

**AGENDA
CHATHAM-KENT POLICE SERVICE BOARD MEETING
(REGULAR)**

**Boardroom
Chatham-Kent Police Headquarters**

**December 10, 2025
Time: 8:30 A.M.**

1. Call to Order
2.
 - a) Declaration of Conflict of Interest
 - b) Approval of Agenda
 - c) Approval of Minutes of November 12, 2025
3. Business arising from previous Minutes: None
4. Reports from Chief of Police:
 - 4.1 New Hires, Reclassifications, Elevations, Retirements and Appointments
 - 4.2 Special Investigations Unit Parallel Investigation #25-OCI-301 and Chatham-Kent Police Service IA 25-035
5. Reports from Deputy Chief:
 - 5.1 Board Policy Updates
6. Acknowledgement letters:
 - 6.1 Certificate of Appreciation from MADD for supporting MADD Canada
With ad in the MADD Message Yearbook
7. Consent Agenda: None
8. 2026 Schedule of Meetings
9. OAPSB-Zone 6-Update
10. Non-agenda items
11. Date and time of next meeting scheduled for January 14, 2026, at 8:30 a.m.

Board Resolution re: Next Closed Session Meeting- MOTION

THE BOARD WILL CONVENE IN CLOSED SESSION TO DISCUSS MATTERS THAT IT IS OF THE OPINION FALLS UNDER SECTION 44 1 (A) SUBSECTIONS (2) OR (3) OF THE COMMUNITY SAFETY AND POLICING ACT, 2019 AND THAT THE NEXT CLOSED SESSION MEETING WILL BE HELD WEDNESDAY, JANUARY 14,2026, FOLLOWING THE REGULAR AGENDA.

12. Motion to go into Closed Session

The Board will move into Closed Session Meeting pursuant to Section 44 1(a) subsections (2) or (3) of the *Community Safety and Policing Act*, 2019, for the following reasons:

- C.S.P.A. Sec. 44(2)(h)- dealing with a financial review of the budgetary process with an organization

Two Matters:

- C.S.P.A. Sec. 44 (2)-labour relations and employee negotiations

13. Motion to Reconvene in Open Session

14. Motions arising from Closed Session

15. Adjournment

MINUTES
CHATHAM-KENT POLICE SERVICE BOARD MEETING
(REGULAR)

Boardroom
Chatham-Kent Police Headquarters

November 12, 2025
Time: 8: 30 a.m.

PRESENT:

Mr. Patrick Weaver, Chair
Mrs. Darlene Smith-Vieira, Vice-Chair
Mayor Darrin Canniff
Councillor Marjorie Crew
Mr. Douglas Sulman
Chief Kirk Earley
Deputy Chief, Jason Chickowski

ABSENT:

Ron LeClair, Police Services Advisor-Zone 6,
Inspectorate of Policing, Ministry of the Solicitor General

1. **Call to Order**

Welcome everyone and Guests

2. a) **Declaration of Conflict of Interest**

None declared

b) **Approval of Agenda**

Deputy Chief Chickowski requested an amendment to report #5.1

Item# 5.1: The last page inadvertently states " Receive the report and approve the donation to be received" the recommendation should read:

RECEIVE THE REPORT AND APPROVE THE PURCHASE OF LIFE-CYCLED FLEET VEHICLES

Moved by Councillor Crew and seconded by Mayor Canniff

"MOTION TO APPROVE THE AMENDED AGENDA"

Carried

c) **Approval of Minutes of October 8, 2025**

-A Motion was previously adopted by the Board at the September 10 CKPSB Meeting to donate to The Royal Canadian Legion Ontario Command Military Service Recognition Book. The Motion for Item #7.3 in the Minutes of October 8, 2025, is a duplicate Motion which is not required, due to the Motion being approved at the September 10, 2025, meeting.

Item #7.3 will be deleted from Minutes/Motion. **The draft Minutes have been amended and presented to Board to be approved as corrected.**

Moved by Doug Sulman and seconded by Councillor Crew

"MOTION TO APPROVE THE MINUTES OF OCTOBER 8, 2025"

Carried

3. Business Arising from Previous Minutes: None

4. Reports from Chief of Police:

Chief, would you like to present Report #4.2 first prior to presenting your other reports.

4.2 Chief Commendation CK25038347

The Chief presented the report on the Chief's Commendation re: Suicidal Person in Distress-CK25038347
The Citation letter is posted on the website.

The Chief presented the commendations to: Constables Cole Brigley, Steven Gagnon, Acting Sergeant Chris Reynolds, Sergeant Fraser Leontowicz, Emergency Communications Operators Brock Bechard, Camryn Dudley, McKenna Ladd and Victoria Labadie

Moved by Councillor Crew and seconded by Darlene Smith-Vieira

"MOTION TO APPROVE AND TO PRESENT THE CHIEF'S COMMENDATION.

Carried

CONGRATULATIONS!

4.1 New Hires, Elevations, Promotions, Appointments and Resignations

The Chief presented the report

New Hires

Moved by Councillor Crew and seconded by Mayor Canniff

"MOTION TO APPROVE THE FOLLOWING NEW HIRES:

-THAT ADMINISTRATIVE CLERK MIKE JAMES BE HIRED AS A SPECIAL CONSTABLE, GRADE 7 LEVEL 1, EFFECTIVE NOVEMBER 17, 2025.

-THAT ALYSHA PLOUFFE BE HIRED AS A FULL-TIME ECO, GRADE 7B LEVEL 4, EFFECTIVE OCTOBER 20, 2025.

-THAT SAMANTHA HOLLAND BE HIRED AS A FULL-TIME ECO, GRADE 7B LEVEL 3, EFFECTIVE OCTOBER 20, 2025."

Carried

Elevations:

Moved by Doug Sulman and seconded by Darlene Smith-Vieira

"MOTION TO APPROVE THAT INSPECTOR GREG CRANSTON BE ELEVATED FROM INSPECTOR LEVEL 2 TO INSPECTOR LEVEL 1, EFFECTIVE DECEMBER 01, 2025."

Carried

Promotions

Moved by Councillor Crew and seconded by Mayor Canniff

"MOTION TO APPROVE THE FOLLOWING PROMOTIONS:

-THAT CADETS MOLLIE DEROOY, PATRICK UZOMA, AND BRILEE GEBAL PROMOTED TO THE RANK OF FOURTH CLASS CONSTABLES, EFFECTIVE OCTOBER 03, 2025."

Carried

Appointments

Moved by Darlene Smith-Vieira and seconded by Doug Sulman

"MOTION TO APPROVE THE APPOINTMENTS OF ROMEO FERNANDES AND DAN CHRISTIAANS TO THE CKPS CHAPLAINCY UNIT EFFECTIVE OCTOBER 09, 2025."

Carried

Resignations

Moved by Councillor Crew and seconded by Mayor Canniff

"MOTION TO APPROVE THE RESIGNATION OF CONSTABLE TAMMY MERRY HAS TENURED THEIR RESIGNATION EFFECTIVE OCTOBER 17, 2025."

Carried

4.3 CCTV Reserve Transfer

The Chief presented the report regarding the Closed-Circuit Television (CCTV) Expansion Project costs and the requested reserve transfer.

Moved by Councillor Crew and seconded by Darlene Smith-Vieira

"MOTION TO RECEIVE THE REPORT FOR APPROVAL TO TRANSFER THE AMOUNT OF \$1,578.84 FROM THE POLICE MANDATORY ISSUES RESERVE ACCOUNT (17361) TO THE MUNICIPAL STRATEGIC RESERVE ACCOUNT (17266)"

Carried

4.4 Final Year End Financial Report 2024

The Chief presented the Final Year End Financial Report 2024, as prepared by Financial Coordinator, Kaley Veldboom.

We will be in a surplus position of \$1,659,566.57. This will be split 50/50 with the Municipality, giving police a final surplus of \$829,778.29 for 2024 which will be placed into the police reserves.

Moved by Councillor Crew and seconded by Darlene Smith-Vieira

"MOTION TO RECEIVE THE REPORT FOR APPROVAL AND INFORMATION"

Carried

5. Reports from Deputy Chief:

5.1 2026 Fleet Acquisitions-As Amended

Deputy Chief Chickowski presented the 2026 Fleet acquisition report.

The Full report is posted on the website.

The 9 vehicles and equipment packages will be purchased through the Provincial Co-Operative Group (PCPG), which offers discounted pricing for policing agencies across the province, using the existing budget allocated for the purchases. The costs will be covered through the Annual Lifecycle Budget

Moved by Councillor Crew and seconded by Mayor Canniff

"MOTION TO RECEIVE THE AMENDED REPORT AND APPROVE THE PURCHASE OF LIFE-CYCLED FLEET VEHICLES IN THE AMOUNT OF \$779,930.00"

Carried

5.2 **Donation from 100 King Street CK Holdings**

Deputy Chief Chickowski presented the report regarding a financial donation sought by the representatives of 100 King Street CK Holdings Inc. to assist in continuing efforts to proactively tackle crime in the core of downtown Chatham.

The holding group has committed to providing CKPS with an initial \$30,000 in 2025 and a further \$10,000 in both 2026 and 2027 to support the security initiatives the Police are doing in downtown Chatham.

As the donation is more than \$5,000 (as set out in the donation policy PSB.AI.019), approval from the Board is required.

Board Member Doug Sulman asked a question relating to maintenance costs after the donation in 2027 has expired. The Chief responded a multi-year budget will be maintained or enhanced to replace or maintain the cameras and services after the donations of 3 year has expired. There is currently a budget line in the police budget under CCTV for current maintenance.

Moved by Darlene Smith-Vieira and seconded by Councillor Crew

"MOTION TO RECEIVE THE REPORT AND APPROVE THE DONATION FROM 100 KING STREET CK HOLDINGS"

Carried

6. **Acknowledgement Letters:**

6.1 Certificate of Appreciation from the Royal Canadian Legion Ontario Command for the Board's sponsorship of the Military Service Recognition Book.

6.2 Thank you Letter from the Chatham Goodfellows for the Board's generous yearly donation to the campaign "No Child Without a Christmas"

Moved by Councillor Crew and seconded by Doug Sulman

"MOTION TO RECEIVE THE CORRESPONDENCE"

Carried

7. **Consent Agenda:**

7.1 OAPSB 2026 Membership Fees- Invoice #661 \$7,491.90, plus Zone 6 2026 Membership Fees-Invoice# 400 \$150.00= TOTAL FEES OWING \$7,641.90
Payable to OAPSB

Moved by Doug Sulman and seconded by Councillor Crew

"MOTION TO RECEIVE THE CONSENT AGENDA AND TO PAY ITEM#7.1"

Carried

8. **OAPSB-Zone 6 Update**

Darlene Smith-Vieira, I was unable to attend, possibly our Chair could update the Board regarding the Zone 6 meeting hosted by the London Police on October 27, 2025.

The Chair updated the Board on the joint membership collection fees for OAPSB and Zone Fees. There was no quorum for the Zone 6 meeting, so no new business was conducted. The next Zone 6 meeting will be in the spring.

Moved by Doug Sulman and seconded by Councillor Crew

"MOTION TO RECEIVE THE VERBAL REPORT"

Carried

9. **Non-agenda items:** None

10. **Date and time of next meeting**

The date and time of the next regular meeting is scheduled for December 10, 2025, at 10:00 A.M.

Board Resolution re: Next Closed Session Meeting-MOTION

THE BOARD WILL CONVELE IN CLOSED SESSION TO DISCUSS MATTERS THAT IT IS OF THE OPINION FALLS UNDER SECTION 44 1 (A) SUBSECTIONS (2) OR (3) OF THE *COMMUNITY SAFETY AND POLICING ACT, 2019* AND THAT THE NEXT CLOSED SESSION MEETING WILL BE HELD WEDNESDAY, DECEMBER 10, 2025, FOLLOWING THE REGULAR SESSION WHICH STARTS AT 8:30 AM.

Moved by Darlene Smith-Vieira and seconded by Doug Sulman

Carried

Chair: this concludes our business noted on Regular Agenda-we shall enter In-Camera/Closed Session to conduct our In-Camera Agenda.

11. **Motion to go into Closed Session**

The Board will move into Closed Session Meeting pursuant to Section 44 1(a) subsection (2) or (3) of the *Community Safety and Policing Act, 2019*, for the following reasons:

- C.S.P.A. Sec. 44(2)(h)- dealing with a financial review of the budgetary process with an organization.

Two Matters:

- C.S.P.A.- Sec. 44 (2) (e)- matter before administrative tribunal

Two Matters:

- C.S.P.A. Sec. 44 (2)-labour relations and employee negotiations
-

Moved by Councillor Crew seconded by Doug Sulman

"MOTION TO MOVE INTO IN-CAMERA/CLOSED SESSION"

Carried

12. **Motion to Reconvene in Open Session**

Moved by Doug Sulman seconded by Darlene Smith-Vieira

"MOVED TO RECONVENE IN OPEN SESSION"

Carried

13. **Motions arising from Closed Session**

Motions were read during the CKPS Meeting on Wednesday November 12, 2025
-SEE ATTACHED

14. **Adjournment**

Moved by Doug Sulman

"MOTION TO ADJOURN"

Carried

Time: 10:23 a.m.

Mr. Patrick Weaver, Chair
Chatham-Kent Police Service

CKPSB Closed Session/In-Camera Report

Wednesday, November 12, 2025

Time: 9:06 am – 10:21 am

BOARD MEMBERS PRESENT: Chair-Patrick Weaver, Vice-Chair-Darlene Smith-Vieira, Mayor Canniff, Councillor Crew, Doug Sulman

The Board received information on:

Two Matters:

- C.S.P.A. Sec. 44(2)(h)- dealing with a financial review of the budgetary process with an organization

Two Matters:

- C.S.P.A. Sec. 44 (2)-labour relations and employee negotiations

The Board gave direction to the Chief:

- C.S.P.A.- Sec. 44.(2) (e)- matter before administrative tribunal

Read during the Board Meeting on Wednesday November 12, 2025.

**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 4.1 (Regular)

Date of Report: December 01, 2025

Date of Board Meeting: December 10, 2025

Reference: New Hires, Reclassifications, Elevations,
Retirements and Appointments

Recommendation: Receive and approve the report

New Hires

As a result of a hiring process, it is recommended that Special Constable Chris Durocher be hired as a Cadet, Level 1, effective January 07, 2026.

As a result of a hiring process, it is recommended that Emergency Communications Operator Danielle Bird-Evans be hired as a Cadet, Level 1, effective January 07, 2026.

As a result of a hiring process, it is recommended that Jim Lynds be hired as a Part-Time Temporary Administrative Clerk (DEMS), Grade 6 Level 1, effective November 24, 2025 to November 23, 2026.

As a result of a hiring process, it is recommended that Temporary Administrative Clerk Meghan Myers be hired as Full-Time Data Entry, effective November 24, 2025.

It is recommended that the 12 month Temporary Full-Time Information Service Technician (Data Analyst) contractual agreement for Dharmik Shah be extended effective January 01, 2026 until December 31, 2027.

Reclassifications

It is recommended that Second Class Constables Jake Reed, Hannah Roesch, Nicholas Walls, Hilary Pomajba, Alex Mungar and Craig Marentette be elevated to First Class Constables effective December 21, 2025.

It is recommended that Third Class Constables Marko Sapateiro, John Thompson, and Thomas Michaud be elevated to Second Class Constables effective December 14, 2025.

Elevations

It is recommended that IT Data Analyst Dharmik Shah be elevated from Grade 8 Level 1 to Grade 8 Level 2, effective January 01, 2026.

It is recommended that Part-Time ECO Sydney Thomson be elevated from Grade 7b Level 1 to Grade 7b Level 2 effective December 05, 2025.

Retirements


Emergency Communications Operator Zann Childs has tenured their retirement notice, effective November 14, 2025. They have completed 27 years of service with CKPS.

Administrative Records Clerk John Kopinak has tenured their retirement notice, effective August 31, 2026. They will have completed 27 years of service with CKPS.

Appointments

Effective January 06, 2026, Chris Durocher is no longer designated as a Special Constable.

Prepared by:


Lori McDonald

Recommended by:


Chief of Police, Kirk Earley

**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 4.2 (Regular)

Date of Report: December 02, 2025

Date of Board Meeting: December 10, 2025

Reference: Special Investigations Unit Parallel
Investigation #25-OCI-301 and Chatham-Kent
Police Service IA-25-035

Recommendation: Receive and approve the report

BACKGROUND

As per sec. 81 (1) and O. Reg. 90/24 of the Community Safety and Policing Act (CSPA) if an investigation is conducted by the Special Investigations Unit (SIU) the Chief of Police shall investigate,

- a) member's conduct in relation to the incident.
- b) the policing provided by the member in relation to the incident.
- c) the procedures established by the chief of police as they relate to the incident.

In a letter dated November 28, 2025, Director Joseph Martino notified the Chief of Police that SIU file #25-OCI-301 had been closed on the basis that there were no reasonable grounds in the evidence to proceed with charges, and that there was no further action contemplated.

Below is a review of the incident and relevant parallel investigation conducted by the Chatham-Kent Police Service.

INCIDENT SUMMARY

On July 31, 2025, while in the custody of the Chatham-Kent Police Service (CKPS) for breaching a release condition, the complainant overdosed after ingesting a substance in cells that was concealed on their person. The officials found the complainant unresponsive and subsequently administered Naloxone and first-aid. The complainant was transported by ambulance to the hospital and treated. The complainant was later released from hospital, suffering no physical injuries.

CKPS reported the incident to the SIU, who invoked section 15 of the SIU Act, resulting in an investigation into the conduct of the officials.

SIU FINDINGS

The (SIU) completed their investigation on November 28, 2025, and determined that there were no reasonable grounds to believe that a criminal offence had been committed in connection with the incident.

The SIU reported that the complainant was lawfully in police custody from the moment of her arrest to the time she overdosed in the courthouse cell, and that officials acted with due care and regards for the complainant's health and well-being.

The SIU reported that the complainant was able to conceal a substance that was not detected during three searches, which was not surprising since the substance was deliberately hidden. It was reported that nothing short of continuous monitoring could have prevented the complainant from accessing and ingesting the substance.

It was reported that the cell staff acted quickly after the complainant ingested the substance by immediately providing emergency first-aid and securing medical attention. Therefore, there was no basis for proceeding with criminal charges in this incident. The file has since been closed.

INTERNAL INVESTIGATION / CONCLUSION

In accordance with Section 81 (1) and O. Reg. 90/24 of the Community Safety and Policing Act, The Chief of Police is required to complete a thorough internal investigation into the incident and review; member's conduct, the policing provided by the member and the procedures related to the incident. This section outlines obligations related to transparency, accountability and compliance. The CKPS investigation was initiated to meet these responsibilities.

The Professional Standards Branch after a thorough review and investigation have determined the following:

- The arrest, on July 31, 2025, was lawful and necessary to compel her appearance in court (CKPS procedure - LE.03.002- Arrest-Release-Court).
- All three searches conducted were done properly, legally and in compliance with legislation and CKPS procedure (LE.03.006 Search of Persons).
- The custody detention logs, were updated with physical check and notations regarding the custody, and that officials complied with CKPS procedures (LE.03.003- Prisoner Care and Control).
- A review of the actions taken by officials following the discovery of the complainant's medical state. It was apparent that immediate life saving measures were taken to administer first-aid to the complainant as well as immediately securing emergency medical attention (CKPS Procedure - LE.03.004 - Prisoner Illness or Death Within a Police Service Facility).

Based on a comprehensive review and analysis of all available information with respect to the arrest, search and detention of the complainant. The Professional Standards Branch has determined that all police procedures related to the incident were followed appropriately and are aligned with Legislation. With respect to the conduct and policing provided by the designated officials, the investigation has determined that all officials acted in accordance as set out in the CSPA and CKPS procedures.

Prepared by:

Staff Sergeant Ken Lauzon

Recommended by:



Chief of Police, Kirk Earley

**REPORT OF THE POLICE SERVICE
TO
THE CHATHAM-KENT POLICE SERVICES BOARD**

Board Report Number: 5.1 (Regular)

Date of Report: December 2, 2025

Date of Board Meeting: December 10, 2025

Reference: Board Policy Updates

Recommendations: Receive and approve the report

With the changes because of the Community Safety and Policing Act, we have been revising our internal procedures and Board Policy. Please find attached the following updated Board Policy:

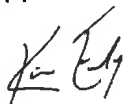
PSB.AI.00- Integrated Policy Statement
PSB.AI.04- Communicable Diseases
PSB.AI.08- Marked General Patrol Vehicles
PSB.AI.09- Safe Storage of Police Service Firearms
PSB.AI.012- Use of Force
PSB.AI.13- Speed Detection Devices
PSB.AI.014- Secure Holsters
PSB.AI.015- Collection of Identifying Information in Certain Circumstances
PSB.AI.16- Workplace Violence Prevention
PSB.AI.24- Board Communication
PSB.LE.07- Hate-Bias Motivated Crime
PSB.LE.08- Hate Propaganda
PSB.AI.48- Assistance Requests & Agreements
PSB.PO.03- Policing Indigenous Occupations & Protests
PSB.VA.01- Victims' Assistance

Recommended by:



Deputy Chief of Police, Jason Chickowski

Approved by:



Chief of Police, Kirk Earley



Chatham-Kent Police Service Board Policies

PSB.AI.00 - INTEGRATED POLICY STATEMENT

Effective [MONTH, DAY, YEAR] PO# XXXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- A3 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services*

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board (the "**Board**") with respect to Board policies required under Ontario Regulation 392/23 – *Adequate and Effective Policing (General)* that:
 - a. the Board will adopt the Ministry's sample board policies set out in the *Policing Standards Manual (2012)* with such amendments as the Board deems necessary to meet local needs;
 - b. the policies will serve as the Board's policy direction to the Chatham-Kent Police Service (the "**Service**");
 - c. the Chief of Police of the Service will comply with the provisions of these policies; and
 - d. the policies will be issued separately and will be organized consistent with the Ministry's *Policing Standards Manual (2012)* into the following categories:
 - i. Administration and Infrastructure;
 - ii. Crime Prevention;
 - iii. Counter-Terrorism;
 - iv. Emergency Response;
 - v. Law Enforcement;
 - vi. Public Order Maintenance; and
 - vii. Victims' Assistance.



Chatham-Kent Police Service Board Policies

| PREVIOUS ISSUE | EFFECTIVE DATE |
|---|----------------|
| PSB.A1.00 - INTEGRATED POLICY STATEMENT | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.04 - COMMUNICABLE DISEASES

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 Occupational Health and Safety Act
- A2 Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board (the "**Board**") with respect to communicable diseases that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will:
 - a. develop and maintain procedures that are consistent with the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*;
 - b. designate and train one or more members of the Service as a communicable disease Designated Officer(s);
 - c. ensure that each communicable disease Designated Officer(s) is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases – An Information Manual for Designated Officers*; and
 - d. work, where possible, with the local Chief Medical Officer of Health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|-----------------------------------|----------------|
| PSB.AI.04 - COMMUNICABLE DISEASES | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.08 – MARKED GENERAL PATROL VEHICLES

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Occupational Health and Safety Act*
- A3 *Ontario Regulation 391/23 – Use of Force and Weapons*
- A4 *Ontario Regulation 405/23 – Police Uniforms and Equipment*
- A5 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services - AI-008*

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board with respect to marked general patrol vehicles that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will:
 - a. establish procedures that set out the functions of marked general patrol vehicles;
 - b. ensure that the Service's marked general patrol vehicles meet required specifications;
 - c. ensure the regular maintenance, inspection and replacement of the Service's marked general patrol vehicles; and
 - d. consult with designated employee representatives regarding the acquisition of patrol vehicles and related equipment.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|--|----------------|
| PSB.AI.08 – Marked General Patrol Vehicles | 2008/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.09 – SAFE STORAGE OF POLICE SERVICE FIREARMS

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A POLICY

- A1 It is the policy of the Chatham-Kent Police Service Board with respect to the safe storage of Service firearms that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will establish procedures that are consistent with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*.

B STANDARDS

- B1 *Community Safety and Policing Act, 2019*
- B2 *Firearms Act*
- B3 *Ontario Regulation 87/24 – Training*
- B4 *Ontario Regulation 391/23 – Use of Force and Weapons*
- B5 *Ontario Regulation 405/23 – Police Uniforms and Equipment*
- B6 *Public Agents Firearms Regulations*
- B7 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services*
- AI-009

| PREVIOUS ISSUE | EFFECTIVE DATE |
|---|----------------|
| PSB.AI.09 – SAFE STORAGE OF POLICE SERVICE FIREARMS | 2008/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.12 – USE OF FORCE

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A POLICY

- A1 It is the policy of the Chatham-Kent Police Service Board (the "**Board**") that procedures are developed regarding the use of force as it relates to the Ontario Public-Police Interactions Training Aid (formerly the Ontario Use of Force Model).

B STANDARDS

- B1 *Community Safety and Policing Act, 2019*
- B2 *Criminal Code of Canada*
- B3 *Provincial Offences Act*
- B4 *Ontario Regulation 87/24 – Training*
- B5 *Ontario Regulation 391/23 – Use of Force and Weapons*
- B6 *Ontario Regulation 405/23 – Police Uniforms and Equipment*
- B7 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services*
- AI-012

C POLICIES

- C1 It is the policy of the Board with respect to use of force that:
- a. this Board, upon receiving a report on the investigation into an injury or death caused by the discharge of a Member's firearm, will review the report and make further inquiries as they consider appropriate;
 - b. this Board, upon being notified that the Chief of Police ("**Chief**") of the Chatham-Kent Police Service (the "**Service**") has discharged a firearm in the performance of their duty, will cause an investigation into the circumstances; and
 - c. the Board shall require the Chief to establish procedures to:



- i. ensure that Members shall not use a weapon other than a firearm, with the exception of those used on another Member in the course of a training exercise in accordance with Service procedures, unless:
 - 1. that type of weapon is identified in Ontario Regulation 391/23 – *Use of Force and Weapons*;
 - 2. the weapon conforms to any additional requirements regarding the weapon set out in Ontario Regulation 391/23 – *Use of Force and Weapons*; and
 - 3. the weapon is used in accordance with any restrictions set out in Ontario Regulation 391/23 – *Use of Force and Weapons*;
- ii. ensure that, at minimum, Sworn Officers are:
 - 1. issued a handgun that meets the technical specifications set out in Ontario Regulation 391/23 – *Use of Force and Weapons*;
 - 2. issued oleoresin capsicum aerosol spray;
 - 3. issued a baton;
 - 4. given access to a conducted energy weapon;
 - 5. given access to a carbine; and
 - 6. trained in officer safety, communication, handcuffing and physical control techniques;
- iii. ensure that Members do not:
 - 1. use force on another person unless they are in compliance with the training requirements prescribed by the Minister on the use of force;
 - 2. carry or use a firearm unless they are in compliance with the training requirements prescribed by the Minister on the use of firearms; and



3. carry or use a weapon that is not a firearm unless they are in compliance with the training requirements prescribed by the Minister on the use of that weapon;
- iv. ensure that, subject to any sixty (60) day extension permitted by Ontario Regulation 87/24 – *Training*, at least once every 12 months, Members:
 1. who may be required to use force on other persons receive a training course entitled "Use of Force Requalification", delivered by a certified trainer in respect of the course; and
 2. authorized to carry a firearm, receive a training course on the use of firearms;
 3. authorized to carry a conducted energy weapon, receive a training course entitled "Conducted Energy Weapon (CEW) Requalification", delivered by the College or by a certified trainer in respect of the course;
 4. authorized to carry a carbine, receive a training course entitled "Carbine Operator Requalification", delivered by the College or by a certified trainer in respect of the course;
- v. permit the use of reasonable weapons of opportunity by Officers, when none of the approved options are available or appropriate to defend themselves or members of the public;
- vi. establish procedures consistent with the requirements of Ontario Regulation 87/24 – *Training* and Ontario Regulation 391/23 – *Use of Force and Weapons*;
- vii. immediately cause an investigation to be made where a Member unintentionally or intentionally discharges their firearm, except on a target range or in the course of ordinary weapon maintenance;
- viii. immediately cause an investigation and file a report to the Board where a Member, by the discharge of a firearm in the performance of their duty, kills or injures another person;
- ix. ensure, where the Chief discharges a firearm in the performance of their duty, that they promptly report the matter to the Board. In this event, the Board shall cause an investigation to be made into the circumstances;



- x. ensure that a written record is maintained of the training courses taken by the Members on the use of force, the use of firearms and the use of weapons that are not firearms;
- xi. ensure the reporting of the use of force by Members is made in accordance with Ontario Regulation 391/23 – *Use of Force and Weapons*;
- xii. ensure the ongoing review and evaluation of local use of force procedures, training and reporting; and
- xiii. ensure a copy of the Service's annual use of force report is submitted to the Board analyzing the data from the reports submitted under Ontario Regulation 391/23 – *Use of Force and Weapons*, regarding use of force by Members and identified trends.

C2 The Board shall forthwith publish the annual report submitted under subsection C1.c.xiii. on the internet.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|--------------------------|----------------|
| PSB.AI.12 – USE OF FORCE | 2011/01/07 |
| PSB.AI.12 – USE OF FORCE | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.13 - SPEED DETECTION DEVICES

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Occupational Health and Safety Act*
- A2 *Ministry of Labour, Immigration, Training and Skills Guideline – Radiofrequency and Microwave Radiation in the Workplace*
- A3 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services – AI-013*

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board, with respect to speed detection devices, that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will:
 - a. ensure the provision of speed detection devices:
 - i. comply with the current National Highway Traffic Safety Administration (NHTSA) Publication – "*Speed Measuring Device Specifications: Down-The-Road Radar Module*" (DOT HS 812-266, April 2016, Technical Manual - or successor versions) and/or the current NHTSA Publication – "*LIDAR Speed Measuring Device Performance Specifications*" (DOT HS 809 811, March 2013, Technical Manual, or successor versions);
 - ii. do not exceed 5mW/cm² for the emission safety limits in compliance with Appendix 1 on Occupational Exposure Limits established by Health Canada's *Safety Code 6* and adopted by the Ontario Ministry of Labour, Immigration, Training and Skills Guideline – "*Radiofrequency and Microwave Radiation in the Workplace*" or successor versions;
 - iii. are tested for accuracy on set-up; and
 - iv. are tested and certified initially by the manufacturer's requirements in accordance with NHTSA standards and tested and certified following any repair/maintenance with information on tested emission levels and maintenance recorded;
 - b. ensure that each member of the Service uses, maintains and cares for the speed detection devices provided to them in accordance with the standards established by the Minister;



Chatham-Kent Police Service Board Policies

- c. ensure that police officers of the Service do not:
 - i. use speed detection devices unless the member has successfully completed the required training course(s) delivered by a qualified instructor;
 - ii. have speed detection devices transmitting when not in use; and
 - iii. direct the speed detection devices towards any part of the body, specifically the head and groin areas;
- d. ensure that, at least every twenty-four (24) months, every member who may be required to use speed detection devices receives a refresher training course by a qualified instructor that reviews topics covered in the initial training course, including updates on changes in case law, new technological developments and/or operating procedures; and
- e. ensure that police officers of the Service receive information regarding the NHTSA Publication – *"Speed Measuring Device Specifications: Down-The-Road Radar Module"* (DOT HS 812-266, April 2016, Technical Manual - or successor versions), NHTSA Publication – *"LIDAR Speed Measuring Device Performance Specifications"* (DOT HS 809 811, March 2013, Technical Manual, or successor versions), Health Canada's Safety Code 6 and the OHSa including the Ontario Ministry of Labour, Immigration, Training and Skills Guideline – *"Radiofrequency and Microwave Radiation in the Workplace"* or successor versions.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|-------------------------------------|----------------|
| PSB.AI.13 - SPEED DETECTION DEVICES | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.14 – SECURE HOLSTERS

Effective [MONTH, DAY, YEAR] PO# XXXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Occupational Health and Safety Act*
- A3 *Ontario Regulation 87/24 – Training*
- A4 *Ontario Regulation 391/23 – Use of Force and Weapons*
- A5 *Ontario Regulation 405/23 – Police Uniforms and Equipment*
- A6 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services - AI-014*

B POLICIES

- B1 It is the policy of the Chatham-Kent Police Service Board with respect to secure holsters that the Chief of Police of the Chatham-Kent Police Service will:
 - a. ensure the provision of secure holster equipment to Sworn Members that is constructed to provide the level of protection that is necessary for the performance of duties including:
 - i. inhibiting the handgun from being drawn inadvertently;
 - ii. inhibiting the handgun from being withdrawn by an unauthorized person; and
 - iii. permitting the rapid, unimpeded drawing of the handgun, should it be required; and
 - b. consult with designated employee representatives regarding the acquisition of secure holsters.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|-----------------------------|----------------|
| PSB.AI.14 – SECURE HOLSTERS | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.AI.015 - COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES

Effective [MONTH, DAY, YEAR] PO# XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A POLICY STATEMENT

- A1 The Chatham-Kent Police Service Board (the "**Board**") is committed to ensuring that policing in Chatham-Kent is undertaken in a manner that protects the human rights of every individual and that policies, procedures and practices that may be discriminatory, as well as behaviours that underlie and reinforce such practices, will not be tolerated.
- A2 The following is the policy of the Board with respect to the "Collection of Identifying Information in Certain Circumstances – Prohibition and Duties" – Regulation 400/23 (the "**Regulation**") of the *Community Safety and Policing Act, 2019* ("**CSPA**").

B STANDARDS

- B1 *Community Safety and Policing Act, 2019*
- B2 *Ontario Regulation 400/23 – Collection of Identifying Information in Certain Circumstances- Prohibition and Duties*

C DEFINITIONS

- C1 In order to ensure the correct interpretation of a capitalized term and/or abbreviation used in this policy, the following definitions form part of this policy.
- a. **Annual Report** – means the annual report provided by the Chief to the Board under section 12 of Ontario Regulation 399/23 – *General Matters Under the Authority of the Lieutenant Governor in Council* and sections 15 and 16 of the Regulation.
 - b. **Database** – means the paper or electronic filing system, under the control of the Chief, where identifying information about an individual collected by a police officer from the individual during a Regulated Interaction is stored (*but does not include a database where intelligence information is stored or other criminal/intelligence based databases*).
 - c. **Document** – means the document described in section 8 of the Regulation to be offered to an individual from whom a police officer has attempted to collect identifying information.
 - d. **Prohibited grounds** – means, under the Ontario *Human Rights Code*, means race, creed, colour, ancestry, place of origin, ethnic origin, citizenship, sex, sexual



orientation, age, marital status, family status, gender identity, gender expression or disability.

- e. **Racial/Biased Profiling** – means the practice of linking a person or persons to an unlawful incident or incidents and/or relating to public safety concerns, based primarily or predominantly on prohibited grounds or stereotypes relating to those prohibited grounds.
- f. **Regulated Interaction** – is an attempt by a police officer to collect identifying information by asking an individual, in a face-to-face encounter, to identify themselves or to provide information for the purpose of identifying the individual, and includes such an attempt whether or not identifying information is collected:
 - i. if that attempt is done for the purpose of:
 - 1. inquiring into offences that have been or might be committed;
 - 2. inquiring into suspicious activities to detect offences; or
 - 3. gathering information for intelligence purposes;
 - ii. but does not include an attempted collection made by a police officer for the purpose of investigating an offence the officer reasonably suspects has been or will be committed; and
 - iii. does not include an attempt by a police officer to collect identifying information from an individual if:
 - 1. the individual is legally required to provide the information to a police officer;
 - 2. the individual is under arrest or is being detained;
 - 3. the officer is engaged in a covert operation;
 - 4. the officer is executing a warrant, acting pursuant to a court order or performing related duties; or
 - 5. the individual from whom the officer attempts to collect information is employed in the administration of justice or is carrying out duties or providing services that are otherwise relevant to the carrying out of the officer's duties.



D GENERAL

- D1 The Chief of Police (the "**Chief**") of the Chatham-Kent Police Service (the "**Service**"), shall establish procedures regarding Regulated Interactions that:
- a. ensure compliance with the Regulation 400/23, Board policies, the CSPA, the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, and the Municipal Freedom of Information and Protection of Privacy Act ("**MFIPPA**");
 - b. ensure Regulated Interactions are not conducted on the basis of Racial/Biased Profiling, or in an arbitrary manner;
 - c. acknowledge that collecting "identifying information" includes collecting any "information for the purpose of identifying the individual" as defined by this policy;
 - d. ensure police officers approach all attempts to collect personal information consistent with the Regulation, regardless of whether the police officer intends to identify the individual;
 - e. respect both the individual's right to disengage from a Regulated Interaction and that an officer's disengagement from a Regulated Interaction is an acceptable, valued and sometimes necessary policing practice; and
 - f. ensures officers do not attempt to collect identifying information about an individual from the individual without first informing the individual (*unless the police officer is exempt from a requirement to notify the individual because of a specific exemption in section 7 of the Regulation*):
 - i. that they are not required to provide identifying information to the officer; and
 - ii. why the police officer is attempting to collect identifying information about the individual.
- D2 The Chief shall have a procedure that complies with the duties and obligations imposed by the Regulation and this policy to ensure there is direction and training provided to officers regarding Regulated Interactions.
- D3 The Chief shall ensure that there is a Database created or adapted that allows for the recording, analysis and reporting required by the Regulation.



- D4 For the purpose of reporting to the Board as part of the Annual Report and for other analytic reasons, as directed by the Board and/or the Ministry of Community Safety and Correctional Services, the Chief shall establish categories for the following:
- a. age groups;
 - b. racialized groups, as defined in the Regulation;
 - c. neighbourhoods or areas; and
 - d. appropriately sized random samples of entries of identifying information for the purposes of section 10(6) of the Regulation
- D5 This policy does not apply to community interactions or lawful interactions in which a person is either detained or required to provide personal information.

E DOCUMENT TO BE PROVIDED

- E1 The Chief shall establish procedures that require police officers conducting Regulated Interactions to comply with the Document requirements, as set out in section 8 of the Regulation, including the exemptions described in the Regulation.
- E2 The Chief shall ensure that the Document contains:
- a. the name and badge number of the police officer and any other officer involved in the collection of identifying information;
 - b. the date, time and location of the Regulated Interaction;
 - c. information about how to contact the Complaints Director of the Law Enforcement Complaints Agency (LECA); and
 - d. an explanation that the individual can request access to information in the Service's custody or control under MFIPPA and information about how to make such a request.
- E3 The Chief shall ensure that the Document contains the mandated information required by the Regulation and this policy.



F **TRAINING**

- F1 The Chief shall ensure that every police officer who attempts to collect identifying information about an individual from the individual, or anyone acting as the Chief's delegate under section 10 of the Regulation, have successfully completed the training prescribed for the purpose of the Regulation.
- F2 The Chief shall provide to the Board copies of all training modules on Regulated Interactions for review upon request from the Board.

G **SUPERVISION**

- G1 The Chief shall establish procedures regarding the collection of identifying information to ensure that:
- a. supervisors understand that the collection of identifying information is carried out in compliance with both the Regulation and this policy;
 - b. police officers receive effective supervision related to the collection of identifying information;
 - c. supervisors are trained to critically examine the circumstances leading to the collection of identifying information and any resulting reports to determine compliance with this policy and the Regulation and are held accountable for any failure to do so; and
 - d. where discipline is substantiated, police officer(s) may be disciplined in accordance with Part XII of the CSPA.

H **REPORTING**

- H1 The Annual Report, as it relates to Regulated Interactions, shall be provided by the Chief to the Board and shall be included in the annual report provided by the Chief pursuant to section 12 of Ontario Regulation 399/23 - *General Matters Under the Authority of the Lieutenant Governor in Council*, made under the CSPA.
- H2 The Annual Report relating to Regulated Interactions shall include, at a minimum:
- a. all of the information required by section 15 of the Regulation, as amended from time to time;



- b. where feasible, tracking of the times a Regulated Interaction assisted with an investigation;
- c. the number of complaints (*public and Chief's*) resulting from or related to Regulated Interactions, along with their status or outcome;
- d. an estimate of the cost of complying with the Regulation; and
- e. the results of any audit conducted under procedures enacted pursuant to this policy.

I DISPROPORTIONATE REPORTING

- 11 If the Annual Report reveals that identifying information was attempted to be collected disproportionately from individuals perceived to be within a group or combination of groups, as identified above, the Chief shall:
 - a. review the practices of the Service; and
 - b. prepare a report to the Board setting out the results of the review and their proposals, if any, to address the disproportionate attempted collection of information.
- 12 The Board may wish to review the collected data from time to time. The Chief shall make this information available, upon request from the Board.
- 13 The need for and contents of any supplementary report may be determined by either the Chief or the Board after review of the data in the annual report.
- 14 The Board, upon receipt of the Annual Report and any supplementary report, shall:
 - a. publish all reports on the Board's website so they are available to the public free of charge; and
 - b. consider the report and the proposals, if any, set out in any supplementary report and consider whether to give directions under section 40(1) of the CSPA to the Chief and monitor their performance pursuant to subsection 37(1)(f) of the CSPA.



J MONITORING REQUIREMENTS

- J1 At least once a year, the Chief or designate shall conduct detailed reviews of an appropriately sized random sample of the entries of identifying information included in a database pursuant to subsection 10(6) of the Regulation, or if the Chief believes it would be assistive and feasible the entire database.

K RETENTION, ACCESS AND DISCLOSURE OF DATA

- K1 The Chief shall have a procedure dealing with retention, access and disclosure of identifying information that provides, at a minimum, the following:
- a. identifying information entered into the database five or more years ago and identifying information gathered and/or entered into the database that is determined to have been collected in non-compliance with the Regulation, which shall all have restricted access as follows:
 - i. no person shall have access to the information without the permission of the Chief (or delegate);
 - ii. a member may be permitted to access the information only if the Chief (or delegate) is satisfied that access is needed:
 - iii. for the purpose of an ongoing police investigation;
 - iv. in connection with legal proceedings or anticipated legal proceedings;
 - v. for the purpose of dealing with a complaint under Part X of the CSPA;
 - vi. in order to prepare the Annual Report or a report required on disproportionate collection;
 - vii. for the purpose of complying with a legal requirement; or
 - viii. for the purpose of evaluating a police officer's performance;
 - b. where identifying information has been identified as being required under subsection K1.a. of this policy, it may be retained as long as reasonably necessary for the specific purpose(s) for which it was retained and, when no longer required for that purpose(s) or otherwise by law, it shall no longer be retained; and



c. access to, and disclosure of identifying information collected on or after January 1, 2017, including the retention of identifying information collected contrary to this Regulation and identifying information collected more than five years ago, shall be restricted to the Chief, or designate, in order to comply with the Regulation and subject to the exemptions set out in this policy.

- K2 The Chief shall ensure identifying information and records relating thereto that were collected before January 1, 2017 shall be accessed, retained and/or disclosed pursuant to the Chief's procedures regarding the retention of records and should any of the data be determined to have been collected in violation of the law as it existed at the time of collection, its access and disclosure shall be subject to the restrictions in the Regulation.
- K3 The Chief shall ensure that identifying information collected contrary to the Regulation or contrary to Ontario Regulation 58/16 shall not be retained longer than is reasonably necessary to ensure the information is available in the circumstances in which access may be permitted under section 10 of the Regulation.

L POLICY CONSISTENT WITH REGULATION

- L1 This policy is intended to be consistent with the Regulation. If any provision of this policy is or appears to be in conflict with the Regulation, it shall be deemed to be modified to make it consistent with the Regulation.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|---|----------------|
| PSB.AI.015 - COLLECTION OF IDENTIFYING INFORMATION IN CERTAIN CIRCUMSTANCES | 2016/12/13 |



Chatham-Kent Police Service Board Policies

PSB.AI.16 - WORKPLACE VIOLENCE PREVENTION

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 Occupational Health & Safety Act ("**OHSA**")
- A2 Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services – AI-016

B POLICY

- B1 The objective of workplace violence prevention is to ensure that employees have and feel they have a safe working environment, both physically and psychologically. Where workplace violence occurs, or the threat of violence exists, it must be effectively investigated and appropriately addressed.
- B2 The Chatham-Kent Police Services Board (the "**Board**") is committed to meeting its obligations as an employer pursuant to the requirements of the OHSA. This policy is established to protect Chatham-Kent Police Service (the "**Service**") personnel from workplace violence in all Service workplaces, including those beyond its facilities.
- B3 It is therefore the policy of the Board with respect to workplace violence prevention that the Chief of Police of the Service will:
 - a. prepare procedures with respect to workplace violence as well as develop and maintain a program to implement the policy, in accordance with the OHSA;
 - b. establish procedures on responding to and preventing violence in the workplace; and
 - c. ensure that all members of the Service receive training on workplace violence prevention.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|---|----------------|
| PSB.AI.16 - WORKPLACE VIOLENCE PREVENTION | 2012/11/01 |



Chatham-Kent Police Service Board Policies

PSB.AI.24 - BOARD COMMUNICATION

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A **STANDARDS**

- A1 *Community Safety and Policing Act, 2019*
- A2 *Municipal Freedom of Information and Protection of Privacy Act*
- A3 *Ontario Regulation 408/23 – Code of Conduct for Police Service Board Members*
- A4 *Inspectorate of Policing of Ontario, Advisory Bulletin: Municipal Police Service Board Policy – Critical Points (2024)*

B **PURPOSE & SCOPE**

- B1 The purpose of this policy is to establish clear guidelines for communication practices that promote transparency, accountability, and public trust in accordance with the *Community Safety and Policing Act* ("**CSPA**"). This policy applies to all Chatham-Kent Police Service Board (the "**Board**") members and designated staff involved in communication activities. It covers interactions with municipal councils, the public, media, and other stakeholders.

C **PRINCIPLES & LEGAL FOUNDATIONS**

- C1 This Board commits to communication grounded in the principles of transparency, respect, inclusion, and procedural fairness as required under the CSPA and Ontario Regulation 408/23. All communication must uphold the highest standards of professionalism, confidentiality, and cultural sensitivity. The Board is committed to fulfilling its obligation to publish strategic plans, annual reports, and directions to the Chief of Police of the Chatham-Kent Police Service (the "**Service**") in a timely and accessible manner.

D **ROLES, AUTHORITY & DELEGATION**

Authorized Spokespersons

- D1 Only the Board Chair or those designated by the chair are authorized to speak publicly or issue formal statements on behalf of the Board. Staff support will be provided to assist with the preparation and review of communications, including press releases and media statements.



Handling Public and Media Inquiries

- D2 Board members are expected to refrain from providing official comments or information to the media or public unless specifically authorized. If approached for comment, members should:
- politely direct inquiries to the Board Chair or designated communications officer;
 - clearly state if offering personal opinions, ensuring these are not mistaken for official Board positions;
 - avoid discussing confidential or sensitive information; and
 - in critical or sensitive situations, all media engagement must be coordinated through the Chair or communications lead.

Personal Opinions

- D3 Members must clearly distinguish personal views from Board positions when communicating publicly and ensure compliance with the code of conduct outlined in Ontario Regulation 408/23.

Public Engagement & Channels

- D4 The Board will utilize appropriate platforms, including the municipal website, social media, public meetings, and press releases, to engage with the community. All communication channels will be managed to ensure accessibility, inclusivity, and responsiveness to diverse communities, including Indigenous peoples, racialized groups, and persons with disabilities.

Critical Events & Sensitive Situations

- D5 A critical event is any occurrence that may significantly affect public safety, community trust, the reputation of the Board, or its ability to fulfill its responsibilities. Examples include serious injury, an officer-involved incident, a major policy failure, or any matter that draws considerable public or media attention.



- D6 This definition is informed by the concept of a "Critical Point" as outlined by the Toronto Police Service Board, which describes situations that quickly elevate operational, reputational, financial, or governance risk and require the Board's immediate attention. It also reflects the guidance issued by Ontario's **Inspectorate of Policing**, which encourages municipal police service boards to adopt formal "Critical Point" policies and establish clear information-sharing protocols with police leadership during significant or high-impact events.
- D7 The Board recognizes that not all communications during a critical event are appropriate for Board comment. Operational information, investigative details, or statements concerning active police activity remain the responsibility of the **Chief of Police** of the Service. The Board's role is to focus on communication related to governance, oversight, accountability, and community reassurance, while avoiding interference in operations.
- D8 By combining these perspectives, the Board acknowledges that critical events extend beyond operational matters to include those that influence governance, accountability, and community confidence. This broader definition supports the Board's duty under the CSPA to ensure transparency and effective communication while maintaining clear respect for operational independence.

Communication and Response Protocol

- D9 When a critical event occurs, the Board will follow the following structured process to manage communication, assess risk, and coordinate an appropriate response.
- Immediate internal notification to the Board Chair, communications lead, and, where appropriate, legal counsel.
 - Preliminary assessment to determine whether the event meets the criteria for a critical event.
 - Verification of facts through reliable and authorized sources before making any public or internal statement.
 - Coordination with the **Chief of Police** of the Service to confirm which elements of the event fall under operational communication.
 - Preparation of approved Board messaging limited to governance-related matters, such as expressions of support, transparency commitments, or confirmation of oversight processes.



- f. Designation of the appropriate spokesperson, ensuring alignment between the Board's communication and the service's operational updates.
- g. Notification of the full Board and relevant partners, including police leadership and municipal officials if applicable.
- h. Coordination of all public or media communication through official channels, maintaining transparency while protecting sensitive information.
- i. Monitoring of media coverage and public reaction, with adjustments as necessary to preserve accuracy and trust.
- j. Post-event review to evaluate the effectiveness of communication and identify improvements for future incidents.

All communication related to critical events must balance transparency with confidentiality, ensuring that operational independence is maintained at all times. For all communications related to critical events Members shall refer to the Communication Flowchart for Critical or Sensitive Incidents, attached hereto as **Appendix A**.

E PRIVACY, DATA & MISCONDUCT REPORTING

- E1 All personal and confidential information received by the Board shall be handled in compliance with applicable privacy laws, including the *Municipal Freedom of Information and Protection of Privacy Act* and regulations concerning Regulated Interactions.
- E2 Board members and staff are required to follow formal procedures for reporting suspected misconduct, including whistleblower protections against retaliation, in accordance with the CSPA and Ontario Regulation 408/23.

Complaints or Concerns

- E3 Complaints or concerns must be directed as follows:
 - a. **complaints regarding the Board or Police Leadership** (including governance issues, failure to comply with legislation, or breaches of the Board Member Code of Conduct) should be submitted to the **Inspectorate of Policing of Ontario (IoP)** at www.iopontario.ca or by email at complaints@iopontario.ca;



- b. **complaints regarding individual police officers or members of a police service** should be filed with the **Law Enforcement Complaints Agency (LECA)** at www.leca.ca or by email at info@leca.ca; and
- c. **complaints regarding Board employees or contractors** will be managed through the Board's internal human resources and complaint procedures.

E4 Conflicts of interest must be disclosed promptly and managed in accordance with Ontario Regulation 408/23.

F TRAINING & CONTINUOUS IMPROVEMENT

F1 Board members should receive training on communication protocols, media engagement, that align with the mandatory training on human rights, and systemic racism to ensure effective, respectful, and lawful communication practices. This policy will be reviewed and updated regularly, at minimum in alignment with the Board's strategic planning cycle, to incorporate feedback and evolving best practices. Training costs should also be included as part of the board budget process for governance development.

G SAMPLE CLAUSES

G1 The following sample clauses shall be considered for the corresponding situation:

- a. *Authority Statement* - "Only the Chair or designated spokesperson(s) may issue formal statements on behalf of the Board. Individual members must preface any personal comments with a disclaimer that such views do not represent the Board."
- b. *Critical Point Definition* - "Critical events are defined as occurrences that significantly affect public safety, operational effectiveness, community trust, or the reputation of the Board, and that require immediate notification to the Chair, coordination with the Chief of Police or OPP Detachment Commander, and a structured public communication response."

This definition is informed by the concept of a 'Critical Point' adopted by the Toronto Police Service Board (2023) and the guidance of Ontario's Inspectorate of Policing (2024), which encourages boards to establish clear communication and information-sharing protocols during significant or high-impact events.



- c. *Privacy Clause* - "All confidential information will be handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and related legislation. Unauthorized disclosure is prohibited."

| PREVIOUS ISSUE | EFFECTIVE DATE |
|----------------|----------------|
| N/A | N/A |



APPENDIX A

Communication Flowchart for Critical or Sensitive Incidents

1. Incident Occurs

A critical or sensitive incident occurs within the jurisdiction of the Board.



2. Initial Assessment

Board Chair and Communications Lead assess whether the event meets the definition of a critical incident.



3. Information Verification

Gather facts from verified and authorized sources before any statement or discussion.



4. Determine Communication Path

- **Operational matters:** Chief of Police or OPP Detachment Commander leads all public communication.
- **Governance or oversight matters:** Board Chair or designated spokesperson leads communication on transparency, accountability, and community reassurance.



5. Message Coordination

Ensure consistency between Board and Service statements while maintaining independence of roles.



6. Public Communication

Release approved statements through official channels such as the municipal website, press release, or public notice.



7. Monitoring and Adjustment

Track media coverage, public response, and social media activity. Correct inaccuracies promptly and factually.



8. Post-Event Review

Conduct a debrief to evaluate communication effectiveness and update Board policy or protocol as needed.



Chatham-Kent Police Service Board Policies

PSB.LE.07 – HATE/BIAS MOTIVATED CRIME

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- A3 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services – LE.007*

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board (the "**Board**") with respect to undertaking and managing investigations into hate/bias motivated crime that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will:
 - a. ensure that community organizations, school boards, victims' organizations, social services agencies and the media are informed about the Service's procedures for investigating hate/bias motivated crime;
 - b. ensure that the Service works with community organizations, school boards, victims' organizations and social service agencies to prevent the repetition of hate/bias motivated crime and to counter the activities of organized hate groups in the community;
 - c. develop and maintain procedures on and processes for undertaking and managing investigations into hate/bias motivated crime;
 - d. ensure that members of the Service are provided with information and training on hate/bias motivated crime;
 - e. ensure that the Service works with other law enforcement and government agencies to respond to hate/bias motivated crime and the activities of organized hate groups; and
 - f. assess and report back to the Board on the need for, cost and feasibility of establishing a dedicated unit to investigate hate/bias motivated crime.



Chatham-Kent Police Service Board Policies

| PREVIOUS ISSUE | EFFECTIVE DATE |
|---------------------------------------|----------------|
| PSB.LE.07 – HATE/BIAS MOTIVATED CRIME | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.LE.08 – HATE PROPAGANDA

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- A3 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services – LE.008*

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board (the "**Board**") with respect to undertaking and managing investigations into hate propaganda that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will:
 - a. ensure that community organizations, school boards, victims' organizations, social services agencies and the media are informed about the Service's procedures for investigating hate propaganda occurrences;
 - b. ensure that the Service works, where possible, with community organizations, school boards, victims' organizations and social service agencies to respond to hate propaganda occurrences and to counter the activities of organized hate groups in the community;
 - c. develop and maintain procedures that require investigations into hate propaganda be undertaken and managed in accordance with the Service's Criminal Investigation Management Plan; and
 - d. if the Service has a dedicated unit to investigate hate/bias motivated crime, assign that unit the responsibility to investigate hate propaganda occurrences.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|-----------------------------|----------------|
| PSB.LE.08 – HATE PROPAGANDA | 2007/03/14 |



Chatham-Kent Police Service Board Policies

PSB.LE.48 – ASSISTANCE REQUESTS & AGREEMENTS

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019 ("CSPA")*
- A2 *Ontario Regulation 398/23 - Alternative Provision of Policing Functions*

B POLICY – SECTION 14 AGREEMENTS

- B1 In accordance with its duty to ensure the provision of adequate and effective policing within the Municipality of Chatham-Kent, the Chatham-Kent Police Service Board (the "**Board**") acknowledges that there may be circumstances in which the Chatham-Kent Police Service (the "**Service**") may require the use of another police service for assistance, whether temporary or long term, in the provision of adequate and effective policing within the Municipality.
- B2 In the event of a long term policing assistance arrangement, the Board shall enter into a policing agreement with the chief of police of another police service or the Commissioner of the Ontario Provincial Police, as the case may be, in accordance with section 14 of the CSPA.
- B3 When considering and developing such a policing agreement, the Board will consult with the Chief of Police of the Service (the "**Chief**") on the following:
 - a. the required contents of the agreement as outlined in section 14(6) of the CSPA, with specific consideration for the type, frequency and duration of the policing functions to be provided, and whether payment is required for any of those functions;
 - b. the overall capacity of the Service to deliver the functions required to ensure adequate and effective policing using both local resources and those of another police service board/police service through an agreement;
 - c. the specific consultation requirements and items to confirm, as set out in the associated Regulation; and,
 - d. information the Board may wish to receive from the Chief as part of regular or *ad hoc* reporting on actual delivery of functions or assistance provided through the agreement.
- B4 The Board shall immediately notify the Chief when it has entered into a section 14 agreement.



C **POLICY – TEMPORARY ASSISTANCE REQUESTS**

- C1 In accordance with the CSPA, the Chief may make a request to receive temporary assistance from another police chief, the commissioner of the OPP or an entity that employs First Nation officers in providing adequate and effective policing. For greater certainty, temporary assistance pertains to services above and beyond general uniform patrol and includes services such as Intoxilyzer Technicians, Drug Recognition Experts, Canine, Forensics Identification, ERT/TRU tactical teams and other specialties.
- C2 The Chief shall notify the Board, as soon as possible, anytime the Service makes a request for temporary assistance or provides assistance to another police service.
- C3 Upon receiving the above notice from the Chief, the Board shall determine whether the assistance requested is or may be required on a recurring basis in order to deliver adequate and effective policing in the Municipality and, therefore, more appropriately the subject of a long term policing agreement.
- C4 Where the Service provides temporary assistance to another police service, following a request by another chief of police, the Board may consider whether it wishes to seek cost recovery for the assistance provided.

D **REPORTING**

- D1 The Board shall ensure the Chief develops procedures for the proper reporting to the Inspector General of Policing of any section 14 agreements entered into by the Board or any requests made for temporary assistance made by the Chief or their designate.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|----------------|----------------|
| Not Applicable | N/A |



Chatham-Kent Police Service Board Policies

PSB.PO.03 - POLICING INDIGENOUS OCCUPATIONS & PROTESTS

Effective [MONTH, DAY, YEAR] PO#XXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Constitution Act, 1982*
- A3 Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services – PO-003

B DEFINITIONS

- B1 In order to ensure the correct interpretation of a capitalized term and/or abbreviation used in this policy and not otherwise defined below, the following definitions form part of this policy.
 - a. **Indigenous Occupation** – means the seizure and control of an area arising from assertions of or treaty rights by members of an Indigenous People/group.
 - b. **Indigenous Protest** – means a physical demonstration related to assertions of Indigenous or treaty rights by members of an Indigenous People/group.
 - c. **Indigenous People** – has the same meaning as Aboriginal people in s.35 (2) of the *Constitution Act, 1982*, which states that Aboriginal peoples include Indian, Inuit and Metis people

C POLICY

- C1 The objective of policing Indigenous Occupations and Protests is to preserve the peace, prevent offences and enforce the law in a manner that respects the rights of all involved parties. To this end, it is the policy of the Chatham-Kent Police Services Board (the "**Board**") with respect to policing Indigenous Occupations or Protests that:
 - a. the role of the police at an Indigenous Occupation or Protest is to preserve the peace, prevent offences and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law;
 - b. the consideration of police actions at an Indigenous Occupation or Protest include preserving the peace, communication, negotiation and building trust with participating and affected communities; and



Chatham-Kent Police Service Board Policies

- c. the Chief of Police of the Chatham-Kent Police Service (the **"Service"**) will develop and maintain procedures on:
- i. communicating information in relation to police procedures on Indigenous Occupations and Protests;
 - ii. training requirements for policing Indigenous Occupations and Protests;
 - iii. fostering community understanding of the police response to such events;
 - iv. the collection and analysis of information prior to and during such events; and
 - v. addressing the uniqueness of Indigenous Occupations and Protests.

| PREVIOUS ISSUE | | | EFFECTIVE DATE |
|----------------|---|--|----------------|
| PSB.PO.03 | - | POLICING INDIGENOUS OCCUPATIONS & PROTESTS | 2012/08/14 |



Chatham-Kent Police Service Board Policies

PSB.VA.01 - VICTIMS' ASSISTANCE

Effective [MONTH, DAY, YEAR] PO#XXXXXXX

Approved by Chair of the Chatham-Kent Police Service Board

A STANDARDS

- A1 *Community Safety and Policing Act, 2019*
- A2 *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- A3 *Policing Standards Manual (2012), Ministry of Community Safety and Correctional Services - VA-001*

B POLICY

- B1 It is the policy of the Chatham-Kent Police Service Board, with respect to the provision of assistance to victims, that the Chief of Police of the Chatham-Kent Police Service (the "**Service**") will:
 - a. establish a working in partnership with the Victim/Witness Assistance Program (VWAP) and Chatham-Kent Victim Services, the Municipality, community and social service agencies and other local organizations, to promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;
 - b. ensure that members of the Service are aware of victim service providers or victim referral services available in the area; and
 - c. establish procedures on providing assistance to victims of crime.

| PREVIOUS ISSUE | EFFECTIVE DATE |
|---------------------------------|----------------|
| PSB.VA.01 - VICTIMS' ASSISTANCE | 2007/03/14 |

madd

M E S S A G E

In Appreciation To:

Chatham-Kent Police Service

*for supporting MADD Canada with your ad in the
MADD Message Yearbook*

Thank You!

2025

CKPSB REGULAR
ITEM # 6.1

2026 SCHEDULE OF CHATHAM-KENT POLICE SERVICES BOARD MEETINGS
 (MEETING DATES/TIME ARE SUBJECT TO CHANGE WITHOUT NOTICE TO ACCOMMODATE UNEXPECTED
 SCHEDULING CONFLICTS AFFECTING BOARD MEMBERS)

| DATE: | | TIME: |
|--------------|--|------------------------|
| | | |
| JANUARY 14 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| FEBRUARY | NO MEETING SCHEDULED | |
| | | |
| | | |
| MARCH 11 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| APRIL 15 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| MAY 13 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| JUNE 17 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| JULY | NO MEETING SCHEDULED DUE TO VACATIONS | |
| | | |
| | | |
| AUGUST | NO MEETING SCHEDULED DUE TO VACATIONS | |
| | | |
| | | |
| SEPTEMBER 16 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| OCTOBER 21 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| NOVEMBER 18 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |
| | | |
| DECEMBER 16 | REGULAR | 8:30 A.M. |
| | IN-CAMERA | Following Regular Mtg. |

