

Ministry of the Solicitor General

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MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Marc Bedard
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

SUBJECT: **Race Data Collection in Use of Force – Follow Up**

DATE OF ISSUE:	December 20, 2019
CLASSIFICATION:	For Action
RETENTION:	Indefinite
INDEX NO.:	19-0094
PRIORITY:	High

Further to the All Chiefs Memo # 19-0086, issued on November 28, 2019, please be advised that the ministry is releasing a **revised** version of the Use of Force Report as a result of recommendations for functionality upgrades received from various police services (Attachments #1 (English) and #2 (French)).

Deletion of Part B

This version of the report has the functionality to allow police services to delete Part B no later than 30 days or, if applicable, up to 2 years after the report is submitted, per subsections 14.5 (3.1) to (3.3) of the Equipment and Use of Force Regulation (R.R.O. 1990, Reg. 926).

Once the Training Analyst submits the report to the Ministry of the Solicitor General, a "Delete Part B" button will appear on the locally saved report. The analyst can retrieve the report at a later date and use this functionality to delete Part B in accordance with the Regulation and police service policy.

The version of the report that no longer contains Part B should be saved as the final and only remaining version of the report. The original version of the report should be overwritten when the version without Part B is saved. The police service's data retention policy should then apply to this version of the report.

Use of Force Report Guide

The Ontario Police College has prepared a guide to assist members in completing the report that contains descriptors of the report's fields to support consistent interpretation and application.

The guide is available on the Ontario Police College Virtual Academy (OPCVA) via the following link: <https://www.opcva.ca/course/changes-use-force-electronic-report>.

Submission Process Guide

Also attached is a step-by-step guide of the process for completion of the report and submission to the ministry (Attachment #3).

FAQs

Finally, the ministry has prepared Frequently Asked Questions to reflect queries and feedback from police services to assist in clarifying certain aspects of the revised report (Attachment #4).

Alternative Electronic Report Submission

Under certain circumstances, police services that currently utilize an electronic use of force reporting system may be able to submit required use of force data directly from their internal databases/systems without using the pdf versions provided by the ministry.

However, it will be necessary to ensure a number of conditions are met. For further information, please contact Jeanette Gorzkowski, Manager of the Analytics Unit, at Jeanette.Gorzkowski@ontario.ca.

Ministry Contacts

If you have any questions regarding the content or functionalities within the report, please contact Lisa Sabourin at Lisa.Sabourin@ontario.ca (416-859-9323), or Amanda Fone at Amanda.Fone@ontario.ca (416-212-1497).

If you experience technical challenges in submitting electronic reports please contact Jeanette Gorzkowski, Manager of the Analytics Unit, at Jeanette.Gorzkowski@ontario.ca.

Please be reminded that **effective January 1, 2020**, members of a police service are required to use the revised Use of Force Report and fill out all the appropriate fields when the circumstances established in the Regulation are met. Additionally, the Solicitor General is requiring chiefs of police and the Commissioner of the Ontario Provincial Police, pursuant to subsection 14.5 (4) of the Equipment and Use of Force Regulation (R.R.O. 1990, Reg. 926), to submit information from all Use of Force Reports.

I trust these additional materials and information will be helpful. Thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc Bedard". The signature is fluid and cursive, with the first name "Marc" and last name "Bedard" clearly distinguishable.

Marc Bedard
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

Attachments