

HAMILTON POLICE SERVICES BOARD - INFORMATION -

DATE: 2019 May 9
REPORT TO: Chair and Members
Hamilton Police Services Board
FROM: Lois Morin
Administrator
SUBJECT: *Hamilton Police Services Board Policies*
PSB 19-036

BACKGROUND:

On April 11, 2019, the Police Services Board Governance Subcommittee met and reviewed the current policies of the Board. It was determined that policy with respect to the *Regulation on the Adequacy and Effectiveness of Police Services* would be provided to the Board for information.

The legislated mandate and responsibilities of police services board in the Province of Ontario are established by the Province and set out in: the *Ontario Police Services Act*; the *Adequacy and Effectiveness of Police Services Regulation* (O.Reg.3/99); and the corresponding Ministry Policing Standards.

On December 18, 2000, the Hamilton Police Services Board approved the first fifty-eight (58) policies, prepared in accordance with the *Regulation on the Adequacy and Effectiveness of Police Services*, of the *Police Services Act*. Subsequently in 2001 through to 2013 the Board approved further new and or amended policies which were released by the Ministry.

Attached for your information and review are the policies prepared in accordance with the Regulation.



Lois Morin
Administrator

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Attachment: *Hamilton Police Services Board Policies*

City of Hamilton Police Services Board

BOARD POLICIES

IN COMPLIANCE WITH THE ADEQUACY STANDARDS REGULATION

**Prepared by:
Lois Morin
Police Services Board**

Preamble

The policies contained herein were prepared in accordance with the Regulation on the Adequacy and Effectiveness of Police Services, of the Police Services Act.

Contracted service delivery and partnerships with other police services are identified throughout this document where applicable; however, it is noted that these agreements may change from time to time and the Police Service in Hamilton is neither limited by nor restricted to these arrangements.

Police Services Board Policies

Crime Prevention

- **CP-001** Problem-Oriented Policing
- **CP-002** Crime Prevention

Law Enforcement

- **LE-001** Community Patrol
 - **LE-002** Communications and Dispatch
 - **LE-003** Crime, Call and Public Disorder Analysis
 - **LE-004** Criminal Intelligence
 - **LE-005** Arrest
 - **LE-006** Criminal Investigation Management & Procedures
 - **LE-007** Hate/Bias Motivated Crime
 - **LE-008** Hate Propaganda
 - **LE-009** Joint Forces Operations
 - **LE-010** Internal Task Forces
 - **LE-011** Search of Premises
 - **LE-012** Search of Persons
 - **LE-013** Police Response to Persons who are Emotionally Disturbed or have a Mental Illness or a Developmental Disability
 - **LE-014** Court Security
 - **LE-015** Paid Informants and Agents
 - **LE-016** Prisoner Care and Control
 - **LE-017** Traffic Management, Enforcement and Road Safety
 - **LE-018** Witness Protection
 - **LE-019** Stolen or Smuggled Firearms
 - **LE-020** Collection, Preservation and Control of Evidence and Property
 - **LE-021** Elder and Vulnerable Adult Abuse
 - **LE-022** Officer Note Taking
 - **LE-023** Bail and Violent Crime
 - **LE-024** Domestic Violence Occurrences
 - **LE-025** Supervision
 - **LE-026** Missing Persons
 - **LE-027** Child Abuse and Neglect
 - **LE-028** Criminal Harassment
 - **LE-029** Preventing or Responding to Occurrences Involving Firearms
 - **LE-030** Property Offences (including Break and Enter)
 - **LE-031** Drug Investigation
 - **LE-032** Illegal Gaming
 - **LE-033** Prisoner Transportation
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- **LE-034** Sexual Assault Investigation
 - **LE-035** Waterways Policing
 - **LE-036** Child Pornography
 - **LE-037** Sudden Death and Found Human Remains
 - **LE-038** Fraud and False Pretence Investigation
 - **LE-039** Homicide
 - **LE-040** Parental or Non-Parental Abductions and Attempts
 - **LE-041** Proceeds of Crime
 - **LE-042** Robbery
 - **LE-043** Vehicle Theft
 - **LE-044** Youth Crime
 - **LE-045** Suspect Apprehension Pursuits
 - **LE-046** Sex Offender Registry
 - **LE-047** Police Response to High Risk Individuals

Victims' Assistance

- **VA-001** Victims' Assistance

Public Order Maintenance

- **PO-001** Public Order Units
- **PO-002** Police Action at Labour Disputes
- **PO-003** Policing Aboriginal Occupations & Protests

Emergency Response

- **ER-001** Preliminary Perimeter Control and Containment
- **ER-002** Tactical Units
- **ER-003** Hostage Rescue
- **ER-004** Major Incident Command
- **ER-005** Crisis Negotiation
- **ER-006** Explosives
- **ER-007** Ground Search for Lost or Missing Persons
- **ER-008** Emergency Planning
- **ER-009** Underwater Search and Recovery Units

Administration and Infrastructure

- **AI-001** Framework for Business Planning
 - **AI-002** Skills Development and Learning
 - **AI-003** Equal Opportunity, Discrimination and Workplace Harassment
 - **AI-004** Communicable Diseases
 - **AI-005** Use of Auxillaries
 - **AI-006** Use of Volunteers
 - **AI-007** Management of Police Records
 - **AI-008** Marked Patrol Vehicles
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- **AI-009** Safe Storage of Police Service Firearms
 - **AI-010** Police Uniforms
 - **AI-011** Framework for Annual Reporting
 - **AI-012** Use of Force
 - **AI-013** Speed Detection Devices
 - **AI-014** Secure Holster
 - **AI-015** Equipment-Body Armour
 - **AI-016** Workplace Violence Prevention
 - **AI-017** Acoustic Hailing Devices
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It is the policy of the Hamilton Police Services Board with respect to problem-oriented policing that the Chief of Police will:

- a) require appropriate supervisors and front-line members to work, where possible, with municipalities, school boards, businesses, community organizations and members of the public to address crime, public disorder and road safety problems;
- b) require appropriate supervisors and front-line members to promote and implement problem-oriented policing initiatives to respond to identified crime, community safety, public disorder and road safety problems, including repeat calls for service and repeat victimization;
- c) ensure that supervisors and front-line members are provided with information and resource material on problem-oriented policing;
- d) promote the use of directed patrol, targeted enforcement and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences;
- e) develop procedures to support the promotion and implementation of problem-oriented policing; and
- f) provide information in the annual report on the steps taken by the police service to promote, implement and evaluate problem-oriented policing initiatives.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to providing community-based crime prevention initiatives that:

- a) the Chief of Police will:
 - i) identify the need, and recommend service delivery options, in accordance with the Adequacy Standards Regulation, for community-based crime prevention initiatives based on crime, call and public disorder analysis, criminal intelligence, road safety and community needs;
 - ii) ensure that the police service works, where possible, with municipalities, school boards, community organizations, neighbourhoods, businesses and neighbouring municipalities or jurisdictions to develop and implement community-based crime prevention initiatives;
 - iii) designate a member to have overall responsibility for the police service's involvement in community-based crime prevention initiatives; and
 - iv) establish procedures on crime prevention initiatives; and
- b) this policy does not apply to local crime prevention activities being undertaken by front-line officers and supervisors in accordance with the police service's procedures on problem-oriented policing.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to community patrol that the Chief of Police will

- a) establish procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate based on such factors as crime, call and public disorder analysis, criminal intelligence and road safety; and
- b) ensure that written arrangements are in place with other police services to obtain their assistance or support in enhancing the community patrol function in extraordinary circumstances.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to communications and dispatch services

- c) the police service will provide the services of communications and dispatch services by using its own members.
- d) that the Chief of Police will:
 - i. ensure that 24 hours a day a member of a police service is available to supervise police communications and dispatch services;
 - ii. ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol;
 - iii. establish procedures and processes on communications and dispatch services, including ensuring that persons providing these services meet the requirements of the Adequacy Standards Regulation; and
 - iv. regularly monitor and evaluate the management and effectiveness of the communications/dispatch centre.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to crime, call and public disorder analysis that the Chief of Police will:

- a) establish systems and procedures for the collection, collation, analysis and dissemination of crime, call, and public disorder data;
- b) ensure, if the police service uses its own members to perform crime, call and public disorder analysis, and persons who assist, that they have the knowledge, skills and abilities to perform the functions, and have the necessary equipment;
- c) promote the use of crime analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented or community-based crime prevention initiatives;
- d) report back to the board on the criteria and process to be used for sharing relevant crime, call and public disorder analysis with municipal council and officials, school boards, community organizations and groups, businesses and members of the public; and
- e) provide information in the annual report on crime, calls for service and public disorder patterns, trends and forecasts based on crime, call and public disorder analysis.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to criminal intelligence that the Chief of Police will:

- a) establish priorities and procedures for criminal intelligence, including strategic and tactical intelligence;
- b) promote the use of criminal intelligence analysis by supervisors to identify areas or issues requiring directed patrol, targeted enforcement, problem-oriented policing initiatives or community-based crime prevention initiatives; and
- c) ensure, if the police service uses its own members to perform the criminal intelligence function, that the members have the knowledge, skills and abilities to perform this function and the necessary tools and equipment.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to arrest that the Chief of Police will:

- a) establish procedures on arrest that require the compliance by members of the police service with the legal, constitutional and case law requirements relating to arrest; and
- b) ensure that officers, and other members as appropriate, are kept informed of changes in the law relating to arrest.

Fred Eisenberger
Chair

Criminal Investigation Management & Procedures Board Policy # LE-006

The objective of Criminal Investigations Management and procedures is to ensure that investigations into criminal Acts:

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

To this end, it is the policy of the Hamilton Police Services Board with respect to general criminal investigation that:

- a) the Chief of Police will:
 - ii) periodically review and report back to the board on the occurrences which can be investigated by members of the police service based on their knowledge, skills and abilities;
 - iii) prepare a criminal investigation management plan that meets the requirements of the Adequacy Standards Regulation;
 - iv) develop and maintain procedures on and processes for undertaking and managing criminal investigations;
 - v) establish a selection process for criminal investigators, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - vi) ensure that the police service has one or more members who are criminal investigators;
 - vii) require supervisors to ensure that the member assigned an occurrence listed in the criminal investigation management plan has the knowledge, skills and abilities to investigate that type of occurrence;
 - viii) ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulation; and
 - ix) ensure that persons who provide other investigative supports identified in (b) have the knowledge, skills and abilities to provide that support; and

- b) scenes of crime analysis, forensic identification, canine tracking, behavioural science, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports will be provided by internal members of the Service and/or support from the OPP and other police services.¹

Fred Eisenberger
Chair

¹ As at December, 2000 the OPP provide investigative support for behavioral science and electronic interception; the Halton Regional Police Service assists in canine tracking and polygraph support.

It is the policy of the Hamilton Police Services Board with respect to undertaking and managing investigations into hate/bias motivated crime that the Chief of Police will:

- a) ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate/bias motivated crime;
- b) ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to prevent the repetition of hate/bias motivated crime and to counter the activities of organized hate groups in the community;
- c) develop and maintain procedures on and processes for undertaking and managing investigations into hate/bias motivated crime;
- d) ensure that officers are provided with information on hate/bias motivated crime;
and
- e) ensure that the police service works with other law enforcement and government agencies to respond to hate/bias motivated crime and the activities of organized hate groups.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to undertaking and managing investigations into hate propaganda that the Chief of Police will:

- a) ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the police service's procedures for investigating hate propaganda occurrences;
- b) ensure that the police service works, where possible, with community organizations, school boards, victims' organizations, and social service agencies to respond to hate propaganda occurrences and to counter the activities of organized hate groups in the community;
- c) develop and maintain procedures that require that investigations into hate propaganda be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- d) if the police service has a dedicated unit to investigate hate/bias motivated crime, assign that unit the responsibility to investigate hate propaganda occurrences.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to joint forces operations that the Chief of Police will:

- a) develop procedures that address the approval process and accountability mechanisms for joint forces operations; and
- b) provide information in the annual report on the number of completed joint forces operations that the police service participated in, the cost to the police service and whether they achieved their performance objectives.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to internal task forces that the Chief of Police will:

- a) develop procedures that address the approval process and accountability mechanisms for internal task forces; and
- b) provide information in the annual report on the number of completed internal task forces established within the police service, the cost to the police service and whether they achieved their performance objectives.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to search of premises that the Chief of Police will:

- a) establish procedures on search of premises that require the compliance by members of the police service with the legal, constitutional and case law requirements relating to the search of premises; and
- b) ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the search of persons that the Chief of Police will:

- a) establish procedures that address:
 - i) the compliance by members of the police service with the legal, constitutional and case law requirements relating to when and how searches of persons are to be undertaken;
 - ii) the circumstances in which an officer may undertake a search of person;
 - iii) frisk/field searches;
 - iv) strip/complete searches;
 - v) body cavity searches;
 - vi) consent searches;
 - vii) the supervision of searches of persons; and
 - viii) the documentation of searches of persons; and
- b) ensure that officers and other members as appropriate are kept informed of changes in the law relating to the search of persons.

Fred Eisenberger
Chair

**Police Response to Persons who are Emotionally
Disturbed or have a Mental Illness**

Board Policy # LE-013

It is the policy of the Hamilton Police Services Board with respect to the police response to persons who are emotionally disturbed or have a mental illness or a Development disability, that the Chief of Police will:

- a) work, where possible, with appropriate community members and agencies, health care providers, government agencies, municipal officials, other criminal justice agencies, and the local Crown to address service issues relating to persons who have a mental illness;
- b) establish procedures and processes that address the police response to persons who are emotionally disturbed or have a mental illness; and
- c) ensure that the police service's skill development and learning plan addresses the training and sharing of information with officers, communications operators/dispatchers and supervisors on:
 - i) local protocols; and
 - ii) conflict resolution and use of force in situations involving persons who may be emotionally disturbed, or may have a mental illness.

**Fred Eisenberger
Chair**

Hamilton Police Services Board

APPROVED: December 18, 2000

REPEALED:

REVISED: September 20, 2004

REVIEWED: May 9, 2019

It is the policy of the Hamilton Police Services Board with respect to court security that the Chief of Police will:

- a) establish a local court security committee, to serve in an advisory capacity to the Chief of Police, comprised of representatives, at minimum, from the police, Crown, judiciary, local bar, victim services/organizations and Courts Services - Ministry of the Attorney General;
- b) prepare a court security plan, in consultation with the local court security committee, that adequately addresses local needs and circumstances, and meets the statutory responsibilities set out in section 137 of the *Police Services Act*, and
- c) ensure that police officers and special constables utilized for court security are supervised and have the knowledge, skills and abilities to perform the function.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to paid informants and agents that the Chief of Police will:

- a) establish procedures and processes relating to the use and management of paid informants and agents; and
- b) establish procedures on the use of in-custody informants that are consistent with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to prisoner care and control that the Chief of Police will:

- a) establish procedures and processes for:
 - i) the care and control of prisoners, including effective monitoring; and
 - ii) responding to an escape from police custody;
- b) ensure that members involved in prisoner care and control have the knowledge, skills and abilities required to perform this function;
- c) following an escape or in-custody death, review the procedures, processes and practices of the police service for prisoner care and control and report back to the board

Fred Eisenberger
Chair

Traffic Management, Enforcement & Road Safety Board Policy # LE-017

It is the policy of the Hamilton Police Services Board with respect to traffic management, traffic law enforcement and road safety that

- a) technical collision investigation, reconstruction and breath analysis investigative supports will be provided by Members of the Hamilton Police Service.
- b) The Chief of Police will:
 - i) develop and implement a traffic management, traffic law enforcement and road safety plan;
 - ii) establish procedures on traffic management, traffic law enforcement and road safety, including procedures to address road closures and minimizing the interference of traffic; and
 - iii) ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the knowledge, skills and abilities to provide that support.

Fred Eisenberger
Chair

Hamilton Police Services Board

APPROVED: December 18, 2000
REPEALED:

REVISED: September 20, 2004; November 24, 2008 & May 19, 2009
November 24, 2008 & May 19, 2009

It is the policy of the Hamilton Police Services Board with respect to witness protection and security that the Chief of Police will:

- a) establish procedures and processes in respect of witness protection and security;
and
- b) ensure that the police service has a Witness Protection Liaison Officer, or an arrangement with another police service to use their Witness Protection Liaison Officer.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to stolen or smuggled firearms that the Chief of Police will develop and maintain procedures:

- a) that require that every firearm that comes into the possession of the police service will be checked to determine whether the firearm:
 - i) has been reported stolen or lost;
 - ii) is legally registered in Canada; or
 - iii) is smuggled;
- b) on the investigation of stolen or smuggled firearms in accordance with the police service's criminal investigation management plan; and
- c) that address the sharing of crime analysis, criminal intelligence and other information on stolen or smuggled firearms with relevant law enforcement agencies and as required by section 134(8)4 of the *Police Services Act*.

Fred Eisenberger
Chair

**Collection, Preservation and Control
of Evidence and Property**

Board Policy # LE-020

It is the policy of the Hamilton Police Services Board with respect to the property and evidence control and the collection, preservation, documentation and analysis of physical evidence that the Chief of Police will:

- a) ensure and report back on compliance by members of the police service with sections 132, 133 and 134 of the *Police Services Act*;
- b) establish procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Laboratory Guide for the Investigator*, for the safe and secure collection, preservation, control, handling and packaging of evidence;
- c) establish procedures for the secure collection, preservation and control of property;
- d) ensure that an annual audit of the property/evidence held by the police service is conducted by a member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board; and
- e) where a member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of the property/evidence in that area.

**Fred Eisenberger
Chair**

Hamilton Police Services Board

APPROVED: December 18, 2000

REPEALED:

REVISED: September 20, 2004

REVIEWED: May 9, 2019

It is the policy of the Hamilton Police Services Board with respect to elder and vulnerable adult abuse that the Chief of Police will:

- a) where possible, work in partnership with the local Crown, municipalities, community and social service agencies/providers, businesses, seniors' and other local organizations to develop programs for preventing and responding to complaints of elder and vulnerable adult abuse, including fraud awareness and prevention; and
- b) develop and maintain procedures that require that investigations into elder or vulnerable adult abuse be undertaken and managed in accordance with the police service's criminal investigation management plan.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board that the Chief of Police will establish procedures relating to officer note taking, including the secure storage and retention of police officer notes.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to bail and violent crime that the Chief of Police will establish procedures on bail and violent crime that address:

- a) assessing opposing bail on the secondary grounds;
- b) preparing the show cause report (bail hearing brief);
- c) post-bail hearing notifications; and
- d) breach of bail conditions.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to domestic violence occurrences that the Chief of Police will:

- a) in partnership with the police service's local Crown, Probation and Parole Services, Victim/Witness Assistance Programme (VWAP), municipalities, local Children's Aid Societies and other local service providers and community representatives responsible for issues related to domestic violence, including women's shelters, work to establish and maintain one or more domestic violence coordinating committees that cover the geographic areas that fall within the jurisdiction of the police service;²
- b) implement one or more of the models set out in Ministry guidelines for the investigation of domestic violence occurrences and ensure that the police service has access to trained domestic violence investigators;
- c) develop and maintain procedures for undertaking and managing investigations into domestic violence occurrences that address:
 - i) communications and dispatch;
 - ii) initial response;
 - iii) enhanced investigative procedures;
 - iv) the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole or a restraining order;
 - v) the use of a risk indicators tool;
 - vi) children at risk;
 - vii) high risk cases and repeat offenders;
 - viii) occurrences involving members of a police service;
 - ix) post-arrest procedures;
 - x) victim assistance; and
 - xi) safety planning;
- d) ensure that the police service's response to domestic violence occurrences are monitored and evaluated; and
- e) ensure that officers and other appropriate members receive the appropriate Ministry accredited training.

Fred Eisenberger
Chair

²The Service has its own referral service which provides short-term crisis intervention, support and referral, when necessary. Details are outlined in the Service's Policy and Procedure 4.3.29, Victim Services Branch.

It is the policy of the Hamilton Police Services Board with respect to supervision that the Chief of Police will:

- a) ensure that there is 24 hour supervision available to members of the police service;
- b) establish procedures on supervision that set out the circumstances where a supervisor must be contacted and when a supervisor must be present at an incident, including for all major case incidents; and
- c) establish a selection process to ensure that members appointed permanently to supervisory positions have the knowledge, skills and abilities required for the supervisory positions.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain procedures that:

- a) set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers and elder and vulnerable adults;
- b) ensure investigative follow-up on outstanding cases; and
- c) where circumstances indicate a strong possibility of foul play, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.
- d) Ensure an AMBER Alert activation is considered in all missing children investigations, and Major Case Management is implemented in all cases involving AMBER Alert activation.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to child abuse and neglect investigations that the Chief of Police will:

- a) in partnership with the local Crown, Children's Aid Societies, municipalities, school boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
- b) develop and maintain procedures on and processes for undertaking and managing child abuse and neglect investigations;
- c) enter into a child abuse protocol with their local Children's Aid Societies with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child; and
- d) if the alleged child abuse fits the definition of a major case, require officers to comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to undertaking and managing investigations into criminal harassment that the Chief of Police will develop and maintain procedures that address:

- a) the procedures for investigating criminal harassment complaints in accordance with the police service's criminal investigation management plan;
- b) the use of enhanced investigative techniques, such as behavioural science services as part of the investigation;
- c) the provision of victims' assistance;
- d) the information to be provided to police officers on criminal harassment; and
- e) compliance with the Ministry's designated *Ontario Major Case Management Manual* for criminal harassment cases that fall within the definition of major case.

Fred Eisenberger
Chair

**Preventing or Responding to
Occurrences Involving Firearms**

Board Policy # LE-029

It is the policy of the Hamilton Police Services Board with respect to preventing or responding to occurrences involving firearms that the Chief of Police will:

- a) ensure that the police service's officers are provided with information on all the search and seizure powers available to officers under Part III and Part XV of the *Criminal Code* that may be relevant to the search and seizure of firearms, ammunition, or related licences, certificates or permits, as well as options for obtaining prohibition orders;
- b) develop and maintain procedures on undertaking and managing investigations into offences/occurrences involving firearms;
- c) develop and maintain procedures on preventing offences or occurrences involving firearms; and
- d) develop and maintain procedures relating to the Firearms Interest Police (FIP) category of CPIC.

Fred Eisenberger
Chair

Hamilton Police Services Board

APPROVED: December 18, 2000

REPEALED:

REVISED: September 20, 2004

REVIEWED: May 9, 2019

It is the policy of the Hamilton Police Services Board with respect to property offences, including break and enter that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence and community needs.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to undertaking and managing investigations into drug-related offences other than simple possession that the Chief of Police will:

- a) develop and maintain procedures that require that investigation to be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) ensure that officers investigating drug-related offences other than simple possession have the knowledge, skills and abilities required.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to illegal gaming that the Chief of Police will develop and maintain procedures that require that:

- a) investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) information on illegal gaming shall be shared with the *Ontario Illegal Gaming Enforcement Unit (OIGEU)*.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to prisoner transportation that the Chief of Police will:

- a) establish procedures on prisoner transportation that require compliance by police officers/special constables with the police service's procedures on prisoner care and control;
- b) ensure that police officers/special constables used to escort persons in custody have the knowledge, skills and abilities required to perform this function; and
- c) ensure that appropriate safety equipment is used/available to police officers/special constables performing this function.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to sexual assault investigations that the Chief of Police will:

- a) develop and maintain procedures that:
 - i) require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
 - ii) require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*;
 - iii) address communications and dispatch, initial response and investigations relating to sexual assaults; and
 - iv) address community notification;
- b) work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services, as well as the local Crown, to ensure a co-ordinated and effective response to victims of sexual assaults; and
- c) address training for officers and other appropriate members on the response to sexual assault occurrences, including victims' assistance.

Fred Eisenberger
Chair

The provision of waterways policing in the Region of Hamilton-Wentworth is carried out in partnership with the Halton Regional Police Service.

It is the policy of the Hamilton Police Services Board with respect to waterways policing that the Chief of Police will:

- a) establish procedures on waterways policing in conjunction with the Halton Regional Police Service; and
- b) ensure that members involved in waterways policing have the knowledge, skills and abilities required to perform the specialized functions connected with waterways policing.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to child pornography (Internet child exploitation) investigations that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan;
- b) notify the Provincial Strategy to Protect Children from Sexual Abuse and Exploitation on the Internet (Provincial Strategy) in all cases of suspected child pornography (Internet child exploitation); and
- c) ensure support is provided to manage the psychological well-being of members to acknowledge risks associated with long-term effects from exposure to Internet child exploitation investigation-related activities.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to sudden or unexplained death investigations and investigations into found human remains that the Chief of Police will:

- a) develop and maintain procedures that require that investigations into sudden or unexplained deaths and found human remains be considered potential homicides and be undertaken in accordance with the police service's criminal investigation management plan;
- b) ensure that officers investigating sudden or unexplained death and found human remains occurrences have the knowledge, skills and abilities required; and
- c) where an occurrence falls within the definition of a major case, ensure that officers comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to fraud and false pretences investigations that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan;
- b) work, where possible, with municipal and provincial social assistance officials and the Crown, to develop a local protocol on the investigation of social assistance fraud;
- c) establish, where possible, cooperative arrangements for the investigation of fraud and false pretences occurrences with:
 - i) the Employment Insurance Commission;
 - ii) the Fire Marshal's Office;
 - iii) the Ministry of Consumer and Commercial Relations; and
 - iv) the insurance industry; and
- d) ensure that police officers investigating complex fraud and false pretences occurrences have the knowledge, skills and abilities required.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to investigations into homicides and attempted homicides that the Chief of Police will develop and maintain procedures that require compliance by officers with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Fred Eisenberger
Chair

Parental and Non-Parental Abductions & Attempts Board Policy # LE-040

It is the policy of the Hamilton Police Services Board with respect to parental and non-parental abductions and attempted abductions of children that the Chief of Police will:

- a) develop and maintain procedures that require that investigations into parental/familial abductions and attempted abductions be undertaken in accordance with the police service's criminal investigation management plan; and
- b) develop and maintain procedures that require that investigations into non-parental/non-familial abductions and attempted abductions be undertaken in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Fred Eisenberger
Chair

Hamilton Police Services Board

APPROVED: December 18, 2000

REPEALED:

REVISED: September 20, 2004

REVIEWED: May 9, 2019

It is the policy of the Hamilton Police Services Board with respect to proceeds of crime that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan, including notifying the Ontario Provincial Police *Proceeds of Crime Team* or the *Integrated Proceeds of Crime Section* for the appropriate assistance and/or investigative procedure to follow; and
- b) ensure that officers involved in the investigation of proceeds of crime have the knowledge, skills and abilities required.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to robbery investigations that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken and managed in accordance with the police service's criminal investigation management plan; and
- b) ensure that a robbery occurrence that also involves a major case be investigated in accordance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to vehicle thefts that the Chief of Police will:

- a) develop and maintain procedures that require that investigations be undertaken in accordance with the police service's criminal investigation management plan; and
- b) ensure the timely notifications of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to youth crime that the Chief of Police will:

- a) develop and maintain procedures on and processes for undertaking and managing investigations into youth crime;
- b) work, where possible, with local school boards to develop programs for safe schools, including establishing protocols for investigating school-related occurrences; and
- c) consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the police service's procedures on crime prevention and problem-oriented policing.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to suspect apprehension pursuits that the Chief of Police will:

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

Fred Eisenberger
Chair

It is the policy of the City of Hamilton Police Services Board with respect to the Ontario Sex Offender Registry that the Chief of Police will:

- a) designate and maintain a registration site(s);
- b) establish procedures and processes consistent with the requirements of *Christopher's Law (Sex Offender Registry), 2000*;
- c) establish procedures and processes consistent with the requirements legislated by the federal *Sex Offender Information Registration Act*;
- d) ensure that appropriate members receive training on the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them; and
- e) ensure that appropriate members receive training on both the provincial and federal Sex Offender legislative requirements.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to high risk individuals that the Chief of Police will:

- a) work in partnership, where possible, with the local Crown, appropriate community members and agencies, including health care providers, government agencies, municipal officials, other criminal justice agencies, including law enforcement agencies, as well as victim services to ensure a coordinated and effective strategy in response to high risk individuals that addresses:
 - i) bail opposition consistent with the Ministry's guideline on Bail and Violent Crime;
 - ii) dangerous offender and long term offender applications;
 - iii) High Risk Offender National Flagging System and requirements of CPIC;
 - iv) information sharing;
 - v) case management planning;
 - vi) judicial restraint orders;
 - vii) victim assistance; and
 - viii) disclosure of information, including community notification and safety planning; and
- b) ensure that the police service's skills development and learning plan addresses the training and sharing of information with officers, communication operators/dispatchers and supervisors on the police response to high risk individuals.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to providing assistance to victims that the Chief of Police will:

- a) working in partnership with the Ministry of the Attorney General's Victim/Witness Assistance Programme (V/WAP), municipalities, community and social service agencies and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;³
- b) ensure that members of the police service are aware of victim service providers or a victim referral service available in the area; and
- c) establish procedures on providing assistance to victims; and
- d) ensure that in each instance where there is police service contact with one or more victims of crime involving physical and / or psychological injury, that such victims are referred to the appropriate community service available in their area.

Fred Eisenberger
Chair

³ The Service has its own referral service which provides short-term crisis intervention, support and referral, when necessary. Details are outlined in the Service's Policy and Procedure 4.3.29, Victim Services Branch.

It is the policy of the Hamilton Police Services Board with respect to public order maintenance that:

- a) the police service will provide access to the services of a public order unit within a reasonable response time by using its own members or through a cooperative service delivery;⁴
- b) the public order unit will consist of a unit supervisor and, at least, four squads of seven officers, including the squad leader;
- c) the Chief of Police will establish procedures that:
 - i) set out the circumstances in which a public order unit may be deployed;
 - ii) set out the steps for obtaining the services of a public order unit; and
 - iii) address the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63-68 of the *Criminal Code*, regarding unlawful assemblies and riot situations; and
- d) the Chief of Police will:
 - iv) ensure that a manual on the procedures of the unit is made available to all members of the unit;
 - v) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members of the public order unit;
 - vi) develop a selection process for members of the public order unit to ensure that the members have the knowledge, skills and abilities to provide the services of the public order unit; and
 - vii) address the ongoing training of members of the public order unit.

Fred Eisenberger
Chair

⁴ As at December 2000, a Shared Resources Agreement for co-operative delivery exists between the Hamilton-Wentworth Regional Police Service, Halton Regional Police Service, Niagara Regional Police Service, Waterloo Regional Police Service, Brantford City Police Service, Guelph Police Service and Stratford Police Service.

It is the policy of the Hamilton Police Services Board with respect to police action at labour disputes that:

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

Fred Eisenberger
Chair

The objective of Policing Aboriginal 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 Hamilton Police Services Board with respect to policing Aboriginal occupations or protests that:

- a) the role of the police at an Aboriginal 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 Aboriginal occupation or protest include preserving the peace, communication, negotiation and building trust with participating and affected communities.
- c) the Chief of Police will develop and maintain procedures on:
 - i. communicating information in relation to police procedures on Aboriginal occupations and protests;
 - ii. training requirements for policing Aboriginal occupations and protests;
 - iii. fostering community understanding of the police response to the events;
 - iv. the collection and analysis of information prior to and during events; and
 - v. addressing the uniqueness of Aboriginal occupations and protests.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to preliminary perimeter control and containment that:

- a) containment will be provided by an Emergency Response Unit, comprised of internal staff members and/or support from parties to the Shared Resources Agreement; and
- b) the Chief of Police will establish procedures that address:
 - i) the circumstances in which preliminary perimeter control and containment will be established;
 - ii) operational responsibility for an incident where preliminary perimeter control and containment is being established;
 - iii) the deployment of other emergency response services, including receiving assistance from other agencies;
 - iv) the duties of an officer involved in the establishment of preliminary perimeter control and containment, including compliance with the requirement of section 22(3) of the Adequacy Standards Regulation, pending the deployment of a tactical unit; and
 - v) the training of officers in preliminary perimeter control and containment.
- c) the Chief of Police will, if the police service establishes its own containment team, or has officers who are members of a joint containment team, develop and maintain a manual on containment team services that addresses:
 - i) the selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - ii) the equipment to be used / available to the members of the team in accordance with the Ministry's designated equipment and facilities list; and
 - iii) the ongoing training of members of the team.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the services of a tactical unit that:

- a) the police service will provide the services of a tactical unit by using its own members and/or support from parties to the Shared Resources Agreement.
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the unit will consist of a minimum of 12 full-time tactical officers, including the supervisor, who are dedicated to the tactical unit but who, when not training or undertaking tactical activities, may undertake community patrol; and
- d) the Chief of Police will:
 - i) establish procedures that set out the circumstances in which the service will be deployed, including the process for obtaining the service and reporting relationships;
 - ii) ensure that the tactical unit can undertake containment, the apprehension of an armed barricaded person, and explosive forced entry if it uses the services of a police explosive forced entry technician;
 - iii) develop and maintain a manual on tactical unit services that is available to each member providing this service;
 - iv) establish a selection process for members of the unit, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - v) ensure the ongoing training of members who provide this service; and
 - vi) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members who provide this service.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the services of a hostage rescue team that:

- a) the police service will provide the services of a hostage rescue team by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the team will consist of a minimum of 12 full-time tactical officers, including the supervisor, who are dedicated to the team but who, when not training or undertaking tactical or hostage rescue activities, may undertake community patrol; and
- d) the Chief of Police will:
 - i) establish procedures that set out the circumstances in which the services of the hostage rescue team will be deployed, including the process for obtaining the services and reporting relationships;
 - ii) ensure that the hostage rescue team can undertake containment, the apprehension of an armed barricaded person, and hostage rescue;
 - iii) develop and maintain a manual on hostage rescue team services that is available to each member providing this service;
 - iv) establish a selection process for members of the team, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - v) ensure the ongoing training of members who provide this service; and
 - vi) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to the members who provide this service.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to major incident command services that:

- a) the police service will provide the services of a major incident commander by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time; and
- c) the Chief of Police will:
 - i) develop procedures that address the circumstances in which a major incident commander is to be deployed;
 - ii) develop and maintain a manual on major incident command that is available to each member providing this service;
 - iii) establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - iv) ensure the ongoing training of members who provide this service; and
 - v) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members who provide this service.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to crisis negotiation services that:

- a) the police service will provide the services of a crisis negotiator by using its own members;
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) a crisis negotiator will not perform any incident management role other than crisis negotiation;
- d) the Chief of Police will:
 - i) develop procedures that address the circumstances in which a crisis negotiator is to be deployed;
 - ii) develop and maintain a manual on crisis negotiation that is available to each member providing this service;
 - iii) establish a selection process for members who provide this service, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - iv) ensure the ongoing training of members who provide this service; and
 - v) ensure that appropriate equipment, in accordance with the Ministry's designated equipment and facilities list, is used/available to members who provide this service.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the services of police forced entry explosive technicians and explosive disposal technicians that:

- a) the police service will provide the services of police forced entry explosive technicians by contracting with the Ontario Provincial Police (OPP), and explosive disposal technicians by partnering with the Niagara Regional Police Service;
- b) the services will be available 24 hours a day and within a reasonable response time;
- c) the Chief of Police will set out the circumstances when police forced entry explosives and explosive disposal services will be deployed; and
- d) the Chief of Police will:
 - i) develop procedures for the initial response to occurrences involving found or suspected explosives;
 - ii) develop and maintain a manual on the use of police forced entry explosives and explosives disposal services that is available to each member providing that service;
 - iii) develop a selection process to ensure that members who provide these services have the knowledge, skills and abilities required to deliver these services effectively and safely;
 - iv) ensure the ongoing training of members providing these services; and
 - v) ensure that appropriate equipment is used/available to members providing these services.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to ground search for lost or missing persons that the Chief of Police will:

- a) promote, through partnerships with other emergency service providers and volunteer groups, the coordination of ground search services in the jurisdiction served by the police service;
- b) develop procedures on ground search for lost or missing persons; and
- c) ensure that search coordinators and team leaders have the knowledge, skills and abilities required to perform these functions.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to emergency planning that the Chief of Police will consult with the municipality and other emergency services on the development of an emergency plan that addresses the role and duties of the police service during an emergency, and the procedures to be followed by members of the police service during an emergency.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the services of an underwater search and recovery unit that:

- a) this Board will contract with the Peel Regional Police Service⁵ to provide the services of an underwater search and recovery unit, available 24 hours a day, within a reasonable response time;
- b) this Board will contract with Soderholm & Associates Marine Services Inc. to provide the services of an underwater search and recovery unit, available 24 hours a day, within a reasonable response time; and
- c) the Chief of Police, in consultation with the service provider, will:
 - vii) establish procedures that set out the circumstances in which the underwater search and recovery unit will be deployed, including the process for obtaining the services and the reporting relationships;
 - viii) establish procedures for the deployment of other emergency response services, including receiving assistance from other agencies; and
 - ix) ensure that the police service's major incident commanders receive training in their responsibilities and the capabilities of the underwater search and recovery unit.

Fred Eisenberger
Chair

⁵ The Hamilton Police Service has an agreement with the Peel Regional Police Service to provide Underwater Search and Recovery Services.

It is the policy of the Hamilton Police Services Board with respect to the services of canine tracking that:

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

Fred Eisenberger
Chair

It is the policy of the Region of Hamilton-Wentworth Police Services Board with respect to business planning that:

Consultation

1. This Board, in partnership with the Chief of Police, will prepare a strategy for the development of the business plan, consistent with the requirements of the Adequacy Standards Regulation (including the protocol with municipal council), that will include consultation on:
 - a) an environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
 - b) the results achieved by the police service in relation to the business plan currently in effect;
 - c) a summary of the workload assessments and service delivery evaluations undertaken during the existing business plan cycle;
 - d) the board's proposals with respect to the police service's objectives, core business and functions, and performance objectives and indicators for the eight functions set out in the Adequacy Standards Regulation; and
 - e) the estimated cost of delivering adequate and effective police services to meet the needs identified in the draft business plan.

Performance Objectives

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

*Information
Technology*

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

*Police
Facilities*

5. This Board, in partnership with the Chief of Police, will include in the business plan a police facilities plan that, at minimum, ensures that the police service maintains one or more police facilities that are accessible to the public during normal working hours, and that during all other hours public telecommunications access to a communications centre.
6. The Chief of Police should review and report back to the board, at least once every business cycle, on whether:
 - a) all police facilities:
 - i) meet or exceed provincial building and fire codes;
 - ii) have sufficient space for the efficient organization of offices and equipment;
 - iii) be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
 - iv) have lockers, separate change area, if members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
 - v) have appropriate security measures and communications;
 - b) members of the police service have available:
 - i) appropriate and secure working, records and equipment storage space; and
 - ii) separate or private areas for interviewing purposes; and

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- c) the police service's lock-up facilities meet the following requirements:
 - i) the minimum cell size is 7' x 4'6" x 7' high;
 - ii) fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
 - iii) smoke and heat detectors are installed in the lock-up area;
 - iv) toilet facilities are provided in each lock-up;
 - v) no unsafe conditions exist, including means of attaching ligatures;
 - vi) first aid equipment, including airway devices for mouth to mouth resuscitation, are readily available;
 - vii) lock-ups are separate from public view;
 - viii) confidential interviews with legal counsel can be accommodated;
 - ix) a proper area for prisoner processing is provided;
 - x) cell keys are in a secure location and master or duplicate keys are readily available;
 - xi) the area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
 - xii) compliant with the police service's policy and procedures with respect to communicable diseases; and
 - xiii) a means of constantly communicating with the main desk area and/or the communications centre is available.

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

*Resource
Planning*

8. The Chief of Police will:

- a) implement a resource planning methodology that is either automated or manual, and which takes into account the business plan and existing demands for service; and
- b) at least once every business cycle, undertake and report back on workload assessments and service delivery evaluations for the following areas:
 - i) crime prevention;
 - ii) law enforcement, including separate assessments and evaluations for the service's community patrol, communications and dispatch, crime analysis, criminal intelligence, criminal investigation and investigative supports functions;
 - iii) providing assistance to victims;
 - iv) public order maintenance; and
 - v) emergency response services for the six functions identified in sections 21(1) and 22 of the Adequacy Standards Regulation.

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Communication 9. This Board, in partnership with the Chief of Police, will establish a process, with municipal council if required, for the communication of the business plan to:

- a) members of the police service; and
- b) members of the public.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to skills development and learning that the Chief of Police will:

- a) prepare, at least once every three years, a skills development and learning plan that:
 - i) provides an overview of the police service's existing and anticipated future needs in relation to skills development and learning;
 - ii) identifies the police service's skills development and learning objectives;
 - iii) promotes cost-effective and innovative delivery of skills development and learning, including potential partnerships with other service providers;
 - iv) supports coaching or mentoring of new officers;
 - v) ensures the development and maintenance of the knowledge, skills and abilities of members of the police service consistent with the Adequacy Standards Regulation;
 - vi) emphasizes the importance of organizational learning; and
 - vii) addresses the responsibility of members for career development and skills development and learning.

Fred Eisenberger
Chair

The objective of equal opportunity in the workplace, and discrimination and harassment prevention, is to ensure that the best qualified and motivated persons are selected for employment, promotion, preferred assignments and career enhancement through lateral transfer.

This objective is to be achieved by ensuring that no discriminatory barriers exist in the workplace, that no discriminatory or harassing practices or behaviours exist in the workplace, and that the human rights of employees and potential employees are upheld and respected both in rule and in practice.

Furthermore, where discriminatory or harassing acts or behaviours do manifest, they must be effectively investigated and appropriately addressed.

To this end, it is the policy of the Hamilton Police Services Board with respect to equal opportunity and workplace harassment prevention that the Chief of Police will:

- a) establish procedures on equal opportunity that are consistent with the principles of the *Police Services Act* and the *Ontario Human Rights Code*, including recruitment, selection, career development and promotion;
- b) prepare procedures with respect to workplace harassment and development and maintain a program to implement the policy, in accordance with the *Occupational Health and Safety Act*;
- c) establish procedures on responding to and preventing discrimination and harassment in the workplace, including stereotyping;
- d) ensure that no sexist, racist or other offensive or derogatory material is displayed in the workplace;
- e) establish procedures on employment accommodation in accordance with the *Ontario Human Rights Code* and *section 47* of the *Police Services Act*;
- f) implement an employee performance appraisal system that includes key commitments related to diversity and human rights; and
- g) ensure that all officers receive training on diversity and human rights.

**Fred Eisenberger
Chair**

It is the policy of the Hamilton Police Services Board with respect to communicable diseases that the Chief of Police 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 as a Communicable Disease Coordinator(s);
- c) ensure that each Communicable Disease Coordinator 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 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.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the use of auxiliaries that the Chief of Police will:

- a) develop and maintain procedures that address the use of auxiliaries by the police service in accordance with the *Police Services Act* and the Adequacy Standards Regulation; and
- b) ensure that records are maintained relating to the use of auxiliaries.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the use of volunteers that the Chief of Police will:

- a) develop and maintain procedures that address the use of volunteers by the police service in accordance with the Adequacy Standards Regulation, including recruitment, screening, training and supervision; and
- b) ensure that records are maintained relating to the use of volunteers.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the management of police records that the Chief of Police will:

- a) establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
- b) comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*; and
- c) establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to marked general patrol vehicles that the Chief of Police will:

- a) establish procedures that set out the functions of marked general patrol vehicles;
- b) ensure that the police service's marked general patrol vehicles meet required specifications;
- c) ensure the regular maintenance, inspection and replacement of the police service's marked general patrol vehicles; and
- d) consult with designated employee representatives regarding the acquisition of patrol vehicles and related equipment.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to the safe storage of police service firearms that the Chief of Police will establish procedures that are consistent with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to police uniforms that the Chief of Police will develop procedures on the provision and use of a standardized uniform by the police service's uniformed police officers.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to annual reporting that:

- a) the Chief of Police will prepare an annual report for the Board on the activities of the police service during the previous fiscal year, which includes, at minimum, information on:
 - i) performance objectives and indicators as set out in the business plan, and results achieved;
 - ii) public complaints; and
 - iii) the actual cost of police services; and

- b) this Board will enter into a protocol with City Council that addresses:
 - i) the sharing of information with the City Council⁶, including the type of information to be shared and the frequency of sharing such information;
 - ii) the dates by which the annual performance report will be provided to the City Council;
 - iii) the responsibility for making public the business plan and annual performance report, and the dates by which the business plan and annual performance report must be made public; and
 - iv) if the City Council chooses, jointly determining, and participating in, the consultation process for the development of the business plan.

Fred Eisenberger
Chair

⁶ As of April 15, 2002 there is a Protocol for the Sharing of Information between the Hamilton Police Services Board and the City of Hamilton.

The Hamilton Police Services Board places the highest value on the protection of life and the safety of the public and its officers, therefore in accordance with the *Criminal Code* and the *Police Services Act* it is the policy of the Hamilton Police Services 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:
 - i) review the report and make further inquiries as necessary; and
 - ii) file a copy with the Solicitor General, including any additional inquiries of the Board;
- b) this Board, upon being notified that the Chief of Police has discharged a firearm in the performance of his/her duty, will cause an investigation into the circumstances and file a report on the investigation with the Solicitor General;
- c) the Chief of Police will:
 - i) ensure that members do 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 procedures, unless:
 - that type of weapon has been approved for use by the Solicitor General;
 - the weapon conforms to technical standards established by the Solicitor General; and
 - the weapon is used in accordance with standards established by the Solicitor General.
 - ii) ensure that, at minimum, police officers are:
 - issued a handgun that meets the technical specifications set out in the *Equipment and Use of Force Regulation*;
 - issued oleoresin capsicum aerosol spray;
 - issued a baton; and
 - trained in officer safety, communication, handcuffing and physical control techniques;
 - iii) be authorized to issue a conducted energy weapon to police officers who are:
 - front line supervisors;
 - members of tactical/ hostage rescue teams;
 - members of preliminary perimeter control and containment teams; and
 - other officers deemed appropriate
 - iv) ensure that members do not:
 - use force on another person unless they have successfully completed a training course on the use of force; and
 - carry a firearm unless, they have successfully completed a training course on the use of firearms, and is competent in the use of the firearm;

- v) ensure that, at least once every 12 months, members:
 - who may be required to use force on other persons receives a training course on the use of force; and
 - authorized to carry a firearm, receives a training course on the use of firearms;
- vi) permit the use of reasonable weapons of opportunity by police officers, when none of the approved options is available or appropriate to defend themselves or members of the public;
- vii) establish procedures consistent with the requirements of the *Equipment and Use of Force Regulation*;
- viii) immediately cause an investigation to be made where a member unintentionally or intentionally discharges his or her firearm, except on a target range or in the course of weapon maintenance;
- ix) immediately cause an investigation and file a report to this Board where a member, by the discharge of a firearm in the performance of his or her duty, kills or injures another person;
- x) where the Chief discharges a firearm in the performance of the Chief's duties, promptly report the matter to this Board;
- xi) ensure that a written record is maintained of the training courses taken by the members of the police service on the use of force and the use of firearms;
- xii) ensure the reporting of the use of force by members in accordance with the *Equipment and Use of Force Regulation*;
- xiii) ensure the ongoing review and evaluation of local use of force procedures, training and reporting; and
- xiv) provide a copy of the police service's annual use of force study to this Board for review, and ensure the availability of the study to the community.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to speed detection devices that:

1. The Chief of Police will:
 - a) ensure the provision of speed detection devices that:
 - i) comply with the current *Model Minimum Performance Specifications for Police Traffic Radar Devices DOT HS 808-069* and/or the current *Model Minimum Performance Specifications for Lidar Speed Measurement Devices DOT HS 809 239* (recommend phased in through new expenditures by January 1st 2005);
 - ii) do not exceed $5\text{mW}/\text{cm}^2$ 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 Ontario Ministry of Labour's Health and Safety Guideline "*Radiofrequency and Microwave Radiation in the Workplace*";
 - 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 uses, maintains and cares for the speed detection devices provided to them in accordance with the standards established by the Minister;
 - c) ensure that police officers 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 months, every member who may be required to use speed detection devices receives a refresher training course by a qualified instructor that reviews the 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 receive information regarding the *Model Minimum Performance Specifications for Police Traffic Radar Devices DOT HS 808-069* , *Model Minimum Performance Specifications for Lidar Speed Measurement Devices DOT HS 809 239*, Health Canada's *Safety Code 6* and the *OHS*A including the Ontario Ministry of Labour's Health and Safety Guideline "*Radiofrequency and Microwave Radiation in the Workplace*."

**Fred Eisenberger
Chair**

It is the policy of the Hamilton Police Services Board with respect to secure holsters that:

1. The Chief of Police will:
 - a) ensure the provision of secure holster equipment that is constructed to provide the level of protection that is necessary for the performance of duty including:
 - 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.

Fred Eisenberger
Chair

It is the policy of the Hamilton Police Services Board with respect to equipment-body armour that:

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

Publication of this guideline revision does not invalidate or render unsuitable any body armour models previously determined by the NIJ to be compliant to either the NIJ 2005 Interim Requirements or the NIJ Standard – 0101.04 Rev. A Requirements. While it may not be necessary to remove these existing armours from service, agencies are advised to always require their procurements to meet or exceed the most recent and up-to-date version of this guideline.

Fred Eisenberger
Chair

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.

To this end, it is the policy of the Hamilton Police Services Board with respect to workplace violence prevention, that the Chief of Police will:

- a) prepare procedures with respect to workplace violence, and develop and maintain a program to implement the policy, in accordance with the *Occupational Health and Safety Act*,
- b) establish procedures on responding to and preventing violence in the workplace;
- c) ensure that all officers receive training on workplace violence prevention.

Fred Eisenberger
Chair

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

- a) Acoustic hailing devices will only be used in accordance with procedures that set out the supervisory, operating, reporting and training requirements for their deployment; and
- b) Police service procedures regarding the use of acoustic hailing devices are based on recommendations about the devices per section 16 (1)(c) of the Equipment and Use of Force Regulation.

Fred Eisenberger
Chair