not include any reference to the T.P.S. 990 that would require the member to indicate that the form was provided to the owner/occupant.

To ensure clear and consistent documentation confirming the T.P.S. 990 was completed and provided to the owner/occupant of the premises being searched, the Risk and Entry Template should be amended to include information identifying the member who provided the form. The T.P.S. 990 should be amended to direct members to scan and attach the completed form to the S.W.E. eReport.

Risk Rating: **High**

Recommendation #4: That the Chief Superintendent, Investigative Support, amend the Assessment of Risk Factors and Entry Plan Text Template to add a field for the badge number of the member providing the Form T.P.S. 990, Search Warrant - Notice to Owner/Occupant to the owner/occupant of the location searched.

Management Response from the Chief Superintendent, Investigative Support:

1) Liaise and coordinate with the Records Management Services team (Change Management) to update and make changes to the Assessment of Risk Factors and Entry Plan Text Template in Versadex:

    a) Add a field for badge number of member providing the T.P.S. 990.

2) Changes will be communicated via the appropriate channel (e.g. e-mail to unit commanders for further distribution, eUpdate).
3) Changes made will also be reflected within the new Records Management Services implementation roadmap.

Implementation Date: Quarter 1 2026.

Risk Rating: **High**

Recommendation #5: That the Chief Superintendent, Investigative Support, in conjunction with the Executive Advisor & Manager, Strategic Planning & Governance, amend Form T.P.S. 990, Search Warrant - Notice to Owner/Occupant, to add the following to the distribution list: 'Copy of completed form to be scanned and attached to the Search Warrant Executed eReport.'

Management Response from the Chief Superintendent, Investigative Support:

1) Liaise and coordinate with the Strategic Planning & Governance unit to amend the T.P.S. 990 to add the following to the distribution list: 'Copy of completed form to be scanned and attached to the Search Warrant Executed eReport.'
2) Changes will be communicated via the appropriate channel (e.g. e-mail to unit commanders for further distribution, eUpdate).

Implementation Date: Quarter One 2026.

Recommendation #6 – Referral to Support Services

S.P. 02-18 requires members to ask the occupant(s) of a place searched if they would like a referral to be made to support services where:

- children are present when the search warrant was executed;
- vulnerable adult/persons are present when the search warrant was executed;
- persons with disabilities are present when the search warrant was executed; or
- any other circumstances in which the supervisory officer believes a referral should be made.

S.P. 02-18 does not specify where or how the offer for referral should be documented to confirm an offer of referral was made, where applicable.

The T.P.S. 990 includes a checkbox to indicate whether "Permission was obtained for Toronto Police Service to provide referral(s) to the Community Crisis Response Programme", however, this check box does not differentiate between instances where a person refuses an offer versus instances where no offer was made for various reasons, including that no children, vulnerable persons, or persons with disabilities, or perhaps no occupants at all, were present during the execution of the search warrant.

The T.P.S. 990 should be amended to ensure relevant information related to referrals for support services is documented on the form.

Risk Rating: **High**

Recommendation #6: That the Chief Superintendent, Investigative Support, in conjunction with the Executive Advisor & Manager, Strategic Planning & Governance, amend Form T.P.S. 990, Search Warrant - Notice to Owner/Occupant, to better align with Service Procedure 02-18, Executing a Search Warrant, by adding the following fields:

a) whether an offer for a referral of support services was applicable;
b) if applicable, whether an offer was provided;
c) if provided, whether the offer was accepted; and
d) the badge number of the member providing the referral.

Management Response from the Chief Superintendent, Investigative Support:

1) Liaise and coordinate with the Strategic Planning & Governance unit to amend the T.P.S. 990 to add the following fields:

   a) whether an offer for a referral of support services was applicable;

   b) if applicable, whether an offer was provided;

   c) if provided, whether the offer was accepted; and

   d) the badge number of the member providing the referral.

2) Changes will be communicated via the appropriate channel (e.g. e-mail to unit commanders for further distribution, eUpdate).

Implementation Date: Quarter One 2026.

Positive Finding – T.P.O.C. Notification

S.P. 02-18 requires the O.I.C. - T.P.O.C. to be notified when planning to execute a search warrant.

- 24/24 (100%) S.W.E. eReports, related T.P.O.C. Event Log or I.C.A.D. reports reviewed contained documentation that T.P.O.C. had been notified prior to execution of the search warrant.

2. Violent Crime Linkage Analysis System Compliance Follow-up Audit - 2025

PUBLIC REPORT

June 29, 2026

To: Chair and Members
Audit and Risk Management Committee
Toronto Police Service Board

From: Myron Demkiw
Chief of Police

Subject: Violent Crime Linkage Analysis System Compliance Follow-up Audit - 2025

Purpose: ☒ Information Purposes Only ☐ Seeking Decision

Recommendation:

This report recommends that the Audit and Risk Committee receive this report for information.

Financial Implications:

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

Summary:

The purpose of this report is to provide the Toronto Police Service Board (Board) Audit and Risk Committee with the *Violent Crime Linkage Analysis System (V.i.C.L.A.S.) Compliance Follow-up Audit - 2025*, prepared by the Toronto Police Service's Audit & Quality Assurance unit (A.&Q.A.).

Discussion:

V.i.C.L.A.S. is a national database operated and maintained by the Royal Canadian Mounted Police for the purpose of linking occurrences of designated offences across the country. Justice Epstein issued her report, *"Missing and Missed: Report of the Independent Civilian Review into Missing Persons Investigations"* in 2021. Recommendation #23 of the report requires A.&Q.A. to evaluate V.i.C.L.A.S.

compliance. Recommendation #24 requires A.&Q.A. reports on V.i.C.L.A.S. compliance be provided to the Board.

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

Conclusion:

It is recommended that the Audit and Risk Committee receive this report.

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

Respectfully submitted,

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

Attachment:
V.i.C.L.A.S. Compliance Follow-up Audit - 2025

Toronto Police Service

Violent Crime Linkage Analysis System (V.i.C.L.A.S.) Compliance Follow-up Audit - 2025

Audit & Quality Assurance

Approved by the Executive Assurance Committee – February 24, 2026

Table of Contents

Violent Crime Linkage Analysis System (V.i.C.L.A.S.) Compliance Follow-up Audit

Background

The Violent Crime Linkage Analysis System (V.i.C.L.A.S.) is a national database operated and maintained by the Royal Canadian Mounted Police for the purpose of linking occurrences of designated offences across the country. Provincial V.i.C.L.A.S. Centres (P.V.C.s) obtain V.i.C.L.A.S. reports from police services within their respective provinces and supply data to the national database. The designated P.V.C. for Ontario is administered by the Ontario Provincial Police, which receives V.i.C.L.A.S. reports from municipal and regional police services across the province.

The information compiled within V.i.C.L.A.S. allows specially trained investigators to monitor, analyze and compare known and unknown offenders. Through analysis, V.i.C.L.A.S. assists police in identifying links between crimes and identifying serial crimes and/or criminals by focusing on the trends or similarities that exist among crimes potentially committed by the same offender.

As per Ontario Regulation 550/96: V.i.C.L.A.S. Reports (O. Reg. 550/96) under the *Police Services Act* (P.S.A.) (pre April 1, 2024) and Ontario Regulation 395/23: Investigations (O. Reg. 395/23) under the *Community Safety and Policing Ac*t (C.S.P.A.) (as of April 1, 2024), the Toronto Police Service (Service) is responsible for submitting required information to the Ontario P.V.C. for qualifying offences, referred to as reportable investigations, that occur within the City of Toronto. V.i.C.L.A.S. reports for the Service are centrally tracked and monitored by two V.i.C.L.A.S. coordinators within the Homicide & Missing Persons Unit - Major Case Management Section to encourage compliance.

Justice Epstein issued her report, *"Missing and Missed: Report of the Independent Civilian Review into Missing Persons Investigations"* in 2021. The report included 151 recommendations directed to the Service and the Toronto Police Service Board (Board). Recommendation #23 of the report requires Audit & Quality Assurance (A.&Q.A.) to evaluate V.i.C.L.A.S. compliance. Recommendation #24 requires A.&Q.A. reports on V.i.C.L.A.S. compliance to be provided to the Board.

The first audit of V.i.C.L.A.S. compliance was completed by A.&Q.A. in October 2022. At that time, recommendations #23 and #24 were confirmed as "implemented" by the Missing and Missed Project Team, on the condition that A.&Q.A. perform a follow-up compliance audit in 2025.

The follow-up compliance audit of V.i.C.L.A.S. was included in the 2025 Audit Work Plan, which was approved by the Executive Assurance Committee on January 8, 2025.

Objectives

The objectives of this project were to ensure:

- all reportable investigations are identified by the Service and have a corresponding V.i.C.L.A.S. report completed in accordance with Service Procedure 05-19, V.i.C.L.A.S., O. Reg. 550/96 and O. Reg. 395/23;
- all supplemental V.i.C.L.A.S. submissions and responses to potential linkage reports received are completed in accordance with Service Procedure 05-19, V.i.C.L.A.S., O. Reg. 550/96 and O. Reg. 395/23; and
- follow-up investigations are conducted for non-compliant V.i.C.L.A.S. reports or potential linkage report responses, as per Service Procedure 05-19, V.i.C.L.A.S.

Scope

The scope of this project included, but was not limited to:

- interviews with members of the Homicide & Missing Persons Unit – Major Case Management Section, the Policing Applications Unit and the Professional Standards Unit (P.R.S.);
- interviews with unit complaint coordinators (U.C.C.s) from select units/divisions;
- walkthrough of the Toronto Police Service Tracker (T.P.S. Tracker) application, which was introduced in February 2025 to replace the previous V.i.C.L.A.S. Tracker;
- review and analysis of the reports, data and notations within the T.P.S. Tracker;
- data analysis related to V.i.C.L.A.S. reports for the period to determine compliance with submission timelines;
- compliance testing of a sample of V.i.C.L.A.S. reports and responses to potential linkage reports;
- consultation with the P.V.C.;
- review of general occurrence data within Versadex (V.D.X.), emails and other relevant documentation that pertain to V.i.C.L.A.S. reports and potential linkage reports;
- review of the requirements of O. Reg. 550/96 and O. Reg. 395/23;
- review of Service Procedures 05-19, V.i.C.L.A.S. (S.P. 05-19), 13-03, Police Officer Internal Complaint Process (S.P. 13-03) and applicable routine orders;
- review of recommendations #23 and #24 from the 2021 *"Missing and Missed: Report of the Independent Civilian Review into Missing Persons Investigations"*; and
- review of the 2022 V.i.C.L.A.S. Compliance audit completed by A.&Q.A., including implementation status of prior recommendations and non-compliance issues.

Compliance testing and data analysis was performed on V.i.C.L.A.S. reports, supplemental submissions and potential linkage response reports identified from January 01, 2024 – December 31, 2024[1].

A qualitative review of the investigative information included in sampled V.i.C.L.A.S. reports and potential linkage report responses was **excluded** from the scope of this audit.

The former V.i.C.L.A.S. Tracker application was being decommissioned by the end of 2024. As a result, A.&Q.A. could not perform a walkthrough of this application and instead performed a walkthrough of the new T.P.S. Tracker[2] application, which began operation in February 2025.

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

- considering the probability of significant errors, fraudulent entries, noncompliance, and the related risk management through effective internal controls; and
- identifying key information technology risks.

Conclusion

Overall, the findings in this report represent a medium risk to the Service. This report contains one recommendation and two non-compliance issues.

Areas of non-compliance include:

- late submission of V.i.C.L.A.S. reports to the P.V.C. and the V.i.C.L.A.S. coordinators; and
- late submission of potential linkage report responses to the P.V.C. and the V.i.C.L.A.S. coordinators.

S.P. 05-19 requires amendment to align with the reportable investigations and terminology identified in O. Reg. 395/23.

Positive findings include:

- confirmation that the T.P.S. Tracker is programmed to extract all uniform crime reporting codes associated with V.i.C.L.A.S. reportable investigations from Versadex to support compliance monitoring;

[1] Data analytics and compliance testing was completed on data extracted from the T.P.S. Tracker as at August 5, 2025.

[2] The T.P.S. Tracker scans Versadex hourly to identify and track V.i.C.L.A.S. reportable investigations based on the uniform crime reporting codes assigned to occurrences identified as reportable investigations within the regulation. Members can monitor the status of their own V.i.C.L.A.S. reportable investigations using the T.P.S. Tracker, and members with oversight responsibilities can use the T.P.S. Tracker to monitor compliance for all members within their division/unit.

- randomly sampled potential linkage report responses and V.i.C.L.A.S. reports were confirmed by the P.V.C. to have been received on the same day or one day later than the date noted in the T.P.S. Tracker;
- randomly sampled V.i.C.L.A.S. reports[3] had no subsequent material change and/or significant information in the investigation identified after completion of the original report that would have required a supplemental submission to be completed; and
- sampled potential linkage report responses had the required entries made in V.D.X. to document the steps taken to investigate the potential linkage, as per S.P. 05-19.

The Service achieved a 97% compliance rate for 2024 V.i.C.L.A.S. reports sent to the P.V.C within 30 days of the investigation start date and is the only police service in the province to have a dedicated application to identify and track V.i.C.L.A.S. reportable investigations, V.i.C.L.A.S. reports, supplemental submissions and potential linkage report responses. Of all the police services in the province, the Service submits the majority of V.i.C.L.A.S. reports received by the P.V.C.

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

	February 25, 2026
Angela Schieda, C.P.A., C.A., C.I.A. Manager, Audit & Quality Assurance	Date

[3] Samples for this test were selected from V.i.C.L.A.S. reports that did not have a supplemental submission subsequently completed.

Objective 1

To ensure all reportable investigations are identified by the Service and have a corresponding V.i.C.L.A.S. report completed in accordance with S.P. 05-19, O. Reg. 550/96 and O. Reg. 395/23.

Compliance Issue

Issue #1 – V.i.C.L.A.S. Reports

S.P. 05-19 requires the member assigned to complete a V.i.C.L.A.S. reportable investigation to submit the report to the V.i.C.L.A.S. coordinator within 21 days of the start of the investigation.

Section 2 (1) of O. Reg. 550/96[4] and Section 18 (2) of O. Reg. 395/23[5] require a V.i.C.L.A.S. report be completed and submitted to the P.V.C. within 30 days of the investigation start date.

A review of the 2024 V.i.C.L.A.S. data extracted from the T.P.S. Tracker identified that:

- 1845/2093 (88%) V.i.C.L.A.S. reports were submitted to the V.i.C.L.A.S. coordinator within 21 days of the investigation start date.
    - Of the 248/2093 (12%) reports submitted late, days late ranged from 1 - 213 days and were on average nine days late.
- 2034/2093 (97%) V.i.C.L.A.S. reports were submitted to the P.V.C. within 30 days of the investigation start date.
    - Of the 59/2093 (3%) reports submitted late, days late ranged from 1 - 207 days and were on average 21 days late.

Management indicated that some late V.i.C.L.A.S. reports may be attributed to the assigned member not completing the report because they were unable to locate a victim to obtain the victim's statement, or the victim refusing to provide a statement.

Other contributing factors to non-compliance included assigned members beginning their regular days off or a leave and the report becoming non-compliant during that time. It is the shared responsibility of the assigned member and their supervisor to monitor upcoming V.i.C.L.A.S. submission deadlines; if the assigned member is unavailable, supervisors must ensure the report is reassigned to achieve compliance.

Management Response from the Chief Superintendents, East Field Command and West Field Command:

To address the identified gaps in V.i.C.L.A.S. compliance, supervisory accountability will be emphasized by clearly assigning V.i.C.L.A.S. oversight responsibilities to detective sergeants and, at divisions where established, within quality control positions, to ensure submissions are accurate, timely, and compliant with legislative and Service

[4] Applies to reportable investigations with an investigation start date before April 1, 2024.
[5] Applies to reportable investigations with an investigation start date of April 1, 2024 or later.

requirements. To ensure consistent usage of the V.i.C.L.A.S./Major Case Management Tracker, appropriate access levels will be granted to newly promoted detective sergeants. In addition, a virtual training presentation (training video) will be delivered by a V.i.C.L.A.S. coordinator and will be incorporated into the scheduled divisional training days. Furthermore, this training video will be made available to all Criminal Investigation Bureau investigators for ongoing reference.

Management Response from the Chief Superintendent, Detective Operations:

The issues identified were primarily in one unit. The unit commander has been consulted and enhanced training from V.i.C.L.A.S. will be provided on their training day to avoid future issues. There will also be a general reminder sent to all members of scene of crime regarding their responsibility to adhere to timelines for V.i.C.L.A.S. reporting.

Recommendation

Recommendation #1 – Reportable Investigations in S.P. 05-19

A comparison of reportable investigations listed in S.P. 05-19 to those listed in O. Reg. 395/23 determined that S.P. 05-19 has not been updated to reflect reportable investigations required by O. Reg. 395/23 that would require one or more V.i.C.L.A.S. reports to be made to the P.V.C.

Specifically, S.P. 05-19 does not include the following reportable investigations:

- attempted sexual assault;
- new submission requirement for missing persons not located or contacted by a member of a police service for 30 days after being reported missing;
- sexual interference and sexual exploitation; and
- invitation to sexual touching.

S.P. 05-19 also uses outdated terminology that is no longer referenced in O. Reg. 395/23. For example, the term “domestic” has been changed to “intimate partner” in the regulation.

Risk Rating: **Medium**

Recommendation #1: That the Inspector, Homicide & Missing Persons Unit, in conjunction with the Executive Advisor & Manager, Strategic Planning & Governance, amend Service Procedure 05-19, Violent Crime Linkage Analysis System to align with the reportable investigations and terminology identified in Ontario Regulation 395/23 under the *Community Safety and Policing Act*.

Management Response from the Inspector, Homicide & Missing Persons Unit:

The Homicide & Missing Persons Unit agrees with this recommendation. The Homicide & Missing Persons Unit will collaborate with the Executive Advisor & Manager, Strategic Planning & Governance, to review and amend Service Procedure 05-19 as required, to ensure full alignment with the reportable investigations and terminology outlined in

Ontario Regulation 395/23. This will support continued compliance with V.i.C.L.A.S. reporting obligations, including the timely submission of V.i.C.L.A.S. Crime Analysis Reports within 30 days of the start of reportable investigations. Implementation is anticipated to be completed by Quarter Two 2026.

Positive Findings

- A.&Q.A. determined that the uniform crime reporting (U.C.R.) codes included in the T.P.S. Tracker data extraction program align with the U.C.R. codes assigned to V.i.C.L.A.S. reportable investigations in V.D.X.
- The P.V.C. confirmed that they received all 10 randomly sampled V.i.C.L.A.S. reports on the same day as the date noted in the T.P.S. Tracker.

Objective 2

To ensure all supplemental V.i.C.L.A.S. submissions and responses to potential linkage reports received are completed in accordance with S.P. 05-19, O. Reg. 550/96 and O. Reg. 395/23.

Compliance Issue

Issue #2 – Potential Linkage Report Responses

S.P. 05-19 requires the assigned member, when notified by the V.i.C.L.A.S. coordinator of a potential linkage report received from the P.V.C., to complete a potential linkage response form within 45 days and submit the form to the V.i.C.L.A.S. coordinator.

Section 2.1 (b) of O. Reg. 550/96[6] and Section 18 (5)(b) of O. Reg. 395/23[7] require all potential linkage reports received from the P.V.C. to be investigated and responded to by the investigating member within 60 days of receipt in the prescribed Potential Linkage Response Form.

A review of 2024 T.P.S. Tracker data related to potential linkage report responses identified:

- 30/50 (60%) potential linkage report responses were submitted to the V.i.C.L.A.S. coordinator within 45 days of receipt of the potential linkage report.
    - Of the 20/50 (40%) potential linkage report responses submitted late to the V.i.C.L.A.S. coordinator; days late ranged from 1 - 72 days and were on average 20 days late.
- 40/50 (80%) potential linkage report responses were submitted to the P.V.C. within 60 days of receipt of the potential linkage report.

[6] Applies to potential linkage reports received from the P.V.C. before April 1, 2024.
[7] Applies to potential linkage reports received from the P.V.C. on or after April 1, 2024.

- Of the 10/50 (20%) potential linkage report responses submitted late to the P.V.C.; days late ranged from 14 - 57 days and were on average 27 days late.

Management Response from the Chief Superintendents, East Field Command and West Field Command:

To address the identified gaps in V.i.C.L.A.S. compliance, supervisory accountability will be emphasized by clearly assigning V.i.C.L.A.S. oversight responsibilities to detective sergeants and, at divisions where established, within quality control positions, to ensure submissions are accurate, timely, and compliant with legislative and Service requirements. To ensure consistent usage of the V.i.C.L.A.S./Major Case Management Tracker, appropriate access levels will be granted to newly promoted detective sergeants. In addition, a virtual training presentation (training video) will be delivered by a V.i.C.L.A.S. coordinator and will be incorporated into the scheduled divisional training days. Furthermore, this training video will be made available to all Criminal Investigation Bureau investigators for ongoing reference.

Management Response from the Chief Superintendents, Detective Operations and Investigative Support:

The issues identified were primarily in one unit. The unit commander has been consulted and enhanced training from V.i.C.L.A.S. will be provided on their training day to avoid future issues. There will also be a general reminder sent to all members of scene of crime regarding their responsibility to adhere to timelines for V.i.C.L.A.S. reporting.

Positive Findings

- 9/10 (90%) randomly sampled potential linkage report responses had the required entry made in V.D.X. to note the steps taken to investigate the linkage.
- The P.V.C. confirmed that they received all 10 randomly sampled potential linkage report responses on the same day or one day later than the date noted in the T.P.S. Tracker.
- 25/25 (100%) randomly sampled V.i.C.L.A.S. reportable investigations had no material change and/or information significant included in the investigation that would warrant a supplemental V.i.C.L.A.S. report to be submitted to the P.V.C.

Objective 3

To determine if follow-up investigations are conducted for non-compliant V.i.C.L.A.S. reports or potential linkage report responses in accordance with S.P. 05-19.

Other Findings – Divisional Actions for V.i.C.L.A.S. Non-Compliance

As per S.P. 05-19, when the unit commander of a unit/division is notified of non-compliance related to the submission of a V.i.C.L.A.S. report or response to a potential linkage report, the unit commander must ensure that an investigation is completed. Initial non-compliance is usually investigated and resolved at the unit/division level through discussion and counseling with the non-compliant member.

For progressive instances of non-compliance, a unit commander may choose to discipline the member at the unit/division level or file an internal conduct complaint by submitting a T.P.S. 901, Policy, Service or Conduct Report Form (T.P.S. 901) in accordance with S.P. 13-03.

A.&Q.A. confirmed with P.R.S. that no T.P.S. 901s related to V.i.C.L.A.S. non-compliance were received in 2024. To determine whether non-compliant members received counseling and/or discipline at the divisional level, a sample of ten[8] non-compliant V.i.C.L.A.S. reports were reviewed in consultation with the associated divisional U.C.C.s to determine what follow-up action was taken.

Responses provided by five divisional U.C.C.s indicated that:

- all eight[9] non-compliant members were prompted to complete the late V.i.C.L.A.S. report(s); and
- further counseling was provided to reiterate the procedural and regulatory submission requirements to deter future non-compliance.

All ten late V.i.C.L.A.S. reports were subsequently completed and submitted to the P.V.C.

[8] The ten sampled reports were submitted to the P.V.C. beyond the 30-day regulatory requirement (ranging from 17 - 207 days late).
[9] Two members had two late reports each assigned to them, the remaining six members had one late report each assigned, for a total of eight non-compliant members.