



Owen Sound Police Services Board

2nd Floor Meeting Room

Tuesday July 2nd, 2024 at 10:00 a.m.

PUBLIC SESSION MINUTES

Members Present: J. Thomson (Chair), I. Boddy, S. Kukreja, B. O'Leary

Management Present: Chief C. Ambrose, Inspector J. Fluney

Absent with Regret: Inspector D. Bishop

Minutes: K. Wardell

1. Call to Order

Chair Thomson called the meeting to order at 10:07 a.m.

2. Land Acknowledgment

I would like to respectfully acknowledge that we are meeting on the traditional lands of the First Nations and has been inhabited by Indigenous peoples from the beginning. In particular, I acknowledge the history, spirituality, and culture of the Territory of the Anishinabek Nation; the People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation and further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, known collectively as the Saugeen Ojibway Nation, as the traditional keepers of this land. We recognize and deeply appreciate their historic connection to this area as well as the contributions of Métis, Inuit, and other Indigenous peoples whose ancestors shared these lands and waters. May we live with respect for each other on this land and live in peace and friendship with all its diverse peoples.

Megwitch

"Prior to today's meeting, the Board met in closed session to review and discuss matters that in their opinion fell under Section 35 (4) of the Police Services Act, R.S.O 1990 c. P.15 and Section 24 item b) of the OSPSB General Policy- 003 – Board Governance.

3. Approval of the Agenda

Moved by B. O’Leary, seconded by I. Boddy.

“That the agenda dated July 2, 2024, be approved.” CARRIED

4. Declaration of Conflict of Interest arising out of the Minutes and Matters Listed on the Agenda. HEARING NONE

5. Presentations, Deputations, and Public question period.

None at this time.

6. Confirmation of the Minutes of the Public Session held May 29, 2024.

Moved by I. Boddy, seconded by S. Kukreja.

“That the minutes dated May 29, 2024, be approved.” CARRIED

7. Business arising out of the Public Session Minutes of the May 29, 2024. HEARING NONE

8. Correspondence received

- a) Thank you from OAPSB for donation to Spring Conference

9. Chairman’s Report

Chair Thomson reported that on June 3rd through the 5th he attended the OAPSB’s AGM and Spring Conference. As a board member representing Zone 5 he attended the AGM the afternoon of June 3rd.

The Spring Conference started on June 4th with welcoming remarks from the Honorable Minister Kerzner, Solicitor General of Ontario.

Participants attending heard a number of presentations. Some of the more interesting presentations included:

- Professionalizing Police Governance in Ontario – the importance of Board Staff
- Ryan Teschner the inspector General of Policing gave a presentation on What Boards Need to Know – as it relates to the new CSPA.
- There were break out sessions for Municipal Boards that touched on
 - Diversity Plans, implementation and evaluation should be a shared goal
 - IDEA

- Inclusion
- Diversity
- Equality or Equity
- Accessibility
- Board Responsibilities Regarding Police Operations as it relates to the act
- Key Polices (IG will be inspecting policies)
- Surveys – their importance when evaluating the Chief, board and service.
- Presentation on the new requirements surrounding Special Constables in the CSPA
- Working together to improve leadership and culture.

10. Governance

No new governance to report at this time.

11. Reports from Inspector D. Bishop

- Inspector Fluney presented the following reports on behalf of Inspector Bishop
 - a) Criminal Investigations Branch and Drug Enforcement/Criminal Intelligence Unit
 - b) Auxiliary Unit Report
 - c) Community Oriented Response & Enforcement Unit

12. Reports from Inspector J. Fluney

- Inspector Fluney presented the following reports
 - a) Front Line Patrol and Collision Statistics
 - b) Community Services Office
 - c) Lost Hours and Training

13. Reports from Director of Civilian Services K. Fluney

- Chief Ambrose presented the following report on behalf of Director Fluney

14. Report from Director of Corporate Services S. Bell-Matheson and Director of Information Technology Services C. Hill

- Inspector Fluney presented the following report on behalf of Director Bell-Matheson and Director Hill

15. Financial Update from the Chief of Police

No update at this time, a comprehensive update will be provided at the October 2, 2024 meeting.

16. Operating Reports from the Chief of Police

- a) Chief's Activity Report

17. Other Items and New Business

- a) Proposed Date for Staff Appreciation Night

Proposed dates for staff appreciation night are October 9,16 or 23. Once confirmed, invites will be sent out.

- b) New Board Policies for Review

- i. OSPSB GP-011 - Special Constables
- ii. OSPSB GP-009 – Complaints of Misconduct
- iii. OSPSB GP-012 Relationships in the Workplace – Conflict of Interest
- iv. OSPS GP-013 Disclosure of Misconduct and Reprisals
- v. Application for Appointment as a Special Constable
- vi. Certificate of Appointment Special Constable

Moved by S. Kukreja, seconded by B. O’Leary.

“That the OSPSB approve the above policies.” **CARRIED**

- c) Rescind policy OSPSB GP-009 - Hearings Before the Board

Moved by B. O’Leary, seconded by I. Boddy

“That policy OSPSB -GP-009- Hearings Before the Board be rescinded.”
CARRIED

- d) Appeal of Taxi License

Moved by I. Boddy, seconded by S. Kukreja

*“That the board unanimously support Chief Ambrose decision in denying the individual’s taxi license appeal.” **CARRIED***

e) CSPA Aggregate Disciplinary Report

Chief Ambrose stated that, following the new CSPA guidelines, an Aggregate Disciplinary report was prepared and submitted. He further mentioned that there are no incidents to report.

f) Owen Sound Private Transportation By-Law 2024-01

Moved by B. O’Leary, seconded by S. Kukreja

*“That a fee schedule for Private Transportation Driver be added within the Owen Sound Private Transportation by-law 2024-01 be approved.” **CARRIED***

18. Termination of the Public Meeting

As the board had dealt with all of the items on the agenda, and there being no additional business to conduct, the chair declared the open session to be terminated at 10:34 a.m.

Next Meeting: October 2nd, 2024



Ontario
Association of
Police Service
Boards

John Thomson
Owen Sound Police Service Board
922 2nd Avenue West
Owen Sound, Ontario N4K 4M7

June 14, 2024

Dear John,

On behalf of the **Ontario Association of Police Service Boards (OAPSB)**, it is our sincere pleasure to thank you for sponsoring the 2024 Spring Conference and AGM. Your partnership is appreciated and valued.

This year's conference was a great success. We had an excellent agenda, a great group of speakers and many generous supporters. Perhaps the greatest value was in the discussion and questions that were raised as we collectively worked through some important and timely issues related to our evolving governance roles. Together we shared information and different perspectives and learned from each other. We have some great momentum that we need to continue to build on. We can and will accomplish more together.

Your sponsorship contribution was used to:

- Help keep costs as low as possible for our Members attending the Spring Conference
- Offset the expenses related to delivering the event
- Support the marketing and outreach required to inform and communicate with members
- Compensation for Keynote speakers and Entertainment
- Deliver upgrades to our education & training to membership

We thank you so much for providing your partnership and hope you will return in 2025!

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Weaver'.

Patrick Weaver
Chair

A handwritten signature in black ink, appearing to read 'Lisa Darling'.

Lisa Darling
Executive Director

CC Holly Doty
Ontario Association of Police Services Boards
PO Box 43058 London RPO Highland ON N6J 0A7
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REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: CRIMINAL INVESTIGATIONS BRANCH AND DRUG ENFORCEMENT / CRIMINAL INTELLIGENCE UNIT – MAY 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: July 2, 2024

RECOMMENDATION(S):

For Information

REPORT:

Investigations

Homicide – (August 17, 2023) - On August 18, 2023, members of CIB followed up on a serious assault which occurred just after 9:00 p.m. in the 900 block of 2nd Avenue East, Owen Sound. Uniformed members had responded to the incident on the 17th and commenced the investigation. On August 24, 2023, the victim, 44-years-of-age of Owen Sound, died from his injuries. The homicide investigation is ongoing.

Homicide – (July 11th, 2023) – Members of CIB continue to investigate the murder of a 17-year-old male at an apartment building in the City of Owen Sound. Dustin NOONAN of Owen Sound was charged with First Degree Murder and remains in custody. Twenty - five-year-old Donte’a Ryan MITCHELL, from North York, was charged with First Degree Murder in August and he remains in custody. In late November, a 17 year old Brampton resident was arrested and charged with First Degree Murder.

Homicide – (July 7th, 2023) – Members of CIB continue to investigate the homicide of a 47-year-old male which occurred at a residence on 2nd Avenue East in the City of Owen Sound. In July, Cody HASSARD was charged with Second Degree Murder as well as other offences and Ashley Lynn DYKSTRA was charged with Accessory After the Fact to Murder as well as other offences, both remain in custody.

Procuring – (May 23rd, 2024) – In September, 2023 the Owen Sound Police Service commenced a procuring investigation that involved a 14-year-old female. As a result of the investigation, a 32-year-old, Owen Sound man was arrested and charged with Procuring a Person Under 18.

Bank Robbery – (May 31st, 2024) – Members of CIB assisted uniform patrol officers with the investigation into a robbery that had occurred at a downtown financial institution. As a result of the quick police response, an 18-year-old Meaford man was arrested approximately fifteen minutes after the robbery had been reported. The man was charged with Robbery and Possession of Proceeds of Crime.

Uniform Assistance

Sudden Death – (April 26th, 2024) – UPDATE - CIB assisted members of uniform patrol with the sudden death of a 40-year-old female. The pathology report was received and indicated the cause of the death to be drug toxicity combined with her pre-existing medical condition of asthma.

Domestic Assault – (May 14th, 2024) – CIB assisted members of uniform patrol in attempts to locate a high-risk domestic offender who fled the area after becoming aware that a warrant was issued for his arrest. The 49-year-old male turned himself in one week after charges were laid and has since been released on conditions.

Sudden Death - (May 21st, 2024) – CIB assisted members of uniform patrol with the sudden death of a 63-year-old male. The pathology report is pending, but the death is suspected to be the result of a drug overdose. The investigation is continuing.

Assault / Robbery – (May 29th, 2024) – CIB assisted members of uniform patrol with the investigation of an assault and robbery of a 38-year-old Meaford male by three acquaintances in a vehicle and on an east side street before fleeing the area. A concerned citizen contacted police and the victim was located a short distance away, transported to hospital and treated for minor injuries. The investigation is continuing.

Follow Up

MMHART Statistics

Officer Referrals/ Consultations = Not available
Follow Up's = Not available
Community Support Consultations = Not available
Community Support Referrals = Not available
Incident Response/Support = Not available
STAR cases = Not available

Training

Homicide Investigator – DC Hawke
Major Case Management (OPC) – DC Bridgeman
Block Training (Firearms and IRD) – Trainer, DC Houston
Block Training (Firearms & IRD) – DC Martin, DC Hawke, DC Bridgeman and DS Rawn

Meetings

Virtual Situation Table Meetings (Weekly) – DC Bridgeman & DC Martin
Violence Prevention Grey Bruce Anti Human Trafficking Committee (Monthly) – DC Martin
Violence Prevention Grey Bruce General Meeting – DC Martin
High Risk Repeat Offender Meeting (Monthly) – DC Martin
Special Olympics Torch Run Committee Meeting – DC Martin

Community Safety & Well Being - Short Term Rental Human Trafficking Resource Committee Meeting – DC Bridgeman & DC Martin
Law Enforcement Agencies & Partners Protecting Seniors (LEAPPS) Meeting – DC Houston

Other

DC Houston & DC Martin interviewed a Recruit Constable applicant.
DC Houston & DC Martin participated in the annual Shop with a Cop event to support the Salvation Army

Drug Overdose Information

In May 2024 the city had one (1) suspected drug related death.

To date, the city has had seven (7) deaths from suspected drug overdoses.

The year 2023 ended with the Owen Sound Police Service having investigated a total of eleven (11) deaths from suspected drug overdoses. The year 2022 ended with a total of six (6), a total of fourteen (14) occurred in 2021 and a total of eight (8) occurred in 2020.

Missing Persons

Active: There are no outstanding missing persons being investigated.

SUBMITTED BY:

D. Bishop, Inspector



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Auxiliary Board Report – May 2024
TO: Chair and Members of the Owen Sound Police Services Board
DATE: July 2nd, 2024

REPORT:

In May 2024, the Auxiliary Unit was busy with community events and assisting the Uniform Branch with ride along hours. The volunteer hours accumulated from the Auxiliary Unit totalled 236!

On May 4th, members of the Auxiliary Unit participated in the third annual Race for REACH, a 5 km walk/run to support youth and adults with intellectual or developmental disabilities. REACH is a self-funded charity, relying on the community to continue to deliver exceptional programming to participants

On May 13th, members of the Auxiliary Unit participated in “Shop with a Cop” where students from East Ridge and Alexander School go shopping for healthy non-perishable food at Zehrs, while sticking to a strict budget. The team coming closest to their budget without going over, wins this fun competition for a good cause. With the generous donation and support of local grocers and the Meaford Optimist Club, all of the food will be donated to the local Salvation Army food bank.

On May 25th, members of the Unit also participated in the Wheel and Ride Safety Festival. Members provided bike safety tips, assisted with a bicycle obstacle course and finished off the event with a bbq.

On the evening of May 28th, members of the Auxiliary Unit partook in additional training in regards to safe handling of firearms. The training was delivered by Sergeant Josh Gurney.

The unit looks forward to upcoming community events in June.



FINANCIAL/RISK IMPLICATION(S):

[Nil] or [Financial/risk considerations for the Board...]

OPERATIONS PLAN:

[Statement on how this report/information ties to the 2023-2026 OSPS Operations Plan. Include reference to the Board's strategic priorities, a goal, action, and/or vision-mission-values...]

ATTACHMENT(S):

[List any attachments/presentations that are included as part of this report.]

SUBMITTED BY:

[Name, Rank/Title, OSPS Area if applicable]



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Community Oriented Response & Enforcement Unit – May 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: July 2, 2024

RECOMMENDATION(S):

For Information

REPORT:

FOOT PATROL (Hours)	30
BICYCLE PATROL (Hours)	6
CRIMINAL CHARGES	53
WARRANT ARRESTS	19
PROVINCIAL OFFENCES	3
MOTOR VEHICLE COLLISIONS	4
COMPLIANCE CHECKS	24

- **COMMUNITY PARTNERS**

- CORE participated in the “Shop with a Cop” event at an east-side grocery store, where food items were purchased for Salvation Army Owen Sound.
- CORE participated in the “Wheel and Ride Safety Festival”, a community event where the Sydenham Optimist Club donates bicycles to youth in need, in Owen Sound. CORE assisted by organizing a bicycle obstacle course, games, prizes, and bicycle safety tips.
- CORE attended the River District and spoke with local business owners to discuss ongoing concerns and CPTED concepts.
- CORE attended a meeting at City Hall to discuss traffic calming measures for a specific area of concern.

- **FOOT & BIKE PATROL LOCATIONS**

- The River District – including a focus on specific concerns identified by the community
- Safe ‘n’ Sound
- Grey County Housing locations
- YMCA

- **ASSIST UNIFORM PLATOONS**

- CORE located and apprehended a male party under the strength of a Form 2 under the Mental Health Act.

- CORE attended calls in relation to weapons, a person wellbeing check, an unwanted person, and drug offences.
- CORE assisted with a motor vehicle collision involving a motorcycle.
- CORE assisted with a motor vehicle collision involving a pedestrian.

- **INVESTIGATIONS**

- CORE completed more than 43 criminal investigations which led to 53 criminal charges being laid such as Impaired Operation, Sexual Assault, Fail to Comply with Release Order/Undertaking/Probation, Theft Under \$5000, Assault, Fail to Attend Court and Fingerprints, etc. Several of these occurrences originated in the River District.
- CORE executed 19 arrest warrants on known offenders in Owen Sound.
- CORE completed three Surety Background Profiles for the ISVCBT.
- CORE conducted 24 compliance checks on known offenders residing in Owen Sound for Bail Compliance and Warrant Apprehension (BCWA).

- **TRAINING / MEETINGS / OTHER DETAILS**

- CORE attended a meeting at Owen Sound Probation and Parole for offender management.
- CORE participated in annual block training for firearms and scenarios.
- A CORE member participated in a training scenario at Brightshores Owen Sound Hospital responding to an active shooter.

FINANCIAL/RISK IMPLICATION(S):

N/A

OPERATIONS PLAN:

CORE focused on proactive and high-visibility foot patrol relating to goal CS2 in the River District during impactful times to increase public safety.

CORE also attended community events to improve visibility and address concerns identified in the community pertaining to goal CS2(c).

CORE also engaged in Bail Compliance and Warrant Apprehension duties.

SUBMITTED BY:

Inspector D. Bishop



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Front Line Patrol Report and Collision Statistics – May 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: June 17, 2024

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS Front Line Patrol, the RIDE program, and Collision Statistics for May 2024.

Front Line Patrol Report:

	Platoon #1-4		Traffic/Part Time Officers	
	May 2024	May 2023	May 2024	May 2023
Highway Traffic Act:	133	91	23	24
Compliance Reports:	14	50		
Recorded Cautions:	53	70	21	32
Liquor Licence Act:	13	4	1	
Criminal Code/ CDSA:	149	111	4	
Other POA/By-Law:	20	18		3
Foot Patrol:	79	93	30	24

Reduce Impaired Driving Everywhere (RIDE):

There was a total of 13 on-duty RIDE checks in the month of May with 294 drivers checked.

The total statistics for RIDE were:

- 31 officers
- 10 hours
- 294 drivers checked
- 3 HTA charges/warnings

Four impaired driving charges were laid during the month.

Collision Statistics:

May 2024 April 2024 May 2023

Total Collisions:	32	41	45
Collisions - East side	14	14	15
Collisions - West side	7	5	9
Collisions - parking lots	11	22	21
Fail to Remain Collisions	6	10	11
Collisions referred to CRC:	25	25	27
Collisions investigated by OSPS:	8	16	18

FINANCIAL/RISK IMPLICATION(S):

Nil

OPERATIONS PLAN:

“Community Safety” is one of the four strategic priorities of the Owen Sound Police Services Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan’s goals: to address safety concerns identified by the community; to improve police visibility in the River District and at other priority areas; to address controlled substances, firearms, and violent crime; and, to promote road safety.

SUBMITTED BY:

Inspector Jeff Fluney



Report to the Board: Community Services

From: Inspector J. Fluney

Date: June 19, 2024

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In May, 2024, the Community Services Officer engaged in the following highlights:

Continued with traditional corporate and social media for OSPS;

First Responders Day, What3Words, Race for REACH, Traffic, We Are Hiring, Mental Health Week, Mother's Day, Police Week 2024, Canada Roads Safety Campaign, Wheel & Ride Event, Paramedics Week, Pets in Cars, CORE-on bike River District

Community Partnership/Provincial Collaboration & Internal Committee work

- Proceeds of Crime Grant Roll Out
 - Saint Dominique Savio School
 - East Ridge School
 - Hillcrest School
 - Alexandra School
- One World Festival Planning- Community Partner
- Diversity & Inclusion Conference Planning Committee Member
- Safe Schools Community Meetings
 - East Ridge
 - Hillcrest
- Wheel & Ride Event 2024 Planning Team
- LEAPPS (Law Enforcement Agencies & Partners to Protect Seniors) Conference
- Torch Run Planning- Special Olympics Provincial
 - Torch Run Organizing Committee
- Alpha Street Resource Centre- Community Partners meeting
- Youth in Policing Initiative-Provincial meeting

Community & School Presentations;

- Saint Basil's- Lock Down Drill
- Alexandra- Grade 6/7- Social Media Awareness
- St. Mary's- Lock Down Drill
- Saint Dominique Savio- JK/SK- Community Partners- Police
- Saint Dominique Savio High School Group- Bike Safety
- Hillcrest- Grade 7- Preparing for EDI Art Walk
- OSDSS- DL Class- Safety and Cell Phone Use/Internet Safety

Training/Conference

- OACP- Equity, Diversity & Inclusion Training
- Indigenous Officers Liaison Conference

Community Events

- Wheel & Ride Event
- Shop With-A-Cop
- Police Week



Photos L-R- CSO with students from East Ridge for Shop with a Cop
Members of OSPS Aux, CORE & Grace Vokes for Wheel & Ride Event



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Lost Hours and Training – May 2024
TO: Chair and Members of the Owen Sound Police Services Board
DATE: June 20, 2024

RECOMMENDATION(S):

For Information

REPORT:

The following report highlights key metrics from OSPS full time members for May 2024, including lost hours due to leave from sick time, short term disability (STD), and Workplace Safety and Insurance Board (WSIB), as well as training opportunities.

Lost Hours:

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Members	Total Number of Shifts (complete and partial)	Total Number of Hours
May 2024	9	17	209	2	44	352
April 2024	17	60	588	2	32	236
May 2023	19	34	361	2	46	368

Training:

Members attended the following courses:

- One member attended the Communication Centre Supervisor course
- One member attended the Major Case Management course
- One member attended the Indigenous Liaison Officer course
- Two members attended the Criminal Investigator Training course
- One recruit continued their Basic Constable Training at OPC
- One member attended the Ontario Forensic Investigators Conference
- One member attended the Homicide Investigators course
- One member attended the Domestic Violence Investigators course

FINANCIAL/RISK IMPLICATION(S):

The loss of scheduled work hours is a potential financial risk and is monitored to ensure a balance with members' physical and mental wellbeing. Financial resources are required to provide ongoing member training which is an essential to updating qualifications, knowledge, and ultimately organizational risk mitigation.

OPERATIONS PLAN:

"Our Members" is one of the four strategic priorities of the Owen Sound Police Services Board. Information in this Board report supports the 2023-2026 OSPS Operations Plan's goals: to promote members' mental and physical wellbeing; and, to promote professional development and training opportunities for all members.

SUBMITTED BY:

Inspector Jeff Fluney

REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Records, Courts, and Bylaw Report – May 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: July 2, 2024



RECOMMENDATION(S):

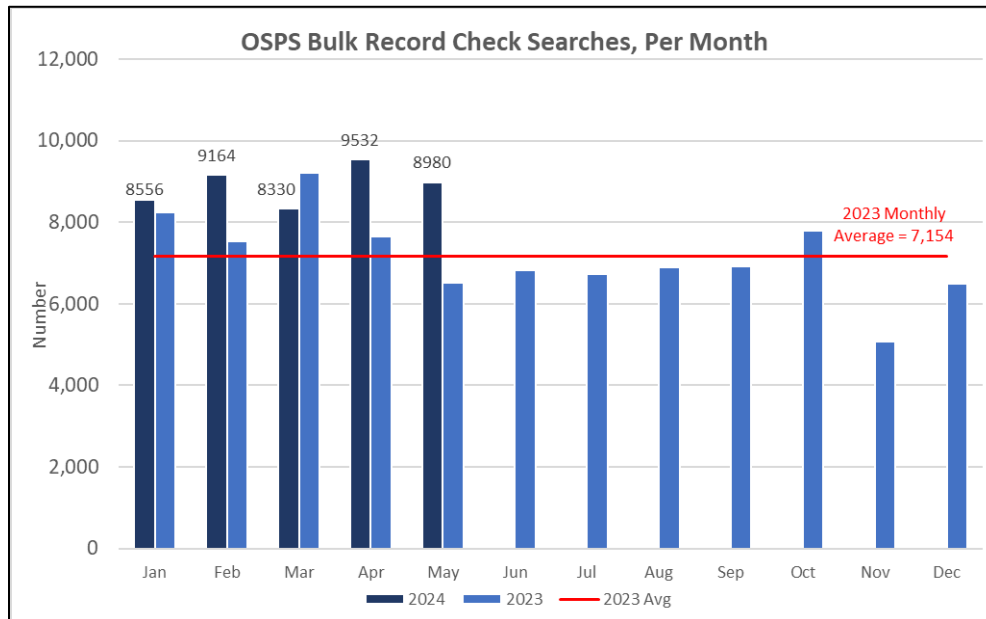
For Information

Report:

Records – May 2024:

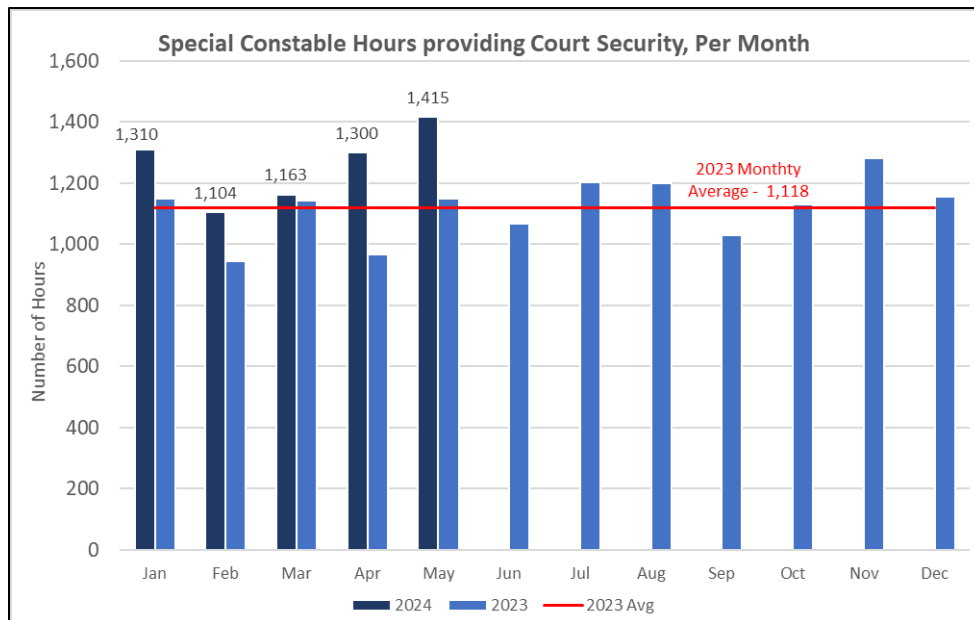
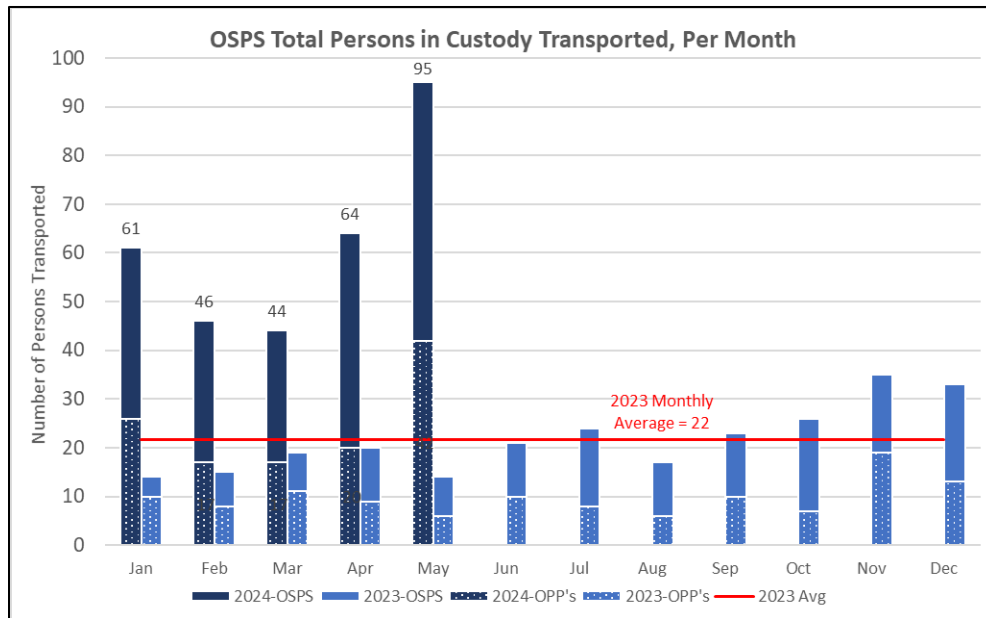
	This Month May 2024	Previous Month		Same Month Previous Year May 2023	2024 Year-to-Date Jan.1-May.31, 2024	2023 Year-to-Date Jan.1-May.31, 2023	YTD % Change
		April 2024	% Change				
Records Services							
Bulk Record Check Searches	8,980	9,532	-5.8%	6,509	44,562	39,125	13.9%
Executed Warrants	55	46	19.6%	49	330	241	36.9%
Persons Charged*	77	65	18.5%	53	324	300	8.0%

*May be multiple charges laid on same person. Includes adults and youth. Mostly CC charges, but may include some Provincial charges if coupled with CC charges.



Courts – May 2024:

	This Month May 2024	Previous Month		Same Month Previous Year May 2023	2024 Year-to-Date Jan.1-May.31, 2024	2023 Year-to-Date Jan.1-May.31, 2023	YTD % Change
		April 2024	% Change				
Court Services							
Total Custodies Transported	95	64	48.4%	14	310	82	278.0%
OPP	42	20	110.0%	6	122	44	177.3%
OSPS	53	44	20.5%	8	188	38	394.7%
Video/Appearances	46	57	-19.3%	55	315	250	26.0%
Special Constable Hours	1,415	1,300	8.9%	1,150	6,292	5,352	17.6%



All Ontario and Superior Courts of Justice for the Owen Sound Courthouse remain as hybrid courts. The majority of custody court appearances still remain virtually from the correctional facility however as of May all new bail arrests by the police services are appearing in-person at the courthouse. This results in additional Special Constable hours required to cover those court appearances. The last week of May also resulted in the commencement of an in-custody lengthy OPP homicide trial in Superior Court which resulted in additional security each day.

Bylaw – May 2024:

Bylaw Clerk advising that the fee schedule for private transportation companies are not included in the new private transportation by-law. Clerk has prepared a sample fee schedule for private transportation vehicle registration/costs to mirror taxi fee schedule and fees for review by police services board. Once by-law amended then letters, new tariff cards and a copy of the by-law to be sent to each company. A re-imburement fee schedule to be provided by clerk for reimbursement cheques to be sent to each taxi/private transportation company.

One taxi driver suspension for month as a result of criminal charges laid. Board Report completed along with notification to taxi driver and taxi company.

Financial/Risk Implication(s):

Providing court security and transporting persons in custody comes with inherent risk, while the efficient and accurate processing of judicial documentation is foundational to community safety. The Owen Sound Courthouse serves all of Grey County, however court security is the responsibility of the Owen Sound Police Service. OSPS strives to maintain a balance of staffing that best aligns with the changing workload demands, member wellness, and contracted client expectations.

OPERATIONS PLAN:

The administrative services within Records, Courts, and Bylaw are essential components of the OSPS Mission to deliver high quality policing services that strengthen public safety and community wellbeing. Community Safety and Sustainability are two of the four strategic priorities of the Owen Sound Police Services Board. As part of the Operational Plan, Court security costs will be assessed and reviewed annually to advocate for a sustainable police funding model.

ATTACHMENT(S):

Nil

SUBMITTED BY:

Krista Fluney, Director, Civilian Services

REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: Owen Sound Emergency Communications Centre (OSECC) -
May 2024

TO: Chair and Members of the Owen Sound Police Services Board

DATE: July 2, 2024



RECOMMENDATION(S):

For Information

Report:

Human Resources – May 2024: During May, one experienced Dispatcher was hired part-time and is receiving refresher training, offsetting the departure of a part-time Dispatcher from a recent class. Part-time vacancies in the OSECC remain at 5, with a new class expected to onboard and begin their training in June. May was the first month in over two years with no mandatory overtime, and time-off outside of annual leave requests was available to full-time members.

911 Calls – May 2024: There were 5,893 emergency calls incoming from the 911 phone line to the OSECC in May, representing an average of 190 calls/day over this past month. This is up by 14% from the average rate of 168 calls/day in April, but down 16% in total 911 call volume year-to-date compared to 2023. Most other 911 metrics show a similar pattern, with significant increases in May compared to April, but year-to-date volumes down from 2023. June, July, and August will likely see peak volumes based on prior annual patterns.

Computer Aided Dispatch (CAD) Events – May 2024: Calls that are dispatched through CAD come from a variety of sources such as the non-emergency phone line, walk-ins, officer generated, as well as the 911 phone line. In May there was a total of 6,091 calls dispatched through CAD by the OSECC - over the last three years, this is the greatest volume of calls dispatched in any month. It represents an average of 196 calls dispatched/day or an overall increase in the daily rate from April by 18%. The daily rate of all police calls rose most significantly (19%) this past month, with Owen Sound Police Service's daily rate of calls up by 14% compared to April (from OSPS' average daily rate of 46 in April to 53 in May). May's increase in dispatched calls is indicative of the anticipated, seasonal increase in demand over the summer months.

Information Technology (IT) Infrastructure – May 2024:

Some IT related initiatives in May are highlighted below:

- A number of hosted NG911 milestones for remote partners were completed (call record installations, phone integration contracts/purchases, device hardware);
- Invoicing and receipts were finalized for OSPS' Year 2 NG911 grant reporting, as well as for other agencies and hosted parties;
- Completed network diagrams and other documentation required for SOLGEN for NG911 approvals of hosted design and responsibilities;

- Submitted documentation for APCO Intellicom dispatch QA product for NG911 (computer aided dispatch) for security and workflow purposes;
- Involved in discussions regarding potential business expansion of third-party records vendor and requirements such as online portals and IT integrations;
- Oversaw electrical upgrades for new Communications Centre; and
- Installed some new capital projects (workstations/laptops/cameras).

Financial/Risk Implication(s):

Risk management and contingency planning are integral to the day-to-day operations of a Public Safety Answering Point (PSAP). While the OSECC continues to grow and evolve, OSPS strives to maintain a balance of staffing that best aligns with workload demands, member wellness, emergency response standards, and contracted client expectations.

OPERATIONS PLAN:

Within the 2023-2026 OSPS Operations Plan, six unique actions have been identified as important to reach towards the goal of fostering a sustainable emergency communication centre. In addition, monitoring and publishing emergency response times to priority calls is part of the goal to address safety concerns identified by the community.

ATTACHMENT(S):

- OSECC Monthly Report – May 2024

SUBMITTED BY:

Suzanne Bell-Matheson, Director, Corporate Services
Chris Hill, Director, Information Technology
Marg Gloade, Strategic Analyst

OSECC MONTHLY REPORT – MAY 2024

HUMAN

FT Communicator:



RESOURCES

PT Communicator:



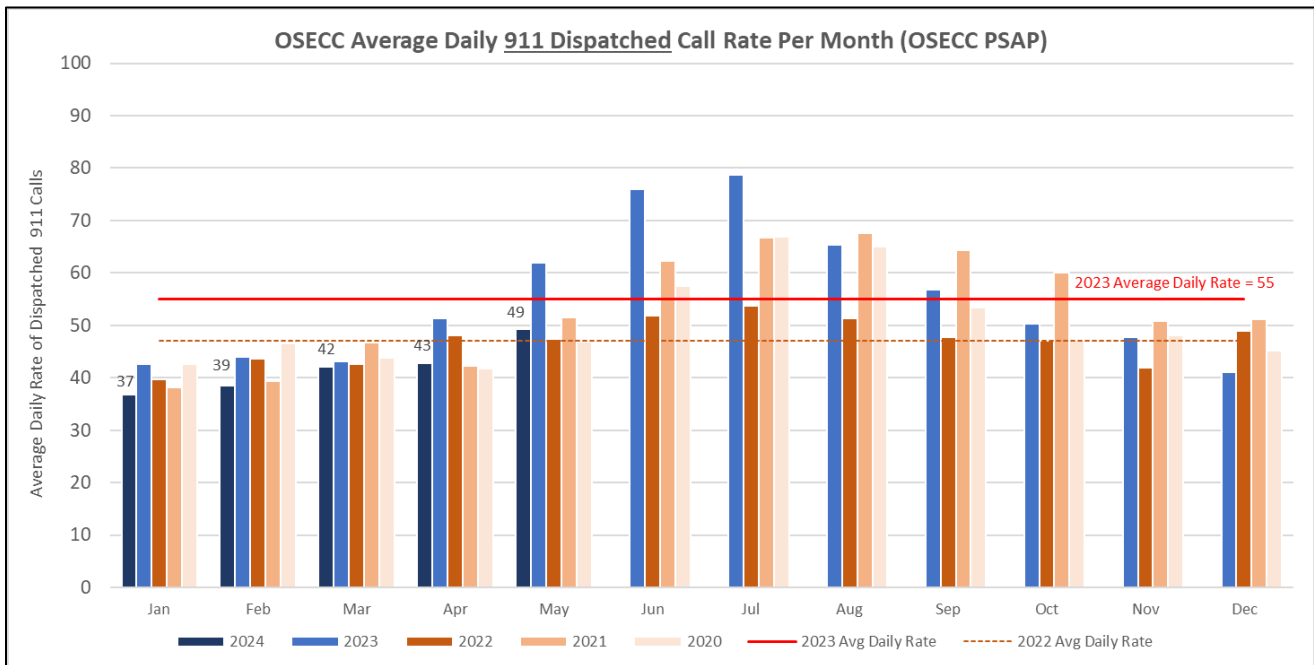
Switchboard Op.:



OSECC Human Resources											
2024	Authorized Positions		Actual People		Hires		Departures (Resignation, Retirement, Discontinued)		Vacancies		Mandatory OT (Hours)
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	
Jan-24	8	17	8	14	0	0	0	0	0	3	426
Feb-24	8	17	8	14	0	0	0	0	0	3	290
Mar-24	8	17	8	13	0	0	0	1	0	4	360
Apr-24	8	17	8	12	0	0	0	1	0	5	304
May-24	8	17	8	12	0	1	0	1	0	5	0
2024 Year-to-Date:					0	1	0	3	--	--	1380

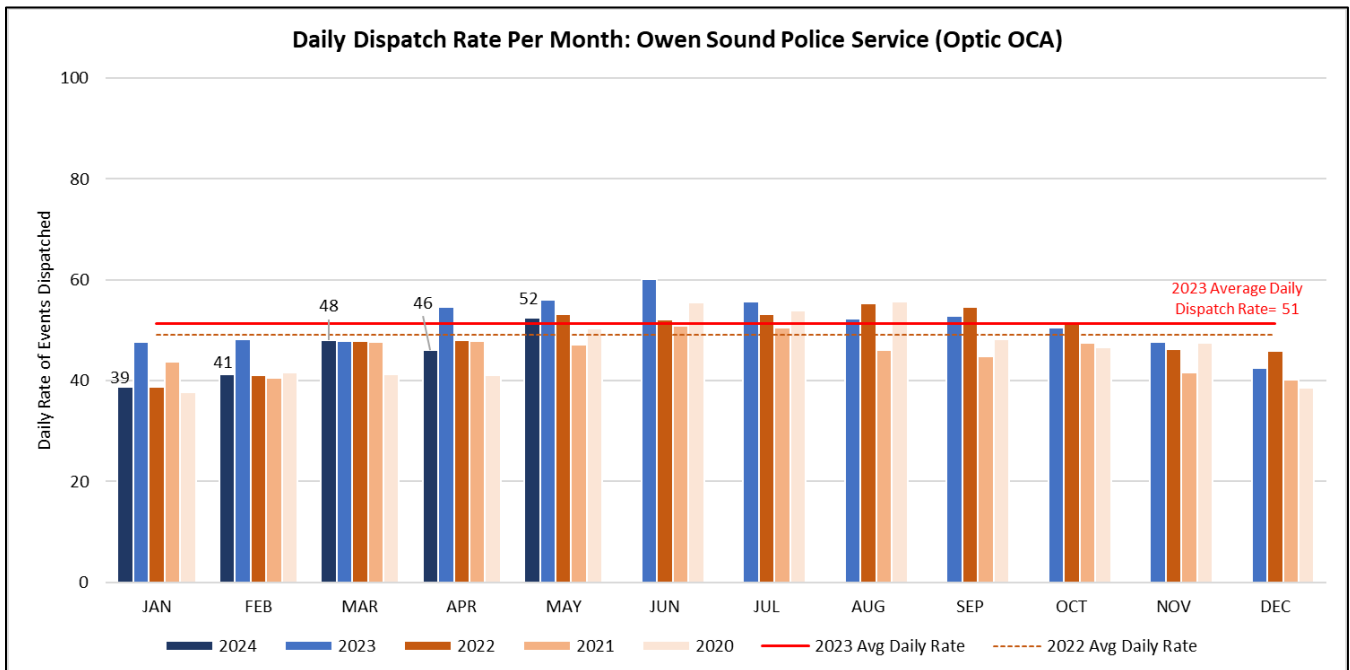
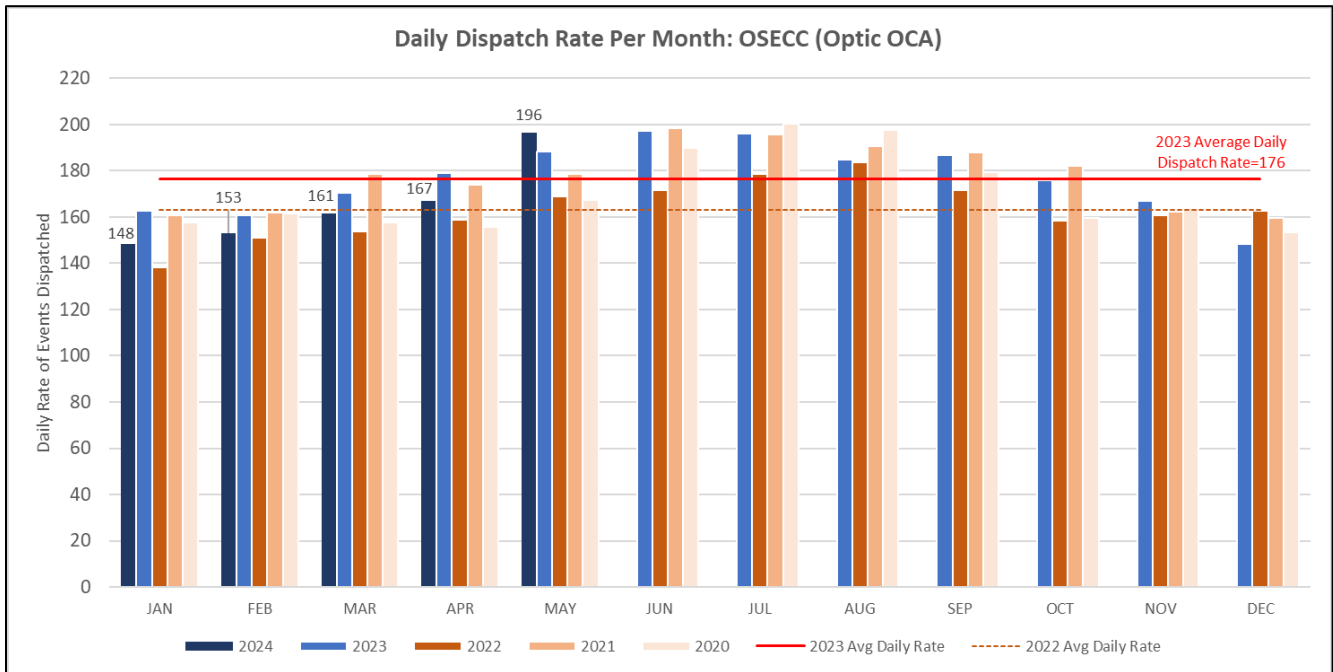
911 CALLS TO OSECC

Source: Bell Flex reports	This Month May 2024	Previous Month		Same Month	2024 Year-to-Date Jan.1-May31, 2024	2023	
		April 2024	% Change	Previous Year May 2023		Year-to-Date Jan.1-May31, 2023	% Change
All Incoming 911 Calls (Number)	5,893	5,025	17.3%	7,261	25,291	30,139	-16.1%
Avg Daily Rate	190.1	167.5	13.5%	234.2	166.4	199.6	-16.6%
No Answer 911 Calls (Number)	571	420	36.0%	1,074	2,182	4,412	-50.5%
Answered 911 Calls (Number)	5,322	4,605	15.6%	6,187	23,109	25,727	-10.2%
Avg Daily Rate	171.7	153.5	11.9%	199.6	152.0	170.4	-10.8%
Transferred to Secondary PSAP (Number)	3,792	3,322	14.1%	4,266	16,731	18,737	-10.7%
Dispatched by OSECC (Number)	1,530	1,283	19.3%	1,921	6,378	7,354	-13.3%
Avg Daily Rate	49.4	42.8	15.4%	62.0	42.0	48.7	-13.8%



DISPATCHED CAD EVENTS IN OSECC

Source: OPTIC's OnCallAnalytics	This Month May 2024	Previous Month		Same Month	2024	2023
		April 2024	% Change	Previous Year May 2023	Year-to-Date Jan.1-May31, 2024	Year-to-Date Jan.1-May31, 2023
All CAD Events in OSECC (Number)	6,091	5,008	21.6%	5,831	25,140	26,012 -3.4%
All Police (inc. OSPS)*	5,572	4,524	23.2%	5,349	22,249	23,115 -3.7%
All Fire	505	450	12.2%	473	2,237	2,079 7.6%
Grey County Transport	14	34	-58.8%	9	654	818 -20.0%
OSPS	1,627	1,383	17.6%	1,736	6,893	7,688 -10.3%
All CAD Events in OSECC (Avg Daily Rate)	196.5	166.9	17.7%	188.1	165.4	172.3 -4.0%
All Police (inc. OSPS)*	179.7	150.8	19.2%	172.5	146.4	153.1 -4.4%
All Fire	16.3	15.0	8.7%	15.3	14.7	13.8 6.5%
Grey County Transport	0.5	1.1	-54.5%	0.3	4.3	5.4 -20.4%
OSPS	52.5	46.1	13.9%	56.0	45.3	50.9 -11.0%





Report to the Board: Chief 's Activities May 2024

From: Chief C. Ambrose
Date: Friday June 27, 2024

- Days Off/Annual Leave – 5 days
- OACP Zone 5 Meeting – 9 hours
- Grant Completion/Application – 12.5 hours
- HR Processes – 13.5 hours
- Dispatch OSECC Business – 13.5 hours
- In Service Training Day – 3.5 hours
- REACH Centre 5km run/walk – 2 hours
- Community Advisory Committee for Urgent & Emergent Public Health Issues – 1 hour
- Review Procedures – 7 hours
- Grey Bruce Police Leaders Call – 1 hour
- CACP Information Communications and Technology Meeting – 7.5 hours
- Meeting with CMHA Discuss Training Assistance – 1 hour
- Court Security Issues/Superior Court Trial Issues – 1 hour
- By Law Meeting with City of Owen Sound – 1 hour
- CISO Governed Body Meeting – 1 day
- Police School Boards Protocol Meeting – 1.5 hours
- OS Kiwanis Dolly Parton Imagination Library Meeting – 2 hours
- GB Police Leaders Meeting Officer Wellness/ Psychotherapy Delivery – 1 day



Report to the Board: Chief 's Activities June 2024

From: Chief C. Ambrose

Date: Friday June 27, 2024

- Days Off/Annual Leave – 1 days
- Grant Completion/Application – 4 hours
- Community Drug & Alcohol Strategic Planning – 1 day
- OAPSB Conference Session – 1 day
- OACP Zone 5 – 2 hours
- Court Security Superior Court Trial Issues – 2 hours
- Brightshores Addiction Treatment Centre Opening – 3 hours
- HR Processes – 8.5 hours
- OACP Annual Conference & AGM – 3.5 days
- Grey Bruce Law Enforcement Torch Run – 1 day
- OPC March Past Cst. Kenneth Jones – 1 day
- Friends of Simon Wiesenthal Centre Presentation on Hate – 1 day
- Indigenous Speakers Series Kendal Netmaker – 1 hour
- GBCRS Annual Meeting – 2.5 hours
- National Indigenous Peoples Day Sunrise Ceremony at Kelso Beach Reconciliation Garden – 2.5 hours
- Meeting Grey Bruce Women's House – 1.5 hours
- Visit by Solicitor General Michael Kerzner – 1 hour

- Victim Services Bruce Grey Perth AGM – 1 hour
- OSPS Station Clean-up – 1 day
- OSECC Dispatch Business & Police Partners Meeting – 4 hours
- Rural Response to Renfrew Inquest Recommendations Intimate Partner Violence Related – 5 hours
- Swearing in Ceremony Kyler Jones – 1.5 hours



OWEN SOUND POLICE SERVICE

BOARD POLICY

Issued: May 2024

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

OSPSB GP-011 - Special Constables

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1. **Policy Statement:**

- a) Pursuant to Section 92(1) of the *Community Safety and Policing Act (CSPA)* the Board may appoint a person as a special constable as deemed necessary and appropriate for the effective and efficient delivery of Police Service; and
- b) This Board will ensure that members appointed as Special Constables are representative of the diversity of the population in the City of Owen Sound;

2. **Board Policy**

- a) It is the policy of the Owen Sound Police Service Board (the Board) with respect to the use of Special Constables that the Chief of Police will develop and maintain procedures that address the use of Special Constables by this Police Service in accordance with the *CSPA and Ontario Regulation 411/23 (Complaints - Special Constables)*;
- b) The Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable, *Section 91(1) CSPA*;
- c) Before a Special Constable's appointment is terminated, they shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, to the Board, as the case may be, may determine;
- d) If a Special Constable has breached the Code of Conduct as outlined in *Ontario Regulation 410/23 (Appendix A)* without lawful excuse, failed to comply with the provisions of the Police Service's Procedures, policy, order, or directive shall be the basis for disciplinary action;
- e) The Chief of Police may recommend to the Board that a Special Constable's services be terminated in accordance with *Section 91(1) CSPA*. The Chief of Police shall submit a report to the Board, stating the reasons for requesting the termination;
- f) A member shall only be terminated as a result of disciplinary action in accordance with the provisions of the Police Service's Procedures;
- g) Special Constables will have the powers of a Peace Officer, to the extent and for the specific purpose set out in their Appointment.

3. **Recruitment:**

It is the Policy of the Board that the Chief of Police will develop and maintain procedures and processes that addresses the recruitment, application process and selection process of Special Constables.

4. **Appointment:**

The Board may appoint a person as a Special Constable if:

- a) If an offer of employment to be a Special Constable from, or is currently employed as a Special Constable by:
 - I. The Board, or
 - II. A Special Constable employer located in the area for which the Board has policing responsibility.
- b) Is a Canadian citizen or a permanent resident of Canada;
- c) Is at least 18 years of age;
- d) Is physically and mentally able to perform the duties of the position, having regard to their own safety and the safety of members of the public;
- e) Is of good character;
- f) Meets one of the conditions (education) set out in *91(1) (g) CSPA*;
- g) In addition:
 - I. Hold a non-probationary Ontario driver's licence and have accumulated no more than six (6) demerit points;
 - II. Have not been convicted of a criminal offence for which a pardon has not been obtained;
 - III. Have no criminal charges pending before the Courts;
 - IV. Possess a current First Aid and CPR Certificate;
 - V. Possess superior interpersonal skills and the ability to work co-operatively as a member of an effective and professional team;

- VI. Have a strong desire to serve the community, a strong sense of loyalty and duty, and the ability and willingness to follow instructions promptly and efficiently; and
- VII. Be certified by a legally qualified medical practitioner to be in good health in order to take part in physical testing and perform the physical requirements of the position.

5. **Orientation and Training:**

The Chief of Police or designate shall ensure initial training is provided to ensure Special Constables have the knowledge, skills and abilities required to perform their functions including:

- a) The program entitled “Police Employed Training Program”, developed by the Ontario Police College, and delivered by this Police Service in accordance with *Ontario Regulation 87/24 - Training*;
- b) If the Special Constable may be required to use force on another person or is authorized to carry or use a weapon within every 12 months, successfully complete the course entitled “Use of Force Requalification (Special Constables)”, delivered by the College or by a certified trainer in respect of the course;
- c) If it is not reasonably possible for a Special Constable to comply with, within a 12-month period, an extension of up to 60 days may be provided the Chief of Police, during which time the Special Constable shall comply with the requirement in accordance with *Ontario Regulation 87/24 - Training*;
- d) The training prescribed by the Minister, including techniques to de-escalate conflict situations and any other matters prescribed by the Minister, unless the person has been exempted from some or all of this training in accordance with the regulations made by the Minister;
- e) The training approved by the Minister with respect to human rights and systemic racism; and
- f) The training approved by the Minister that promotes recognition of and respect for:
 - I. The diverse, multiracial, and multicultural character of Ontario society; and
 - II. The rights and cultures of First Nation, Inuit, and Métis Peoples.

- g) The Chief of Police Shall ensure existing Special Constables must complete similar training outlined in Section 5 (a) (b) (c) of this Procedure within three years or before re-appointment; and
- h) Any other training determined by the Chief of Police to perform their functions.

6. **Certificate of Appointment:**

- a) Successful applicant(s) for the position of Special Constable will be offered employment as a Special Constable;
- b) Successful applicant(s) must agree to abide by the Police Service's Policies and Procedures;
- c) Issued a Certificate of Appointment by the Board. The Certificate of Appointment shall contain:
 - I. The name of the employer who may employ the appointee as a Special Constable;
 - II. The term of the appointment, which must not be more than the prescribed period, if any;
 - III. The purposes for which the person may act as a Special Constable, from among those set out in the regulations;
 - IV. The powers of a Police Officer that the Special Constable may exercise, if any, to the extent and for the purposes specified - *Ontario Regulation 396/23, Schedule Purpose, and Powers for Certificate of Appointment and Permitted Weapons*;
 - V. Any weapons or prescribed equipment that the Special Constable is authorized to carry or use in the course of their duties; and
 - VI. Any other terms or conditions the Board consider appropriate.
- d) The Board may amend a Special Constable's Certificate of Appointment, including imposing new terms and conditions or varying existing terms and conditions, after giving the Special Constable written notice and an opportunity to respond orally or in writing, as the Board, as the case may be; and

- e) The Chief of Police shall ensure the successful applicant(s) take an Oath/Affirmation of Office and Secrecy, as prescribed by the *CSPA*, and be fingerprinted.

7. **Special Constables Duties:**

It is the policy of the Board with respect to the use of Special Constables that the Chief of Police will ensure Special Constables:

- a) Carry out their duties in accordance with the terms, conditions and purposes set out in the Certificate of Appointment;
- b) Exercise any police powers conferred on them:
 - I. Only to the extent and for the specific purposes set out in the Certificate of Appointment, and
 - II. In accordance with the regulations, if any.
- c) Comply with the prescribed code of conduct; and
- d) Perform such other duties as are assigned to him or her by or under the *CSPA and its Regulation* or any other Act, including any prescribed duties;

8. **Uniform and Equipment:**

It is the Policy of this Board that the Chief of Police shall ensure:

- a) Any uniform worn by a Special Constable must comply with the requirements of *Ontario Regulation 86/24 - Special Constables Uniforms:*
 - I. The uniform must be of a colour that is readily distinguishable from the colour of the uniform typically worn by Police Officers performing patrol functions in the area where the Special Constable normally performs their duties; and
 - II. It must include pants or shorts that have a light purple stripe running along the length of both legs of the garment.
- b) The phrase "Special Constable";
 - I. Be clearly legible on any shoulder flashes, and
 - II. Appear prominently and be clearly legible on any part of the uniform worn on the upper body, including any patrol jacket.

- c) The phrase “Special Constable” - must appear prominently and be clearly legible on the front and back of any body armour worn by a Special Constable.
- d) Special Constables will be issued with uniform and equipment items in accordance with the procedures of this Police Service; and
- e) The Chief of Police will establish procedures regarding the responsibilities and use of issued uniforms and equipment by Special Constables.

9. **Misconduct:**

- a) Misconduct shall include any misconduct that refers to any unacceptable behaviour as identified in the *CSPA*, including but not limited to:
 - I. A contravention of the Policies, Procedures, Routine Orders or Conditions of Employment of this Police Service or the Board;
 - II. A breach of any Federal, or Provincial Statute; and
 - III. Unsatisfactory Work Performance.
- b) Reference **Appendix A - Ontario Regulation 410/23 Code of Conduct**.

10. **Holding Out as Police officer:**

It is the policy of the Board with respect to the use of Special Constables that the Chief of Police will ensure that;

- a) No Special Constable shall hold themselves out as a Police Officer - *Section 100(1) CSPA*.

Note: Section 100 comes into force one year after the day subsection 92 (1) CSPA comes into force.

11. **Disclosure of Misconduct:**

- a) It is the policy of the Board with respect to disclosure of misconduct that the Chief of Police shall establish written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by a special constable other than by the Chief of Police or Deputy Chief of Police, pursuant to section 183 (1) *CSPA*; and

- b) The Chief of Police shall ensure that members of the Police Service are familiar with the procedures related to disclosure of misconduct, as applicable, and the protections from reprisals for disclosing misconduct.

12. **Complaints about Special Constables** (*Ontario Regulation 411/23*):

- a) Any person not listed in Section 12 (b) of this Procedure may make a complaint about Special Constables of this Police Service to the Chief of Police or designate;
- b) The following persons shall not make a complaint about a Special Constable in accordance with Section 19 (a) of this Procedure and shall instead follow the applicable procedure set out in section 183 or 185 of the *CSPA*:
 - I. Other Members of the Police Service in which the Special Constable is employed, and Members or Employees of the Police Service Board that maintains the Police Service;
 - II. The Minister;
 - III. The Inspector General, a Deputy Inspector General or an inspector appointed under section 111 of the *CSPA*;
 - IV. The Complaints Director, a Deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an investigator; and
 - V. The SIU Director or an employee or investigator in the Special Investigations Unit.
- c) A complaint may be made in accordance with Section 5 (a) of this Procedure on behalf of:
 - I. A person who is a minor, by the person's parent or guardian; or
 - II. A person who is incapable as defined in the *Substitute Decisions Act, 1992* and who is not a minor, by their substitute decision-maker under that Act.
- d) A complainant may act through an agent in respect of a complaint made in accordance with Section 5 (a) of this Procedure. If a complainant acts through an agent, a requirement under *Ontario Regulation 411/23* to give notice to the complainant may be met by giving notice to the complainant's agent;

- e) If a person who may make a complaint in to a Special Constable's Chief of Police instead makes the complaint to any of the persons listed in Section 3(1) of *Ontario Regulation 411/23*, that person shall forward the complaint to the Chief of Police and inform the person who made the complaint that the complaint has been forwarded;
- f) When the Chief of Police or designate receives a complaint regarding a Special Constable, the Chief of Police shall provide the Complainant with written acknowledgement that the complaint has been received;
- g) If a person makes a complaint to a Member of a Police Service other than a Chief of Police or to a Special Constable who is not a member of a Police Service, the Member of a Police Service or Special Constable shall notify their Chief of Police of the complaint;
- h) If the Chief of Police receives a complaint under Section 12 (g) of this Procedure is not the Chief of Police of the Special Constable who is the subject of the complaint, Section 12 (e) of this Procedure applies, with necessary modifications, as if the complaint had been made to the Chief of Police; and
- i) The complaint of a person that is forwarded to a Chief of Police under this section is deemed for the purposes of the Regulation to have been made by the person directly to the Chief of Police or special constable, as applicable.

13. **Complaints Process – Special Constables:**

This Board, in partnership with the Chief of Police, will develop and maintain policies and procedures that addresses complaints about Special Constables pursuant to the *CSPA and Ontario Regulation 411/23 (Complaints About Special Constables)*.

The Board in partnership with the Chief of Police shall:

- a) Establish a process for complaints to be made to the Chief of Police about the conduct of Special Constables;
- b) Ensure the complaints process is made available on the Police Service's website informing people how to make a complaint, ref: **Appendix B**;
- c) Ensure the Investigation process is in compliance with section 7 of *Ontario Regulation 411/23 (Complaints About Special Constables)*.
- d) Ensure the complaint process shall consist, at minimum, the following steps:
 - I. Resolution Process;

- II. Informal Resolutions (Public Complaints);
- III. Internal Investigation process;
- IV. Disciplinary Meeting;
- V. Disciplinary Meeting – Findings;
- VI. Disciplinary Action;
- VII. Relieved from Duty (Immediately);
- VIII. Suspension from Duty; and
- IX. Termination of Appointment.

e) Ensure the complainant, is advised, in writing, of the outcome of the investigation and when appropriate the action taken to remedy the contravention.

14. Suspension from Duty:

- a) The Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable, Section 92(1) and 94(1) of the *CSPA*;
- b) The Chief of Police will submit a report to the Board, stating the reasons for requesting the suspension;
- c) Before a Special Constable's appointment is suspended, he or she shall be given written notice with respect to the reasons for the suspension or termination and an opportunity to respond orally or in writing, as the Board may determine; and
- d) The Chief of Police will establish and maintain procedures and processes regarding the Suspension of Special Constables.

15. Suspension from Duty without Pay:

- a) A Special Constable may only be suspended from duty without pay by the Chief of Police or designate where:
 - I. The suspension arises as a result of the imposition of a disciplinary penalty during a Disciplinary Meeting – Findings; or
 - II. Pending consideration of a Report by the Police Service Board recommending the termination of the Special Constable's employment. In such cases, the Special Constable shall be served with a "Notice of Suspension" advising of the reasons for the recommendation.

- b) The Chief of Police shall establish and maintain procedures and processes with respect to the Suspension of Special Constables with out pay.

16. Termination of Appointment:

- a) The Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable, Section 91(1) and 94(1) of the *CSPA*;
- b) The Chief of Police will submit a report to the Board, stating the reasons for requesting the termination;
- c) Before a Special Constable’s appointment is terminated, he or she shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as the Board may determine, Section 94(2) *CSPA*; and
- d) The Chief of Police will establish and maintain procedures and processes with respect to the Termination of Special Constables.

Chair

Date

Appendix A

Code of Conduct Special Constables

Ontario Regulation 410/23 sets out the code of conduct with which every Special Constable must comply;

a) Conduct of a Special Constable does not contravene this code of conduct if it is:

- I. Done in accordance with a designation made under subsection 25.1 (3) or 25.1 (6) of the *Criminal Code* (Canada) or an authorization made under paragraph 25.1 (9) (a) of that Act, as applicable, including any conditions that apply to the designation; and
- II. Justified in accordance with the rules set out in section 25.1 of the *Criminal Code* (Canada).

b) Compliance with CSPA:

A Special Constable shall comply with the Act and the regulations made under it;

c) Compliance with *Special Investigations Unit Act, 2019*:

A Special Constable shall comply with the *Special Investigations Unit Act, 2019* and the regulations made under it;

d) Contravention — guilty of offence:

A Special Constable contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada);

e) Human Rights Code:

- I. A Special Constable shall not, in the course of their duties, treat any person in a manner that the Special Constable, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*; and
- II. A Special Constable shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the Special Constable's conduct was in the good faith performance of their duties.

f) Charter of Rights and Freedoms:

- I. A Special Constable shall not, by act or omission, do anything that the Special Constable, at the time, knows or reasonably ought to know would infringe or deny a person's rights or freedoms under the *Canadian Charter of Rights and Freedoms*; and
- II. A Special Constable shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the conduct was in the good faith performance of their duties.

g) Interactions with public:

- I. A Special Constable shall not make an arrest if, at the time of the arrest, the Special Constable knows or reasonably ought to know that the arrest is unlawful; and
- II. A Special Constable shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the conduct was:
 - in the good faith performance of the Special Constable's duties; and
 - consistent with the Special Constable's training and any applicable Procedures established by the Chief of Police.

h) Unlawful detention:

- I. A Special Constable shall not authorize or make a physical or psychological detention if, at the time of the detention, the Special Constable knows or reasonably ought to know that the detention is unlawful; and
- II. A Special Constable shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the conduct was:
 - in the good faith performance of the Special Constable's duties; and
 - consistent with the Special Constable's training and any applicable Procedures established by the Chief of Police.

i) Health and Safety of Individual in Custody:

A Special Constable shall not neglect the health or safety of any individual who is in their custody as a result of the Special Constable's duties;

j) Public Trust:

- I. A Special Constable shall not conduct themselves in a manner that undermines, or is likely to undermine, public trust in the delivery of services by Special Constables; and
- II. A Special Constable shall not be subject to discipline for a contravention of subsection (I) if, on a balance of probabilities, their conduct was:
 - their duties as a Special Constable; or
 - their duties as a representative of an association representing Special Constables.

k) Use of Force:

- I. A Special Constable shall not use force unless:
 - the force is used for the purpose of carrying out a duty;
 - the Special Constable is entitled by statute or common law to use force for the purpose of carrying out that duty;
 - the Special Constable is acting on reasonable grounds; and
 - the force used is no more than is necessary given the circumstances.
- II. A Special Constable shall not be subject to discipline for a contravention of subsection (I) if, on a balance of probabilities, their conduct was:
 - in the good faith performance of their duties; and
 - consistent with the Special Constable's training and any applicable procedures established by the Chief of Police.

l) Abusive Language:

- I. A Special Constable shall not, in the course of their duties, use abusive language with any person or otherwise treat any person in a manner that is abusive, and

- II. A Special Constable shall not be subject to discipline for a contravention of subsection (I) if, on a balance of probabilities, their conduct was in the good faith performance of their duties.

m) Provision of Names:

While acting in the course of their duties, a Special Constable shall, upon request, provide their name and the name of their employer to any member of the public in a manner reasonable in the circumstances that allows the member of the public to identify the Special Constable, unless the Special Constable has reason to believe that doing so would undermine the safety of an individual;

n) Bribery:

A Special Constable shall not solicit, offer, or take a bribe;

o) Gratuities, Presents:

- I. A Special Constable shall not accept a gratuity or present of more than nominal value from any person or entity if the gratuity or present could influence or could be perceived to influence the performance of their duties; and
- II. Subsection (I) above does not apply if the Special Constable's Chief of Police, authorizes them to accept the gratuity or present.

p) Benefits, Interference with Administration of Justice:

- I. A Special Constable shall not use their position as a Special Constable to do any of the following:
 - benefit themselves or one or more persons with whom they have a personal relationship, subject to subsection (II); and
 - interfere with the administration of justice.
- II. A Special Constable does not contravene subsection (1) above if:
 - the benefit occurs incidentally in the usual course of carrying out the Special Constable's duties; and
 - in the case of a Special Constable who is a member of a Police Service, the Special Constable's conduct does not contravene any regulations made under CSPA with respect to conflict of interest.

III. In subsection (I),

“*personal relationship*” includes, but is not limited to, a relationship with any of the following persons:

- a current or former spouse or common-law partner of the Special Constable;
- a current or former intimate partner of the Special Constable;
- the Special Constable’s children, including biological and adoptive children and stepchildren;
- the legal dependants of the Special Constable;
- a child in the Special Constable’s care; and
- the Special Constable’s grandparents, parents, or siblings, including grandparents-in-law, parents-in-law, and siblings-in-law.

q) Disclosure of Information:

- I. A Special Constable shall not disclose to the public information obtained or made available in the course of their duties except as authorized, as necessary for the performance of their duties or as required by law; and
- II. Subsection (I) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the Special Constable’s disclosure.

r) Information Obtained or Made Available in Course of Duties:

A Special Constable shall not access, collect, use, disclose, alter, retain or destroy information obtained or made available in the course of their duties as a Special Constable if, at the time, they know or reasonably ought to know that doing so would be contrary to law;

s) Appropriate performance of duties:

- I. A Special Constable shall not, by act or omission, fail to perform their duties appropriately without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to perform their duties; and
- II. A Special Constable shall not, if they exercise any powers granted pursuant to their appointment under section 92 of the CSPA, by act or omission fail to exercise them appropriately without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to exercise them appropriately.

t) Impairment by substances:

A Special Constable shall not perform or attempt to perform duties as a Special Constable while their ability to perform duties is impaired by alcohol or drugs;

u) Reporting Conduct of Another Member:

- I. A Special Constable who is a member of a Police Service shall report conduct of another member of the Police Service in accordance with the Procedures described in subsection 183 (1), (2) or (3) of the CSPA, as applicable, or to the Inspector General in accordance with section 185 of the CSPA if the Special Constable reasonably believes, or reasonably ought to believe, that the conduct constitutes misconduct;
- II. Despite subsections (I), a Special Constable who is acting as a representative of an association representing Special Constables is not required to report conduct that was made known to the Special Constable for the purpose of obtaining the Special Constable's assistance in their capacity as an association representative, unless failing to report the conduct would pose a serious risk of harm to any person; and
- III. Despite subsections (I), a Special Constable who is participating in an organized peer support group is not required to report conduct of a member of the Police Service or a Special Constable that was made known to the Special Constable in the course of participating in the peer support group, unless failing to report the conduct would pose a serious risk of harm to any person.

v) Deception:

A Special Constable shall not deceive or mislead any person in relation to the their duties, the Special Constable's employment, or the administration of justice through any act or omission, except to the extent required or authorized for the purpose of carrying out the their duties.

Appendix B

Special Constable Complaints Process

Any member of the public who is directly affected by the conduct of a Special Constable can make a complaint.

When to file a complaint

Your complaint against a Special Constable must be filed within 6 months of the incident.

How to file a complaint:

A complaint against a Special Constable must be made in writing and signed by the complainant. Complaints can be submitted by mail or hand-delivered to the attention of:

Chief of Police
Saugeen Shores Police Service
1240 MacKenzie Rd
Port Elgin, ON N0H 2C0

A complaint may be made on behalf of:

- a) A person who is a minor, by the person's parent or guardian; or
- b) A person who is incapable as defined in the *Substitute Decisions Act, 1992* and who is not a minor, by their substitute decision-maker under that Act; and
- c) You may act through an agent in respect to the complaint.

Complaint Process:

- a) The Chief of Police who receives a complaint about a Special Constable in their Police Service will provide the complainant with written acknowledgment that the complaint has been received;
- b) The Chief of Police or designate shall ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's appointment, or contravened any provision of the *Community State Police Act or the Regulations*;
- c) The Chief of Police shall ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Police Service or of another Police Service;

- d) Investigations of Special Constables must comply with the standards for adequate and effective policing, including the standards with respect to the avoidance of conflicts of interest;
- e) Any investigation of a Special Constable will be completed within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended;
- f) If the timing requirements are not met in respect of an investigation, the Chief of Police will provide the status of the investigation to you every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
- g) If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their appointment, or contravened any provision of *Community Safety and Policing Act or the Regulations*, the Chief of Police shall take appropriate action to remedy the contravention; and
- h) The Chief of Police will, in writing, advise you of the outcome of the investigation of the complaint and **when appropriate the action taken to remedy the contravention.**



OWEN SOUND POLICE SERVICE

BOARD POLICY

Issued: 2024

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**OSPSB GP-009 – Complaints of
Misconduct**

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1. **Preamble:**

- a) April 1, 2024, the Office of the Independent Police Review Director (OIPRD) was renamed the Law Enforcement Complaints Agency (LECA) and the Independent Police Review Director will become the Complaints Director; and
- b) Pursuant to section 134 of the *Community Safety and Policing Act, 2019, (CSPA)* the Complaints Director has the authority to make rules to govern anything related to their duties or powers under the *CSPA*;

- c) Any member of the public, subject to the exclusions defined in section 154(2) of the *CSPA*, may make a complaint with the LECA. The complaint may be about the conduct of one or more Police Officers;

2. **Board Policy:**

This Board is commitment to maintaining a comprehensive, impartial, and transparent complaints process. This process ensures that any allegations of misconduct against members are addressed with due diligence, guaranteeing fairness and respect for both Police Service members and the community they serve.

3. **General:**

- a) The Chief of Police shall ensure that written procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under the *CSPA*, associated Regulations and any requirements by LECA. The procedures shall provide that:
 - I. Liaison member (s) are trained to liaise with Supervisors, and to receive and ensure public complaints are investigated in accordance with the *CSPA*;
 - II. Well-defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn members and Special Constables;
 - III. Adequate training is provided to all members of this Police Service in respect of the complaints procedures of this Police Service and relevant Parts of the *CSPA*;
 - IV. The Liaison Officer or designate co-operate and follow the direction of the Complaints Director in respect of all public complaints; and
 - V. A mechanism is developed and implemented to provide assistance for public complainants who may not be literate, or who may not be fluent in English.
- b) Any complaints received by a Board member against a police officer or a Special Constable shall be forwarded to the Chair of the Board. The Board shall forward a complaint against a police officer to the Complaints Director and shall notify the complainant, in writing, that the complaint has been forwarded to the Complaints Director. The Board shall also provide the complainant with information regarding the role of the Complaints Director.;

- c) Any complaints received by the Board about a Special Constable shall be referred to the Chief of Police, and the complainant shall be notified that the complaint has been forwarded to the Chief of Police;
- d) If the Board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Board shall forward the report to the Complaints Director; and
- e) If a person makes a complaint to the Board, a Board Member, or the Chief of Police, or any member of the Police Service about the conduct of a Board member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

4. **Policy and Procedure Complaints:**

- a) If a person makes a complaint to the Board, a Board Member, the Chief of Police, or any member of the Police Service about:
 - I. The adequacy and effectiveness of policing provided;
 - II. A failure of the Board, Chief of Police, Special Constable employer, Police Service, prescribed policing provider to comply with the *CSPA* or the regulations, other than misconduct, including a systemic failure; and
 - III. The policies of the Board or the procedures of the Chief of Police - the complaint shall be forwarded to the Inspector General, and the person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.
- b) If the Inspector General refers a complaint to the Board about the Board's policies or the procedures of the Chief of Police, the Board shall:
 - I. Review the complaint as it relates to the policies or procedures referred to;
 - II. Report back to the Inspector General within the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and
 - III. Report to the Minister about any steps taken in response to the complaint

5. Complaints about Sworn Members:

- a) The Chief of Police shall investigate all complaints referred to the Chief of Police by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of the *CSPA* and associated Regulations;
- b) In conducting an investigation, the Chief of Police shall endeavour to ensure that the investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with the *CSPA*;
- c) If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
- d) On concluding an investigation, the Chief of Police shall cause the investigation to be reported on in a written report. The Chief of Police shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was the subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.

6. Complaints about Special Constables:

- a) If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23* about a Special Constable employed by a Special Constable Employer, the Chief of Police shall forward the complaint to the Special Constable Employer and will notify the complainant that the complaint has been forwarded to the Special Constable Employer;
- b) If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23* about a Special Constable employed by the Board, the Chief of Police shall provide the complainant with written acknowledgment that the complaint has been received and shall:
 - I. Ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's certificate of appointment or contravened any provision of the *CSPA* or the regulations;

- II. Ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Police Service or of another Police Service;
 - III. Advise the complainant, in writing, of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board.
 - IV. Endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended.
 - V. If the timing requirements above are not met in respect of an investigation, the chief of police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the chief of police, doing so might prejudice the investigation; and
 - VI. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of *CSPA* or *Regulations*, the Chief of Police shall take appropriate action to remedy the contravention.
- c) Notice to the public about how to make a complaint against a Special Constable shall be published on this Police Service's web site

7. **Complaints Against the Chief of Police:**

- a) If the Board receives a complaint about the Chief of Police, the Board shall forward the complaint to the Complaints Director in accordance with the *CSPA* and associated *Regulations*; and
- b) The Board shall adhere to all requirements of the *CSPA* and associated *Regulations* in executing its responsibilities under this section and shall seek legal counsel as required.

8. **Reporting**

The Chief of Police shall submit annual reports to the Board. The report shall include comparative data for the previous reporting period.

Chair

Date



OWEN SOUND POLICE SERVICE

BOARD POLICY

Issued: May 2024

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OSPSB GP-012 Relationships in the
Workplace – Conflict of Interest

1. **Policy Statement:**

In order to remain impartial and inspire public trust, members of the Strathroy-Caradoc Police Service must be aware of conflicts of interest that may arise in the course of their duties and take appropriate steps to avoid and address them. Various forms of conflict of interest may arise in the policing context, and strict adherence to established procedures will assist in preventing any perception of bias or unfairness in the enforcement of the law and enhance public confidence in the Strathroy-Caradoc Police Service. This policy is pursuant to *Ontario Regulation 401/23 – Conflicts of Interest*.

2. **Definitions:**

- a) **Actual Institutional Conflict** - means a potential institutional conflict for which a determination has been made by the Chief of Police that an informed and reasonable person would not believe that a member of the Police Service who must take action or make a decision in the situation could do so impartially;
- b) **Personal Conflict** - means a situation in which a member of a Police Service's private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their professional duties with respect to the provision of policing functions;
- a) **Intimate Partner** - has the same meaning as in section 2 of the *Criminal Code*;

b) **Personal Relationship** - includes, but is not limited to, a relationship with any of the following persons:

- I. A current or former spouse, common-law partner, or other intimate partner of the member;
- II. The member's children, including biological and adoptive children and stepchildren;
- III. A legal dependant of the member;
- IV. A child in the member's care; and
- V. A grandparent, parent, or sibling, including grandparent-in-law, parent-in-law, or sibling-in-law, of the member;

c) **Potential Institutional Conflict** - means a situation in which a member of a Police Service must take action or make a decision in relation to criminal conduct that is alleged or reasonably suspected to have been committed by or against any of the following persons, but does not include criminal conduct that is alleged or reasonably suspected to have been committed against a peace officer acting in the course of their duties:

- I. Any other member of the Police Service, including the Chief of Police or a Deputy Chief of Police;
- II. A member of the Board;
- III. A member of a municipal council or of a band council of a First Nation, as applicable; and
- IV. In the area for which the Board has policing responsibility.

3. **Board Policy:**

a) **Written Procedures** – it is the policy of the Board that Chief of Police shall establish written procedures respecting actual institutional conflicts and personal conflicts in the provision of policing functions by the Police Service. The procedures shall:

- I. Provide for steps that must be taken to avoid or address potential institutional conflicts, actual institutional conflicts, and personal conflicts;

- II. Identify Supervisors to whom a member of this Police Service is required to report potential Institutional conflicts, actual institutional conflicts, and personal conflicts and, if the matter to be reported relates to the member's own supervisor, an alternative supervisor;
- III. Identify the members of this Police Service who are authorized to determine whether a personal conflict has arisen or is likely to arise;
- IV. Ensure the impartiality of investigations by the Police Service under *Regulation 401/23 – Conflicts of Interest*; and
- V. Address how this Police Service will conduct investigations referred to it by the Chief of Police of another Police Service. If the Chief of Police is referred an investigation for investigation by another police service, the Chief shall either:
 - cause the matter to be investigated in accordance with the applicable conflict procedure; or
 - ensure that the matter is assumed by a different police service to conduct the investigation.

b) Personal Conflicts:

- I. If it is determined, in accordance with the conflict procedures, that a personal conflict respecting a member of the Police Service has arisen or is likely to arise with respect to a policing function that the member is providing, the Chief of Police shall:
 - require a different member of this Police Service to provide the policing function or refer the matter to the Chief of Police of a different Police Service; or
 - if the Chief of Police or Deputy Chief of Police is the member of this Police Service in respect of whom a personal conflict has arisen or is likely to arise, refer the matter to the Chief of Police of a different Police Service.
- II. The Chief of Police shall record the steps the Chief of Police takes under this section, in the form approved by the Minister; and

- III. If the Chief of Police or Deputy Chief of Police is the member of the Police Service in respect of whom a personal conflict has arisen or is likely to arise, the record shall include either a statement that the Chief of Police complied with the conflict procedures and this policy, or a statement that the Chief of Police did not comply and an explanation for the non-compliance. The record shall be submitted by the Chief of Police to the Inspector General and the Board.

c) Institutional Conflicts:

- I. If the Chief of Police determines that a potential institutional conflict respecting a member of the Police Service has arisen or is likely to arise, the Chief of Police shall determine whether an informed and reasonable person would believe that a member of the Police Service who must take action or make a decision in the situation could do so impartially. In making this determination, the Chief of Police shall consider all relevant factors, including:
 - whether any of the members of the Police Service who are required to act or make a decision are likely to be in a reporting relationship to or know a person who is or would be under investigation in respect of the criminal conduct;
 - whether the Police Service has procedures for consulting with the Crown Attorney regarding the conduct of the investigation of the criminal conduct and has undertaken to consult with the Crown on the investigation;
 - the importance of the perception of fairness and impartiality in the course of all investigations to maintaining the community's trust.
- II. The Chief of Police is not required to make the determination above with respect to the following:
 - an incident reported to the SIU Director under section 16 of the *Special Investigations Unit Act, 2019* or the SIU Director causes the incident to be investigated under section 15 of that Act; or
 - the potential institutional conflict has arisen or is likely to arise in an area for which the Board does not have policing responsibility.
- III. If the Chief of Police determines that an actual institutional conflict of interest exists, the Chief of Police shall refer the investigation to the Chief of Police of a different Police Service;

IV. If the Chief of Police determines that a potential institutional conflict is not an actual institutional conflict and does not meet the prescribed conditions to be referred for investigation to a Chief of another Police Service, the Chief shall either:

- cause the matter to be investigated in accordance with the Police Service's conflict procedures; or
- refer the matter to the Chief of Police of a different police service for investigation.

In exercising his or her discretion to retain or refer an investigation, the Chief of Police shall have regard to the costs of an external investigation and whether such costs are merited in all of the circumstances. Should the Chief of Police retain the matter for investigation, notification shall be provided to the Inspector General in the prescribed form including a summary of the steps taken under the applicable conflict procedure.

V. The Chief of Police shall inform the Board of every actual institutional conflict and of every potential institutional conflict that is determined to not be an actual institutional conflict. If the Chief of Police retains an investigation that is determined to not be an institutional conflict, the Chief of Police shall explain the rationale for retaining the investigation to the Board and the Inspector General.

d) Reporting:

The Chief of Police shall report to the Board as required under sections 3(b)(III) and 3(d)(v) of this policy

Chair

Date



OWEN SOUND POLICE SERVICE

BOARD POLICY

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OSPS GP-013 Disclosure of
Misconduct and Reprisals

It is the policy of the Owen Sound Police Service Board with respect to disclosure of misconducts and reprisals that the Chief of Police will:

1. Develop and maintain procedures that address:
 - a) Sections 183 and 184 of the *Community Safety and Policing Act (CSPA)*, 2019 – that requires every Chief of police establish written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by members of its Police Service, other than by the Chief or Deputy Chief of Police;
 - b) Section 185 of the *CSPA* instances where a member of a Police Service may disclose misconduct to the Inspector General;
 - c) Section 190 of the *CSPA* - protection from reprisals for those seeking advice about making a disclosure about misconduct; making a disclosure of misconduct; co-operating in an investigation or other process related to disclosure of misconduct; or seeking enforcement of related sections of the *CSPA* around disclosures of misconduct;
2. The following elements should be included in the Procedure:
 - a) **Procedures/Processes for Disclosing Misconduct:**
 - I. Any member or former member of the Police Service may disclose a misconduct by following the Police Service's procedure on disclosing misconducts; and

- II. Disclosures can be made to a designated officer(s), or another designated authority within the Police Service.

b) Confidentiality and Protection of Identities:

The Chief of Police shall take all reasonable steps to protect the identities of individuals involved in the disclosure process, including the person making the disclosure, witnesses, and individuals alleged to have engaged in misconduct. Confidentiality measures may include anonymized reporting systems, secure communication channels, and strict access controls to information related to the disclosure.

c) Exceptions for Fairness:

The Chief of Police shall ensure in cases where the interests of fairness and justice require, exceptions may be made to the confidentiality provisions, allowing for the disclosure of identities. Such exceptions shall be made under strict guidelines and only to the extent necessary to ensure a fair process for all involved.

d) Responsibilities:

- I. The Chief of Police shall ensure all members of the Police Service are familiar with the misconduct disclosure procedure and the protections against reprisals for disclosing misconduct and shall provide regular training and updates on these procedures;
- II. The Chief of Police shall ensure all members are encouraged to report misconduct in good faith, in accordance with the established procedures and to cooperate with any investigations or proceedings resulting from a disclosure of misconduct;
- III. The Chief of Police shall ensure all forms of reprisal or retaliatory action against individuals who disclose alleged misconduct are prohibited;
- IV. Chief of Police shall ensure reports of misconduct by members are investigated and, when it is determined that such wrongdoing has occurred, take disciplinary or corrective action through established processes of the Police Service; and
- V. The Police Service shall establish and maintain records of all misconduct disclosures and their outcomes. These records shall be reviewed regularly to ensure compliance with the Boards policy and the Police Services procedure and to identify any patterns or areas for improvement.

- e) **Review and Amendments:** The Police Services procedures shall be reviewed annually or as needed;
- f) **Dissemination and Training:** This policy, along with the Police Service's procedure, shall be made available to all members of the Police Service. Regular training sessions shall be conducted to ensure understanding and compliance;
- g) **Disclosure to the Inspector General:** The Police Service's Procedure will identify that a member of the police service may disclose misconduct to the Inspector General if,
 - I. The member has reason to believe that it would not be appropriate to disclose the misconduct in accordance with the procedures established;
 - II. The member has already disclosed the misconduct in accordance with the Police Service's procedure and has concerns that the matter is not being dealt with appropriately; or
 - III. The applicable Board policy or Police procedure has not been established.
- h) **Reprisals:**
 - a) The Chief of Police's procedure shall address any form of reprisal against individuals who engage in protected activities under the Police Service's procedure is strictly prohibited. A reprisal will include any adverse measure taken against a member of the Police Service that affects their employment or appointment. For the purposes of this policy and the Police Service's procedure, pursuant to the *CSPA* reprisal includes:
 - I. Terminating or threatening to terminate the person's employment or appointment;
 - II. Disciplining or suspending or threatening to discipline or suspend the person;
 - III. Imposing or threatening to impose a penalty related to the employment or appointment of the person; or
 - IV. Intimidating or coercing the person in relation to his or her employment or appointment.
 - b) Any member or former member of the police service may file a complaint detailing the reprisal, including relevant dates, parties involved, and any evidence supporting the claim;

- c) Where an allegation of reprisal is received, the Chief of Police shall ensure an investigation shall be carried out in accordance with this policy and the Police Service's procedure and established processes, and:
 - d) Where an investigation determines that a Member, other than the Chief or Deputy Chief of Police, is responsible for reprisal, that Member shall be subject to discipline in accordance with the established Police Service procedures and processes;
3. In respect to disclosures of misconduct relating to the Chief or Deputy Chief of Police, the following persons shall be notified:
- I. A disclosure of misconduct in respect to the Chief or Deputy Chief of Police, shall be made to the Chair of the Board;
 - II. A disclosure of misconduct in respect of a Board member who is not the Chair, or a Board employee, shall be made to the Chair of the Board;
 - III. A disclosure of misconduct in respect of the Chair of the Board, shall be made to the Vice-chair of the Board.
4. It is also the policy of this Board:
- I. Disclosures of misconduct received by the Board, the Board shall review the disclosure and, when it appears that a misconduct has occurred, request an investigation, or take disciplinary or corrective action through established processes;
 - II. Ensure that, where misconduct has been determined and corrective action has been taken, a further review is also conducted to ensure that steps are taken to address the underlying causes and to take the appropriate actions to mitigate the risk of future occurrences; and
 - III. Where an investigation conducted determines that the Chief or Deputy Chief of Police, a Board member or a Board employee is responsible for reprisal, that Member shall be subject to discipline in accordance with established processes of the Police Service.
5. Any Member of the Police Service who knowingly makes a false allegation of wrongdoing in bad faith or who knowingly makes a false or misleading statement that is intended to mislead an investigation of an allegation of wrongdoing, the Chief of Police take the appropriate disciplinary or other applicable action.

Chair

Date



Owen Sound Police Service

Application for Appointment as a Special Constable

(Pursuant to Section 92 of the Community Safety and Policing Act)

A. General Information			
Surname:		Given Names:	
Address			
City	Province		Postal Code
Phone:		Date of Birth	
Drivers Lic #:		Province of Issue:	
Previous Employment Experience		From	To
A member of a Police Service			
An Auxiliary Police Officer			
<p>The following conditions have been fulfilled - CSPA 92(1)</p> <ul style="list-style-type: none"> • Canadian Citizen • At least 18 years of age • Physically and mentally able to perform the duties of the position having regard for his or her own safety and the safety of members of the public • Is of good character • Has a secondary school diploma or equivalent 			
Does the employer maintain written policies and procedures relating to the activities of the Special Constable:			
Does the employer intends to conduct further training for this applicant? Please indicate which training is to be conducted and when the applicant will attend.			
B. Employing Police Service Information			
Name of Employer : Owen Sound Police Service			
Address:			
City:	Province: <i>Ontario</i>	Postal Code:	
Business Phone:			



Owen Sound Police Service

C. Purpose for which Special Constable status is being requested. (Regulation 124/24)

D. Powers of a police officer and applicable conditions or restrictions

Police Officer Powers Requested

The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies a purpose set out in Part C - Line 1, 2, 3, 6 or 10.

1. The *Cannabis Control Act, 2017*.
2. The *Compulsory Automobile Insurance Act*.
3. The *Courts of Justice Act*.
4. The *Highway Traffic Act*.
5. The *Liquor Licence and Control Act, 2019*.
6. The *Mental Health Act*.
7. The *Motorized Snow Vehicles Act*.
8. The *Off-Road Vehicles Act*.
9. The *Provincial Animal Welfare Services Act, 2019*.
10. The *Provincial Offences Act*.
11. The *Safe Streets Act, 1999*.
12. The *Smoke-Free Ontario Act, 2017*.
13. The *Trespass to Property Act*.
14. The *Youth Criminal Justice Act (Canada)*.

The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies a purpose set out in Part C – Line 4, 5 or 7:



Owen Sound Police Service

1. *The Courts of Justice Act.*

2. *The Provincial Offences Act.*

The powers of a police officer under the following Acts may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in Part C Line 8:

1. *The Courts of Justice Act.*

2. *The Mental Health Act.*

3. *The Provincial Offences Act.*

The powers of a police officer under the following Act may be specified in a certificate of appointment if the certificate of appointment specifies the purpose set out in Part C – Line 9:

1. *The Highway Traffic Act.*

E. Delegation Request		
Use of Force Equipment Requested – Regulation 396/23 – Item 1 / Column 4		
Oleoresin Capsicum	Yes No	Justification: will be dealing with prisoners, in custody hearings, and prisoner escorts
Baton / Asp	Yes No	

<i>Does the applicant meet the background check criteria appropriate for the duties, powers and equipment requested?</i> Yes No		
<i>Duration of the Appointment Requested</i> 5 Years	<i>Years</i>	
I hereby confirm that _____ fulfills the requirements for appointment as a Special Constable as set out by as set out by Section 92 of the <i>Community Safety and Policing Act</i>		



Owen Sound Police Service

I am authorized to submit this application to the Police Service Board for approval of Special Constable.

Signature:

Name and Title:

Date:
Duration of the Appointment



Owen Sound Police Service

Certificate of Appointment

Special Constable

(Pursuant to Section 92 of the Community Safety and Policing Act)

Pursuant to the provisions of Section 92 of the *Community Safety and Policing Act*, the Police Service Board hereby approves the appointment of _____ Special Constable for the Owen Sound Police Service.

CSPA 92(7)(a): Name of Employer: The Owen Sound Police Service

CSPA 92(7)(b): Term of Appointment: 5 years

CSPA 92(7)(c)&(d): Purpose for which **(Name)** may act as a Special Constable, and powers of a police officer that the Special Constable may exercise

The powers of a police officer under the following Acts:

1. The Cannabis Control Act, 2017.
2. The Compulsory Automobile Insurance Act.
3. The Courts of Justice Act.
4. The Highway Traffic Act.
5. The Liquor Licence and Control Act, 2019.
6. The Mental Health Act.
7. The Motorized Snow Vehicles Act.
8. The Off-Road Vehicles Act.
9. The Provincial Animal Welfare Services Act, 2019.
10. The Provincial Offences Act.
11. The Safe Streets Act, 1999.
12. The Smoke-Free Ontario Act, 2017.
13. The Trespass to Property Act.
14. The Youth Criminal Justice Act (Canada).

IF the following apply:

- Providing security in relation to premises that,

- Assisting police officers or First Nation Officers with performing policing functions, such as assisting with investigations into criminal offences or missing persons. Assisting with investigations may include,

- Providing witness protection.



Owen Sound Police Service

The powers of a police officer under the following Acts:

1. The Courts of Justice Act.
2. The Provincial Offences Act.

IF the following apply:

- Preparing and serving summonses or other legal documents
- Executing warrants or other court orders
- Swearing informations

The powers of a police officer under the following Acts:

1. The Courts of Justice Act.
2. The Mental Health Act.
3. The Provincial Offences Act.

IF the following apply:

- Searching, ensuring secure custody of and transporting individuals who are in custody.

The powers of a police officer under the following Acts:

1. CSPA 92(7)(e): Weapon or prescribed equipment authorized to carry or use in the course of duties:
 - Oleoresin Capsicum Spray; and
 - Baton
2. CSPA 92(7)(f): other terms or conditions:
 - That the Special Constable completes training as prescribed by the Minister when available.



Owen Sound Police Service

This appointment is valid until the earliest of :

1. **(date)** *(date of expiry 5 years from appointment)*
2. The date at which the appointee ceases to perform the duties as outlined above
3. the appointee is no longer in the employ of the Owen Sound Police Service

APPOINTMENT
Of
Special Constable

Appointed on the day of , 20__ at the City of Owen Sound

Chair of the Owen Sound Police Service Board:

Signature:

Date of Signature:



OWEN SOUND POLICE SERVICE BOARD

POLICY

Issued:
Reviewed:
Revised: May 15, 2023

Expires: Indefinite
Rescinds

OSPSB GP-009 Hearings Before the Board

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It is the policy of the Owen Sound Police Services Board with respect to a regulated a hearing before the Board, pursuant to sections 44, 47, 52 and 53 of the *Police Services Act* (ACT), that:

1. Definitions:

- a) “Act” means the *Police Services Act*, R.S.O. 1990, c. P.15, as amended, or any successor legislation;
- b) “BOARD” means The Owen Sound Police Services Board;
- c) “CHAIR” means the Member elected as Chair of the Board by its Members, pursuant to the Act;
- d) “CHIEF OF POLICE” means the Chief of Police for the Owen Sound Police Service or designate;
- e) “MEMBER” means a Member of the Board and includes the Chair;
- f) “SECRETARY” means the Secretary of the Board;
- g) “HEARING” means the decision-making process of the Board pursuant to sections 44, 47, 52 and 53 of the Act; and
- h) “HEARING COMMITTEE” means a Hearing Committee comprised of two or more Members who have the delegated authority to conduct any Hearing on behalf of the Board as provided for under the Act, including the authority to make any decisions on the Board’s behalf.

2. Hearings:

- a) A Hearing pursuant to section 44, 52 and 53 of the Act shall consist solely of the written reasons for the termination, the written reply of the police officer, auxiliary member, or special constable, as applicable, and the oral submissions as provided for in this Policy. No other submissions, information, or documents, whether oral or in writing, shall be permitted;
- b) A Hearing pursuant to section 47 of the Act shall consist solely of the written evidence and the oral submissions as provided for in this Policy. No other evidence, submissions, information, or documents, whether oral or in writing, shall be permitted;
- c) For greater certainty, the provisions set out in this Policy are solely for the purpose of assisting the Board in making its decision pursuant to sections 44, 47, 52 and 53 of *the Act* and nothing herein shall give any police officer, employee, or special constable of the Board, as applicable, any greater rights than as set out in the Act;

- d) In accordance with section 37 of the Act, the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, as amended, does not apply to the Board, including the conduct of any Hearings as provided for herein; and
- e) The respondent police officer, employee, auxiliary member, or special constable of the Board, as applicable, may request an opportunity to make oral submissions at a Hearing pursuant to sections 44, 47, 52 and 53 of the Act. However, the Board retains the discretion to determine the manner of the hearing and whether oral submissions will be permitted.

3. Delegation of Hearings:

- a) The Board may conduct a Hearing or may delegate to a Hearing Committee that is comprised of two or more Members the authority to conduct any Hearing on behalf of the Board as provided for under the Act including the authority to make any decisions on the Board's behalf; and
- b) The decision of a Hearing Committee exercising any authority delegated to it by the Board is final. There is no appeal from the decision of a Hearing Committee, by any party, to the Board.

The Board shall not take any action, including but not limited to consideration of any motion by a Member with respect to such decision, except as required in furtherance of the implementation of such decision. The individual that is the subject of the decision pursuant to section 47 of the Act has rights of appeal to the Ontario Civilian Police Commission as provided for under the Act.

4. Parties to the Hearing:

The parties to the Hearing are the Chief of Police and the respondent police officer, employee, auxiliary member, or special constable of the Board, as applicable. A party may be self-represented or represented by counsel or agent.

5. Notice to Hearing:

- a) The Secretary shall set the time and place for a Hearing and shall give notice of the Hearing to the parties in writing:
 - I. Personally;
 - II. By electronic mail to any party who provides an electronic mail address and written consent to notice in such manner (which may be in electronic form) to the Secretary; or

- III. By regular mail or prepaid courier to the party's most recent address known to the Secretary and notice shall be deemed to have been given, unless the contrary is shown, on the fifth (5th) business day following the day on which it was mailed or on the second (2nd) business day following the day on which it was couriered, as the case may be.
- b) A notice of a Hearing should include:
- I. A reference to the statutory authority under which the Hearing will be held;
 - II. A statement of the time, place, and purpose of the Hearing;
 - III. A statement that if the party does not attend the Hearing, then the Board or Hearing Committee, as the case may be, may proceed in the absence of that party and the party will not be entitled to any further notice in the proceeding; and
 - IV. Information pertaining to any deadlines for written replies by the parties.
- c) Where a notice of Hearing has been given to a party in accordance with this Policy, and the party does not attend, the Board or the Hearing Committee, as the case may be, may proceed in the absence of the party and that party is not entitled to any further notice in the proceedings.

6. Production:

- a) With regard to a Hearing pursuant to section 44, 52 and 53 of the Act, at least twenty-one (21) calendar days before the date of the Hearing, the Secretary shall provide the police officer, auxiliary member or special constable, as applicable, with reasonable information in writing with respect to the reasons for the termination (including any submissions or law relied upon) and the police officer, auxiliary member or special constable, as applicable, may provide a written response (including any submissions or law relied upon) to the Secretary and the Chief of Police, provided that such written response is received by the Secretary and the Chief of Police by no later than ten (10) calendar days before the day of the Hearing. The Chief of Police may provide written reply (including any submissions or law relied upon) to the aforementioned written response provided that such reply is provided to the police officer, auxiliary member, or special constable, as the case may be, by no later than four (4) calendar days before the day of the Hearing;

- b) With regard to a Hearing under section 47 of the Act, at least thirty (30) calendar days before the date of the Hearing, the Secretary shall provide the employee party with a copy of the two reports of medically qualified practitioners and any other written evidence, submissions and law relied upon which the Board or the Hearing Committee will consider at the Hearing and the employee may provide any written evidence, submissions and law relied upon to the Secretary and the Chief of Police, provided that such written evidence is received by the Secretary and the Chief of Police by no later than fifteen (15) calendar days before the day of the Hearing. The Chief of Police may provide written reply to the employee's written evidence provided that such reply is provided to the employee by no later than four (4) calendar days before the day of the Hearing;
- c) For the purposes of subsection 6 (b) of this section, any written evidence of the parties may: (a) be sworn or unsworn; (b) include reports of any expert; and (c) be a photocopy thereof provided that the Board or Hearing Committee, as applicable, is satisfied with its authenticity;
- d) A party may refer to case law in his or her oral submissions at the Hearing, provided that such party provides copies of such case law to the other party(ies) of the subject Hearing and to the Secretary as part of their written submissions as set out in this section and
- e) The Secretary shall provide all documentation provided by the parties to a Hearing pursuant to this section to the Board or the Hearing Committee conducting the hearing, as the case may be, at least three (3) business days prior to the Hearing.

7. Expert Witness:

- a) For the purposes of subsections 6 (b) & 6 (c), an expert witness is a person who is qualified to provide professional, scientific, or technical information and opinion based on special knowledge through education, training, or experience in respect of the matters on which they will testify; and
- b) Where a party intends to rely on or refer to the evidence of an expert witness, that party shall provide to every other party the following information in writing:
 - I. The name of the expert witness;
 - II. The qualifications of the expert witness, referring specifically to the education, training and experience relied upon to qualify the expert;
 - III. A report that sets out the expert's conclusions and the basis for those conclusions on the issues to which the expert will provide evidence to the Board; and

- IV. Where that party intends to rely on or refer to a report of the expert witness at the hearing, a copy of the report signed by the expert witness.

8. Closed Hearing:

- a) The Board or Hearing Committee, as applicable, may make the determination to exclude the public from all or part of a Hearing if they are of the opinion that:
 - I. Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
 - II. Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of a person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
- b) Notwithstanding subsection 8.(a), a hearing or part of a hearing shall be closed to the public if the subject matter to be considered cannot be publicly disclosed pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c.M.56 as amended; and
- c) Notwithstanding subsections 8.(a) & 8 (b), the Board, or the Hearing Committee, as the case may be, may, after the Hearing is complete, exclude the public and the parties to deliberate in relation to its decision.

9. Order of Presentation:

- a) Where oral submissions are being made, the order of presentation at the Hearing will be as follows:
 - I. The Chief of Police will be invited to make an oral submission pertaining to the written documentation before the Board or Hearing Committee, as applicable;
 - II. The police officer, employee, auxiliary member, or special constable, as applicable, will be invited to make an oral submission pertaining to the written documentation before the Board or Hearing Committee, as applicable; and

- III. The Chief of Police will be invited to make any oral reply to the submissions of the police officer, employee, auxiliary member, or special constable, as applicable.

- b) The Board or Hearing Committee, as applicable, may limit any oral submissions pursuant to subsection 9 (a) of this section if the oral submissions are unduly repetitious or abusive.

10. Decision:

- a) At the conclusion of the Hearing, the Board, or the Hearing Committee, as applicable, shall render its decision in writing, with reasons. The Board or the Hearing Committee, as applicable, may reserve its decision and provide its decision in writing to the parties on a later date, as soon as, reasonably practicable following the Hearing;

- b) The decision of the majority of the Board or the Hearing Committee, as applicable, who presided at the Hearing, shall constitute the final decision;

- c) A notice of decision should be provided by the Secretary to the parties to the Hearing, as soon as, reasonably practicable following the rendering and release of the decision by the Board or Hearing Committee. A notice of decision shall be provided in writing:
 - I. Personally; or

 - II. By electronic mail to any party who provides an electronic mail address and written consent to notice in such manner (which may be in electronic form) to the Secretary; or

 - III. By regular mail or prepaid courier to the party's most recent address known to the Secretary and the notice of decision shall be deemed to have been given, unless the contrary is shown, on the fifth (5th) business day following the day on which it was mailed or on the second (2nd) business day following the day on which it was couriered, as the case may be.

- d) A notice of decision by a Hearing Committee shall be provided by the Secretary to the Board, for information purposes only, as soon as, reasonably practicable following the rendering and release of the decision.

11. General

- a) Despite anything in this Policy, the Board, or the Hearing Committee, as applicable, may vary these procedures provided herein in respect of any Hearing if it determines that such variance is reasonably necessary to make its decision or for efficiencies;
- b) A Hearing may be adjourned from time to time by the Board or a Hearing Committee, as applicable, of its own motion or where it is shown to the satisfaction of the Board or Hearing Committee, as applicable, that the adjournment is required to permit an adequate Hearing to be held; and
- c) The Board or the Hearing Committee, as the case may be, is not required to provide minutes, transcripts, or any other recording of any of the proceedings under this Policy.

Chair

Date



REPORT TO THE OWEN SOUND POLICE SERVICES BOARD

SUBJECT: CSPA Aggregate Disciplinary Report
TO: Chair and Members of the Owen Sound Police Services Board
DATE: July 2nd, 2024

REPORT:

The Community Safety and Policing Act (CSPA) which came into effect on April 1st, 2024, contains new requirements at Section 215(1) which states that;

A chief of police shall report, in accordance with the regulations, to the police service board or, in the case of the Commissioner, to the Minister regarding the aggregate disciplinary measures the chief has taken under this Part.

Regulation 90/24 of the CSPA then states at Section 9(1);

A chief of police shall, at a minimum, provide a report to the police service board or the Minister under subsection 215 (1) of the Act by June 1 and December 1 of every year.

The report shall contain the following information respecting the period covered by the report:

- 1. Each provision of Ontario Regulation 407/23 (Code of Conduct for Police Officers) made under the Act under which a disciplinary measure was imposed, which type of measure was imposed, and the number of times that each type of measure was imposed in relation to the provision.*
- 2. The number of times a disciplinary measure was imposed,*
 - i. under section 200 of the Act, without a hearing under section 201 of the Act,*
 - ii. under section 200 of the Act, following a hearing under section 201 of the Act, or*
 - iii. following a hearing under section 202 of the Act.*
- 3. If a disciplinary measure referred to in paragraph 1, 2 or 3 of subsection 200 (1) of the Act was imposed, for each paragraph,*
 - i. the average number of days or hours, and*
 - ii. the total number of days or hours.*
- 4. Any imposition of a disciplinary measure under section 200 of the Act without a hearing under section 201 of the Act in a previous period that was upheld, varied or overturned following a hearing during the*

period covered by the report, and information respecting any consequent effect on information included in a previous report.

(3) If the police service is divided into detachments or other sub-units, the information listed in subsection (2) shall be presented separately with respect to each detachment or sub-unit.

(4) The police service board or Minister shall publish each report on the Internet within 30 days of receiving it.

In order to ensure compliance with the new regulatory provisions requiring reporting by June 1st and December 1st of every year, this report is being submitted to cover the time period from January 1st, 2024 when the Act came into effect, and the first mandated reporting date of June 1st, 2024.

During this reporting period, there have been ***no instances*** of reportable disciplinary measures taken by the Chief of Police.

In compliance with Section 9(4) of Regulation 90/24 it is recommended that the Board, on approval, publish this report to the Service's website within 30 days of receipt.

SUBMITTED BY:

Inspector D. Bishop