

**Owen Sound Police Services Board
Public Meeting
Wednesday, May 22, 2019
2nd Floor Meeting Room**

Members Present: G. Pierce (Chairman), I. Boddy, M. Koepke, J. Sampson and J. Thomson

Admin. Present: Chief C. Ambrose, Inspector J. Fluney and Director K. Fluney

Admin. Absent: Director S. Bell-Matheson and Director C. Hill

Public Present: Mr. Peter Reid; Chairperson Crime Stoppers Grey Bruce Inc.

Minutes: K. Krampien

1. **Call to Order**

Chairman declared the Wednesday, May 22, 2019 meeting be called to order at 10:01 a.m. CARRIED

2. **Approval of Agenda**

*Moved by J. Thomson, seconded by M. Koepke
"That the agenda dated May 22, 2019 be approved." CARRIED*

3. Declaration of Conflict of Interest arising out of the matter listed on the agenda.
HEARING NONE.

4. Presentations, deputations, and Public Question period.

- Chairman Pierce welcomed Mr. Peter Reid from Crime Stoppers. Mr. Reid provided a pamphlet to all members and presented a short status of the Crime Stoppers program and funding request. Background and statistics were provided prior to a question and answer period. A brief discussion took place by the Board members.

5. ***Moved by M. Koepke, seconded by J. Thomson***

"That the Board receives Crimstoppers Chairperson Reid's comments and requests that staff provide a report and recommendations to be presented at the June Board meeting."
CARRIED

Chairman Pierce thanked Mr. Reid for attending to provide this valuable information. Mr. Reid was dismissed at 10:13 a.m.

6. Approval of Minutes

Moved by J. Thomson, seconded by J. Sampson

"That the minutes dated April 24, 2019 be approved as distributed." **CARRIED**

7. Business arising out of the minutes dated April 24, 2019 Public Meeting. **HEARING NONE.**

8. Chairman's Report

- Chairman Pierce thanked all staff who were involved in and prepared another wonderfully run Police Week. Each and every event was successful and well attended.

As this was a first Police Week for Chief Ambrose he too thanked media for attending, PC Peddle for conducting events, being emcee at KIDS graduation and in particular having a well written speech for the Chief's citation awards. Chief thanked all the officers involved with teaching the KIDS program and attending graduation.

- Some members will be attending the OAPSB Spring Conference which starts today. Chairman Pierce will provide a report on this at the Board's next meeting held in June.

9. Reports from Inspector J. Fluney

(discussed Inspector J. Fluney's reports provided in correspondence package)

- The following reports were provided:
 - Auxiliary Unit
 - Collision Statistics
 - Community Services Office
 - Criminal Investigation Branch
 - Drug Enforcement
 - Lost Hours and Training
 - Traffic Enforcement
- There were no questions regarding the above named reports.

10. *Moved by J. Sampson, seconded by J. Thomson*

"That the reports by Inspector J. Fluney be accepted as presented." **CARRIED**

11. Reports from Director of Civilian Services K. Fluney

(discussed Director K. Fluney's reports provided in correspondence package)

- The following reports were provided:
 - Board By-laws
 - Court
 - Records
- There were no questions regarding the above named reports:

12. Report from Director of Corporate Service's S. Bell-Matheson

(discussed Director Bell-Matheson's report provided in correspondence package)

- Inspector J. Fluney in the absence of Director Bell-Matheson provided the report titled Calls for Service.
- There were no questions regarding the Corporate Service's report titled Calls for Service.

**13. Report from Director of Information Technology Service's C. Hill
(discussed Director Hill's report provided in correspondence package)**

- Inspector J. Fluney in the absence of Director C. Hill provided the report titled Information Technology.
- There were no questions regarding the Information Technology Service's report titled Information Technology.

14. Moved by I. Boddy, seconded by J. Thomson

"That the reports by Director K. Fluney, Director Bell-Matheson and Director Hill be accepted as presented." **CARRIED**

15. Financial Report

- Chief informed the board that the budget is tracking on target and there are no issues at the present time. Chief explained the Civilian and Court budget lines. There were no questions from the Board.

16. Chief's Report

- Chief advised the Board that the current contract with Owen Sound Vehicle Oil Changes is due to expire May 31, 2019. The tender process has been completed and included in the information package. There was a brief discussion regarding this contract.

17. Moved by J. Thomson, seconded by I. Boddy

"That the Board accepts and approves of the Chief's recommendation to award OSPS Vehicle Oil Changes to Bear Wheel & Brake for one year as presented." **CARRIED**

- Chief provided further information regarding his report on major case management audit. Compliance was low due to timeline issues. Recommendations for tasking and managing timelines will all be adhered to in updated procedures. An updated report on compliance will be sent back to the Ministry.
- There were no questions regarding the Chief's reports.

18. Approval of Chief's Report

Moved by J. Thomson, seconded by J. Sampson

"That the Chief's report be accepted as Chief Ambrose presented." **CARRIED**

19. Other Business

- Chief informed the Board that after notification of West Nipissing Police Service disbanding, several items are up for auction. OSPS has bid on a couple of items but nothing has been confirmed to date. More information will be provided as it becomes available.
- There was no other business to be discussed.

20. Motion to Receive Information Package

Moved by J. Thomson, seconded by J. Sampson

"That the Board Information Package dated May 22, 2019 be approved as circulated."
CARRIED

Chairman declared that the May 22, 2019 public meeting be adjourned at 10:48 a.m.

Next meeting:

Wednesday, June 26, 2019 at 10:00 a.m. O.S.P.S. 2nd Floor Meeting Room



Report to the Board: Auxiliary Unit

From: Sergeant Tom Sullivan

Date: Thursday, May 16, 2019

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In April 2019 the Auxiliary Unit contributed 117 hours. In addition to patrol hours, Auxiliary members assisted with: Immediate Rapid Deployment block training of uniform officers.

This month the top two contributors had 16 hours and 15 hours respectively.



Report to the Board: Collision Statistics

From: Inspector J. Fluney

Date: Tuesday, May 14, 2019

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April 2019 – Collision Statistics

Total Collisions:	(46)	Comments
Collisions - East side Owen Sound	14	
Collisions - West side Owen Sound	13	Including 01 FTR
Collisions - parking lots	19	Including 08 FTR
Fail to Remain Collisions	09	
Collisions referred to CRC	25	
Collisions investigated by OSPS	21	

Failing to yield the right of way, improper lane changes and reversing from a parked position were the cause of several collisions this month.



Report to the Board: Community Services Office

From: Inspector J. Fluney

Date: Tuesday, May 14, 2019

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In April the Community Services Officer engaged in the following highlights:

- Continued with participation in the regional 'Weed Out The Risk' working group at the Health Department
- Attended the regional school Science Fair held at the Lumley Bayshore
- Facilitated and supervised a lockdown drill at an elementary school
- Assisted with the promotion and participation in "The Inside Ride" for cancer at OSDSS
- Attended the Walk For Water at city hall and assisted with the safe passage on the roadway of walkers at the event
- Complete KIDS Program and commence planning for Graduation and Police Week 2019



Report to the Board: Criminal Investigations Branch

From: Inspector J. Fluney

Date: Tuesday, May 14, 2019

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In April, 2019 members of the Criminal Investigations Branch conducted investigations into sexual assaults, frauds, break and enter, theft, breaches of court orders and missing persons.

A sexual assault investigation was concluded this month with the arrest of a youth. The investigation determined that the sexually assaulted occurred between two students at a school during school hours. The youth was released to their parents and will attend at youth court in May to answer to a single count of sexual assault.

A child abuse investigation was completed with the arrest of the child's parent and their partner. The parent and partner were charged with failing to provide the necessities of life to a child and the partner was further charged with assault causing bodily harm. The child is expected to make a full recovery in time.

Detectives assisted the uniform branch with two fraud occurrences that resulted in the theft of a citizens debit card and pin number. Suspects observed a person completing a debit transaction at a local store and noted their pin number while looking over their shoulder. The suspect was able to access the victim's wallet and stole the debit card. Later the same suspect attempted to make a large purchase of gift cards at a second city store. Police in Durham Region were able to identify one of the suspects from the Owen Sound incidents and a total of eight fraud and theft related charges have been filed. The accused committed similar offences in Toronto, Milton, Cobourg, York Region and several areas policed by the O.P.P.



Report to the Board: Drug Enforcement

From: Inspector J. Fluney

Date: Tuesday, May 14, 2019

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The Drugs and Intelligence Unit continues to investigate persons involved in the trafficking of various dangerous drugs in Owen Sound. As in previous months, the focus continues to be on Fentanyl and Crystal Methamphetamine.

A surveillance operation resulted in the location of a former Owen Sound resident who relocated to Hanover last year. The man is known to be involved in the trafficking of both Crystal Methamphetamine and Fentanyl. An arrest warrant had been issued for the man in 2018 and he had avoided apprehension by Hanover Police on more than one occasion. On April 11th the man was arrested by the Drug Unit as he exited a rental car and was proceeding toward a downtown apartment. The man was found in possession of purple Fentanyl. He was arrested, charged and remains in custody. The driver of the rental car was also arrested after being found in possession of prohibited knives.

On April 18 a drug trafficking investigation was concluded with the arrest of a 35 year old Mount Forest woman. The woman was found in possession of blue and purple Fentanyl as well as a digital scale and cash. She was charged with possession of Fentanyl for the purpose of trafficking and possession of proceeds of crime and held in custody.

On April 18 a surveillance operation resulted in observations of an Owen Sound man who is involved in the drug trade breaching a conditional sentence order. The man was placed on conditions by the court after being convicted of a prior drug trafficking offence. The man was arrested and held in custody.

On April 24 an Owen Sound man was arrested and found in possession of a small quantity of blue Fentanyl and Morphine. A warrant had been previously issued for the man for a previous charge of Possession of Fentanyl. The man remains in custody.



Report to the Board: Lost Hours and Training

From: Inspector J. Fluney

Date: Tuesday, May 14, 2019

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Nine fulltime members reported sick in April for a total of 53 complete or partial shifts, representing a total of 439 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
April 2019	9	53	439*	0	0	0
March 2019	15	57	660	1	1	8
April 2018	12	29	323	0	0	0

*352 of these hours are attributed to 2 members who were off with non work related illness or injury.

Three members are on long term disability from non work related injuries. One member has now retired.

Training:

- Two members attended Peer Support Training in Newmarket
- One member attended the Investigative Interviewing Course in Peterborough
- One member attended the Human Trafficking Course at OPC
- Two members attended the Dispatch 360 course on transforming stress and dealing with difficult people in Burlington
- One member attended the Delivering Service Excellence course in York



Report to the Board: Traffic Enforcement

From: Inspector J. Fluney

Date: Tuesday, May 14, 2019

<u>Platoon #1 – 4</u>		<u>Traffic/Part-time Officers</u>	
Highway Traffic Act: (includes CAIA)	121	Highway Traffic Act: (includes CAIA)	30
Compliance Reports:	38	Compliance Reports:	--
Recorded Cautions:	47	Recorded Cautions:	34
Liquor Licence Act:	08	Criminal Code/CDSA	--
Criminal Code/ CDSA:	103	Other POA/By-Law:	03
Other POA/By-Law:	15	Foot Patrol (Downtown):	32
Foot Patrol (Downtown):	116	Shifts Worked:	43

R.I.D.E.

There were a total of 15 on-duty R.I.D.E. checks in April. Of the on-duty RIDE checks, Sgt. Sullivan's platoon (# 1) conducted 5; A/Sgt. Holovaci's platoon (# 2) conducted 4; Sgt. Baker's platoon (# 3) conducted 4; and A/Sgt. Rawn's platoon (# 4) conducted 2.

The combined statistics were:

On Duty R.I.D.E.

- 30 officers
- 09 hours
- 235 drivers checked
- 2 HTA Charges/Cautions

Four people were charged with Impaired Driving/Over 80 during regular patrols.



Report to the Board: Board Bylaws

From: Director of Civilian Services – K. Fluney

Date: Friday, May 10, 2019

April 2019

TAXI

Total number of Taxi Driver's Licences Issued/Renewals	= 3
Total number of Re-Issue Lost Taxi Driver Licences	= 0
Total number of Taxi Driver's Licences Deferred/Denied	= 0
Total number of New/Taxi (transfer) Vehicle Licences Issued	= 1
Total number of Agent Transfers	= 0
Total number of New Agents Registered	= 0

ADULT ENTERTAINMENT

Total number of Adult Entertainment Licences Issued	= 1
Total number of Adult Entertainment Licences Denied	= 0
Total number of Adult Entertainment Owner Licences Renewed	= 0

ALARMS

Invoices to be prepared and completed for Chief's signature.



Report to the Board: Courts

From: Director of Civilian Services – K. Fluney

Date: Friday, May 10, 2019

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Personnel:

One person on modified duties for the month of April.

Operational:

Custodies Transported during the month of April: OPP - 29, OSPS – 75 **TOTAL - 104**
Video /Audio appearances: 118
Meals provided to custodies: 106
Special Constable Total Hours: 1111.75

Issues, Concerns & Comments:

For the month of April there was a total of 14 hours wait time for the OPP Prisoner Transport Unit once they were notified that Owen Sound Courthouse prisoners were ready to be picked up.

Front Entrance Statistics:

- 11 knives identified and turned away (most of which were pocket knives)



Report to the Board: Records

From: Director of Civilian Services – K. Fluney

Date: Friday, May 10, 2019

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Local criminal record searches are being completed and sent back to the individuals within 3 weeks of submitting them.

There were approximately 1,000 people attend the front counter of the police service for the month of April.

The Owen Sound Police Service signed on a new bulk search company in April 2019. This new contract brought in **2,342** searches for the month of April. We also completed **1,652** bulk searches for existing companies. The combined total of completed bulk searches for the month of April is **3,994**.

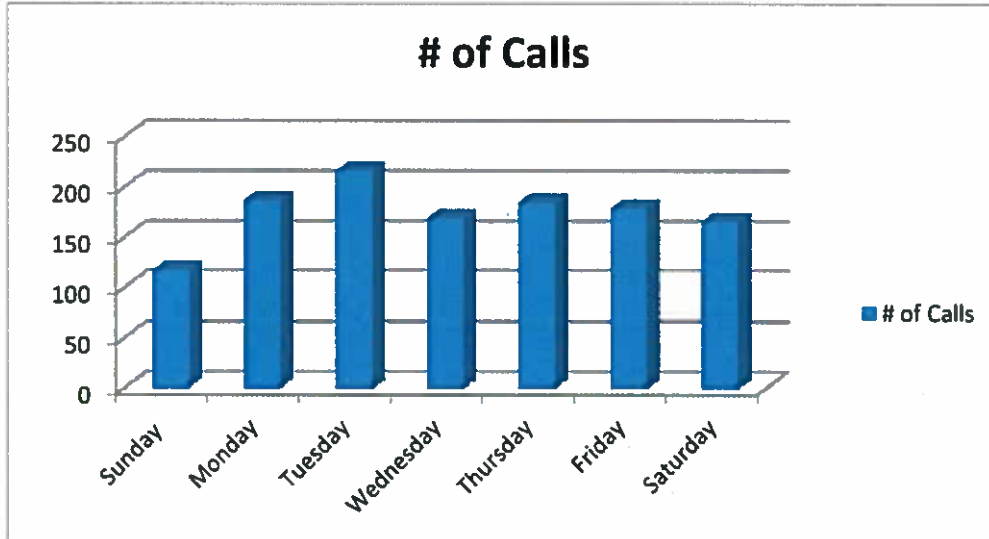


Owen Sound Police Service
Director of Corporate Service's Report
April, 2019
Public Report

Submitted by:
S. Bell-Matheson

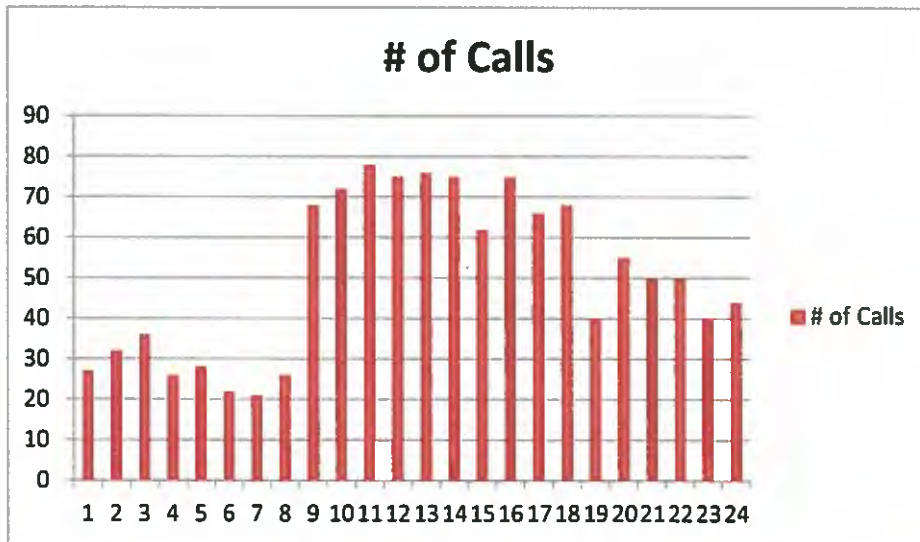
April 2019
Total # of Calls by Day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
# of Calls	116	186	215	168	184	178	165



April 2019
Total # of Calls Per Hour

Hours	# of Calls
0	27
1	32
2	36
3	26
4	28
5	22
6	21
7	26
8	68
9	72
10	78
11	75
12	76
13	75
14	62
15	75
16	66
17	68
18	40
19	55
20	50
21	50
22	40
23	44



21-May-19

Number of Events by Type

Page 1 of 2

From: 01-Apr-2019 00:00:00

To: 30-Apr-2019 23:59:59

Agency ID/Name: OWENS OWEN SOUND POLICE SERVICES
Dispatch Group: * ALL *

<u>Event Code:</u>	<u>Event Description:</u>	<u>#Events:</u>
911CALL	911CALL/911 HANG-UP	30
ABANDVEH	ABANDONED VEHICLE	2
ALARM	ALARM	23
ANIMAL	ANIMAL COMPLAINT	13
ASSAULT	ASSAULT	15
ASSIST	POLICE ASSISTANCE	87
ASLTSEX	SEXUAL ASSAULT	3
BAIL	BAIL VIOLATIONS	3
BARCHECK	BARCHECK	5
B-E	B-E BUS/RES/OTH	7
BRPROB	BREACH OF PROBATION	7
CHECKIN	PERSON CHECK-IN	1
COMMSERV	COMMUNITY SERVICES	157
COMPLIANCE	Compliance Check for HTA	1
COURTORD	COURT ORDER	6
DANGER	DANGEROUS CONDITIONS	3
DEATH	SUDDEN DEATH	1
DISTURB	DISTURB THE PEACE	11
DOMESTIC	DOMESTIC DISPUTE	29
DRUGS	DRUG OFFENCES	4
ESCORT	ESCORT	26
FAMDISP	FAMILY DISPUTE	13
FIRE	FIRE	3
FRAUD	FRAUD	9
HARASS	HARASSMENT	28
IMPAIRED	IMPAIRED DRIVING	11
INFORM	POLICE INFORMATION	15
INSECURE	INSECURE PREMISE	1
LANDLORD	LANDLORD TENANT PROBLEM	12
LLA	LIQUOR LICENCE ACT	10
MENTAL	MENTAL HEALTH ACT	24
MISCH	MISCHIEF	18
MISSPERS	MISSING PERSON	9
MUNICIP	MUNICIPAL BY LAW	6

Number of Events by Type

From: 01-Apr-2019 00:00:00

To: 30-Apr-2019 23:59:59

MVC	MOTOR VEHICLE COLLISION	21
NEIGH	NEIGHBOUR DISPUTE	11
NOISE	NOISE COMPLAINT	17
PERSONSTOP	SUBJECT STOP	2
PERSONWELF	PERSON WELFARE CHECK	16
PHONECAL	PHONECALLS	5
PREVBR	PREVENT BREACH OF PEACE	10
PROPDAM	PROPERTY DAMAGE	1
PROPERTY	PROPERTY RELATED	17
PURSUIT	POLICE PURSUIT	1
RECOVERD	RECOVERED STOLEN VEHICLE	2
RIDE	R.I.D.E.	21
SUICIDE	ATTEMPT SUICIDE/THREAT OF SUICIDE	25
SUSPERS	SUSPICIOUS PERSON	54
SUSVEH	SUSPICIOUS VEHICLE	13
THEFT	THEFT	24
THEFTMV	STOLEN VEHICLE	4
THEFTSH	SHOPLIFT	12
THREATS	THREATS	18
TRAFCON	TRAFFIC CONTROL	2
TRAFENF	TRAFFIC ENFORCEMENT-HTA	219
TRAFFIC	COMPLAINT	38
TRAFHAZ	DEBRIS/ANIMAL ON ROADWAY	1
TROUBYO	TROUBLE WITH YOUTH	6
TS	ROUTINE TRAFFIC STOP	3
TTPA	TRESPASS TO PROPERTY ACT	12
UAL	UNLAWFULLY AT LARGE	1
UNWANTED	UNWANTED PERSON	30
WARRANTS	EXECUTE WARRANTS	28
WEAPONS	WEAPONS	5

Total for OWENS 1212



Report to the Board: Information Technology

From: Director of Information Technology Services – C. Hill

Date: Monday, May 13, 2019

April

- Meetings and configuration for new Bulk Records Search company
- Rollout of Windows 10 to initial users with OSPS security policies
- Microsoft Office 2019 with SCOPE configuration
- Contract renewals for Police and Fire dispatching and other services
- County wide radio system for Police and Fire
- Mobile Dispatch configuration for Fire and Other Police



Owen Sound Police Service
MONTHLY FINANCIAL REPORT
APRIL 2019

Prepared by: Donna Flood
Financial Coordinator
May 9, 2019

**OWEN SOUND POLICE SERVICES
FINANCIAL REPORT - APRIL 2019**

DEPARTMENTS 3000 - 3100 - 3200 - 3300

	ACTUALS	BUDGET	VARIANCE	% by Dept.	2019 BUDGET	2018 Actuals
DEPARTMENT 3100 " OFFICERS "	2,157,886.48	2,059,580.69	98,305.79	5%	6,135,942	2,088,111.34
CAPITAL ASSETS	53,066.89	50,000.00	3,066.89		150,000	171,396.88
DEPARTMENT 3200 " CIVILIANS "	-142,854.16	351,050.96	-493,905.12	-141%	1,053,153	2,245.23
DEPARTMENT 3300 " COURT "	215,783.07	76,192.95	139,590.12	183%	228,579	160,172.79
DEPARTMENT 3000 " BOARD "	24,404.04	21,348.61	3,055.43	14%	64,046	20,512.12
SUMMARY TOTAL	2,308,286.32	2,558,173.21	-249,886.89		7,631,720	2,442,438.36
			-3.27%			

Diversion Account - Police Services Board
922 2nd Avenue West
Owen Sound, Ontario
N4K 4M7

Income Statement for the Month Ended April 2019

	<u>Year to date</u>
Revenues	
CPIC	33,845.58
Compliance Inspection	2,200.00
Vehicle Release	110.00
Interest Income	1,138.87
Auction	598.00
History Book Sales	-
Hero Bear Sales	-
Found Cash	-
Bottle Refund	-
Donation - Chief's Retirement	-
	<u>37,892.45</u>
Expenses	
Bank Charges	27.07
Office supplies	-
	<u>27.07</u>
Net income	<u><u>37,865.38</u></u>



Report to the Board: OSPS Major Case Management

From: Chief C. Ambrose

Date: Tuesday, May 21, 2018

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The then Ministry of Community Safety and Correctional Services completed an audit of the Owen Sound Police Service in December of 2018. The Police Services Act sets out the statutory responsibilities of the Ministry including requirements that the Ministry conduct a system of inspection and review of police forces in Ontario. The Board has already received the results of that audit and this report deals with the implementation of processes to increase efficiencies and meet both legislative requirements and best practices relating to Major Case Management. The Ministry allows 90 days to respond to the results of the audit.

The audit examined Major Case Management which is a system methodology that uses a multi-disciplinary approach to the investigation of designated serious offences. This includes investigative standards, training standards, case management software and a coordinated central coordinating body. The implementation and use of the Major Case Management system is mandated by a regulation to the Police Services Act. The audit examined three groupings of offences: homicides and attempts, sexual assaults in various forms and criminal harassment where the offender is unknown to the victim.

Inspection Findings

Police Services Board Policy

The OSPSB has the required policies in place related to major cases. There were no legislative or regulatory requirements or recommendations, nor were there are recommended advisory or best practices that could be implemented. No changes or updates are required.

Chief of Police Procedures

The Chief of Police has the required procedures in place related to major cases. There were no legislative or regulatory requirements or recommendations, nor were there any recommended advisory or best practices that could be implemented. No changes or updates are required.

Requirements and Recommendations

Legislative and/or Regulatory

The Chief of Police ensure that major case data is entered into Powercase within the timeframe set out by the MCM Manual- O Reg. 354/04 s.1(3).

Advisory / Good Practice

The Chief of Police should ensure that Major Case Managers, Primary Investigators and File Coordinators are involved in making Powercase an active investigative tool, both for full functionality and as an investigative tool, by logging into Powercase on an ongoing basis to verify and approve the data entered, researched and indexed.

The Chief of Police should ensure that a Niche task for Powercase creation, clearly outlining who the assigned Primary Investigator is and the MCM categorization of a case (threshold/full function vs. non-threshold), is clearly identified.

The Chief of Police should ensure that investigative entries into Powercase as per the OMCM Manual are completed in order to ensure that potential linkages are made between cases involving other police services when they input their data.

The attached Service Improvement Plan will outline how the recommendations above have been or will be implemented into daily routine and procedure.

To be added to the Criminal Investigation Management Plan

N. POWERCASE

PowerCase is case management software to be used when investigating Major Case threshold offences. Ontario Regulation 354/04 of the Police Services Act makes reporting for all threshold offences mandatory within 30 days of the commencement of the investigation. Threshold offences include;

- *homicides within the meaning of subsection 22(4) of the Criminal Code and attempted homicides,*
- *sexual assaults. Including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching,*
- *criminal harassment where the harasser is not known to the victim.*

The use of PowerCase can assist in ongoing investigations and as an investigative resource. Members assigned as Major Case Managers, Primary Investigators and File Coordinators shall utilize PowerCase and log in on an ongoing basis to verify and approve the data entered, researched and indexed.

U. CASE MANAGEMENT SYSTEM

1. Supervisors shall be responsible for the assignment and monitoring of cases. All cases requiring follow-up shall be added to the member's Assignment List with an explanation of the follow-up to be conducted, and an appropriate due date issued.

Any major case events (both threshold and non-threshold) based on the criteria identified in the Major Case Management manual shall be assigned to the D/Sgt in charge of CIB. The D/Sgt shall designate by creating a Niche task; a Major Case Manager, Primary Investigator and File Manager for the incident. One individual can complete multiple roles. The D/Sgt in charge of CIB will also designate the offence as either threshold or non-threshold and will create a task in Niche RMS for the Case Manager identifying that designation and the thirty day timeline for entry into PowerCase. The due date for the task will be 30 days after the start of the investigation.

2. It is the responsibility of members to complete investigations in a timely manner and to regularly review their Assignment List. Members shall determine which investigations take priority considering the following factors:

- (a) Operational priority;
- (b) Seriousness of the incident;
- (c) Public safety concerns;
- (d) Related incidents/repeat offences;
- (e) Multiple incidents;
- (f) Factors impacting on the ability to solve the case;
- (g) Suspect information available; and
- (h) Physical evidence (fingerprints, footwear, video, DNA evidence, trace evidence).....

V. CRIMINAL INVESTIGATIONS BRANCH

1. Investigators will be responsible for any criminal cases assigned to them. Incidents that meet the definition of "Threshold Offence" will be assigned *by Niche task* to a *Major Case Manager, Primary Investigator and File Coordinator* as defined in the **Ontario Major Case**

Management Manual. *One individual can complete multiple roles. The CIB supervisor shall also designate and identify by task whether the incident is a threshold or non-threshold offence. It is the responsibility of the CIB supervisor to make sure that the submissions to PowerCase are entered within the prescribed 30 day submission period as outlined in legislation.*

2. Supervisors in the Criminal Investigation Branch, when assigning Criminal Investigators to follow up investigations originally handled by uniformed officers, shall create an assignment for the Criminal Investigator under the Criminal Investigator's Assignment List.

OPS-007 – Sexual Assault Investigation

E. The **Inspector** when assigning a sexual assault investigation to an investigator shall:

1. Ensure that, when possible, the officer in charge of a sexual assault investigation possesses the knowledge, skill and training to conduct sexual assault investigations. *If the sexual assault, including sexual interference, and attempt sexual assaults, sexual exploitation and invitation to sexual touching, meets the criteria outlined in the Major Case Management Manual as a major case threshold or non-threshold offence, the CIB Supervisor shall assign by Niche task, a Major Case Manager, Primary Investigator and File Manager. One individual can complete multiple roles. The CIB supervisor shall also designate and identify by task whether the incident is a threshold or non-threshold offence. It is the responsibility of the CIB supervisor to make sure that the submissions to PowerCase are entered within the prescribed 30 day submission period as outlined in legislation.*

2. If advised of any **potential links** between a sexual assault complaint or perpetrator with another crime within our jurisdiction or the jurisdiction of another agency, ensure that the links are thoroughly investigated. *The use of PowerCase can assist in ongoing investigations and as an investigative resource. Members assigned as Major Case Managers, Primary Investigators and File Coordinators shall utilize PowerCase and log in on an ongoing basis to verify and approve the data entered, researched and indexed.*

Procedure OPS-094 – Homicide

6.3 The Detective Sergeant shall:

- a) respond to the scene to ensure it is secure and determine if any further resources, both human and physical, are required;
- b) ensure adequate human resources under the CIB umbrella are brought in to the investigation;
- c) keep the Inspector updated; and
- d) ensure any appropriate CPIC alerts are issued and disseminated.

6.4 The Inspector shall:

- a) immediately notify the Chief of Police of the incident;
- b) if directed by the Chief of Police, contact the Ontario Provincial Police (O.P.P.) to request their assistance of a Major Case Manager and other support personnel as needed; and
- c) liaise with all outside agencies.

6.5 The Criminal Investigation Branch shall:

- a) be notified immediately in the event of an unexplained death of a child under the age of five years, and will take the lead in the investigation until such time as the incident is no longer unexplained;
- b) be notified immediately in the event of any paediatric deaths and may take the lead in the investigation when appropriate;
- c) be informed of all cases involving attempt murder and will take over the investigation;
- d) may assist with any investigation in cases where death occurs from causes that cannot be immediately determined or may cause public concern; and
- e) will coordinate and provide the nucleus of the investigative team formulated for the investigation of all deaths where the mandate of the Special Investigations Unit is invoked.
- f) *Any major case events handled by the police service where the assistance of the Ontario Provincial Police (OPP) has not been requested for a Major Case Manager and other support personnel (both threshold and non-threshold) based on the criteria identified in the Major Case Management manual shall be assigned to the D/Sgt in charge of CIB. The D/Sgt shall designate by creating a Niche task; a Major Case Manager, Primary Investigator and File Manager for the incident. One individual can complete multiple roles. The D/Sgt in charge of CIB will also designate the offence as either threshold or non-threshold and will create a task in Niche RMS for the Case Manager identifying that designation and the thirty day timeline for entry into PowerCase. The due date for the task will be 30 days after the start of the investigation.*

OPS-003 – Criminal Harassment

D. In all cases where an investigation of criminal harassment involves a suspect who is a stranger to the victim it shall be referred to the Criminal Investigation Branch and dealt with as a major case pursuant to the *Ontario Major Case Management Manual*.

Any major case events (both threshold and non-threshold) based on the criteria identified in the Major Case Management manual shall be assigned to the D/Sgt in charge of CIB. The D/Sgt shall designate by creating a Niche task; a Major Case Manager, Primary Investigator and File Manager for the incident. One individual can complete multiple roles. The D/Sgt in charge of CIB will also designate the offence as either threshold or non-threshold and will create a task in Niche RMS for the Case Manager identifying that designation and the thirty day timeline for entry into PowerCase. The due date for the task will be 30 days after the start of the investigation.

B. The Officer in Charge who receives an investigation report of criminal harassment shall:

1. Review the file to ensure compliance with the directives of the Service.
2. Forward the report to the Criminal Investigation Branch. A trained Sexual Assault/Child Abuse/Family Violence Investigator will be assigned and responsible for follow-up investigations into criminal harassment complaints of a sexual nature and for those which fall into the components of spousal assault. Other complaints of criminal harassment are to be followed up routinely by the officer receiving the report.