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

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

SUBJECT: **Staffing Resources Reporting**

DATE OF ISSUE:	April 24, 2020
CLASSIFICATION:	For Action
RETENTION:	Indefinite
INDEX NO.:	20-0061
PRIORITY:	High

As Ontario continues to take decisive action to stop the spread of COVID-19, the Ministry of the Solicitor General is assessing how the outbreak is impacting critical resources across the sector. As part of this process, the ministry is seeking information on the number of policing personnel (e.g., police officers, special constables, auxiliary members and civilians) who have been impacted by COVID-19.

This information will serve as a tool to understand the staffing levels in critical frontline areas across the province, increase sightlines into the availability of these resources, and allow for trending and analysis of this information to determine where staff shortages may exist.

We are requesting that police services complete a weekly report to ensure the ministry has updated information on the spread of COVID-19 within the policing sector and its impact on staffing. Beginning **April 28, 2020**, and for the duration of the emergency period, your service is asked to submit a weekly report **each Tuesday by 12 p.m. EST**.

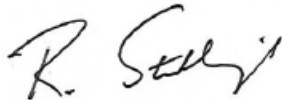
The report is a password-protected PDF form which can be submitted directly to the ministry, and can be accessed through the following [link](#). For more information about the form and the submission process, please refer to the attached guidance document. If you encounter any issues in opening the form, please refer to this tip sheet.

Further to All Chiefs Memo 20-0047 (Collection of Emergency Data related to Emergency Orders under the *Emergency Management and Civil Protection Act*), I want to extend my sincere appreciation for your services' cooperation and support during this time. The information you have been sharing with the ministry has been critical in supporting the government's understanding of the impacts of COVID-19 and your continued cooperation helps to shape our response. As we continue to track the demands of and impacts to frontline resources, the ministry will work with you on new solutions as they become available.

Recognizing the need to support your services' capacity, we will also continue to explore how requests can be better streamlined and will keep you apprised of any changes or improvements to this process.

If you require further information or assistance with this reporting process, please contact your designated police services advisor or SOLGEN-HRSBU@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Stubbings'.

Richard Stubbings
Assistant Deputy Minister
Public Safety Division and Public Safety Training Division

Attachment