

**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:** **Upcoming Temporary eHub for Electronic Intake**

<b>DATE OF ISSUE:</b>	<b>May 14, 2020</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>May 15, 2020</b>
<b>INDEX NO.:</b>	<b>20-0073</b>
<b>PRIORITY:</b>	<b>High</b>

As a result of the need to contain the spread of COVID-19, the Ministry of the Solicitor General (ministry) is implementing a temporary eHub that will allow policing personnel to send Informations and associated documents electronically for judicial review.

The transmission of e-Telewarrant files between police and the judiciary have been in place for several years. The e-Telewarrant process was first developed by Jeff Pearson of the Toronto Police Service. The e-Telewarrant process has been enhanced to include a court Information component. This enhanced version of the e-Telewarrant process that now includes the court Informations is called the temporary eHub. The temporary eHub uses processes similar to e-Telewarrant to allow police personnel to email the Information and associated documents to a Justice of the Peace for review. Once reviewed, the Justice of the Peace will digitally sign the documents, make them available to the Ministry of the Attorney General (Court Services Division) staff, and reply to the initial email to outline their decision.

The ministry demonstrated the temporary eHub to members of police services via a police advisory group, soliciting their feedback to ensure that it meets the needs of their various police services and to determine the best way to implement this temporary solution. The ministry also consulted with members of the Judiciary and Ministry of the Attorney General (Court Services Division) to ensure that the broader needs of the sector have been considered. The feedback from these consultations has been positive. The temporary eHub has already been implemented in two jurisdictions due to special circumstances. Both jurisdictions provided very positive feedback.

Several additional agencies have since expressed an eagerness to implement the temporary eHub. In terms of support, the temporary eHub includes excellent built-in support and self-serve training options. Additionally, the ministry is committed to working with its sector partners to ensure successful adoption of the temporary eHub.

The ministry will continue to work collaboratively with the police, the Ontario Court of Justice, and Ministry of the Attorney General (Court Services Division) on post-COVID 19 plans for long-term, sustainable products to enable digital processes. This will include planning how services can transition from the temporary eHub to the ministry's longer-term solution, Criminal e-Intake.

### **Timeline for Implementation**

We are aiming to go live with the temporary eHub within the next few weeks. It will be phased in across the province. The go-live dates are being approved by the Ontario Court of Justice and the Ministry of the Attorney General (Court Services Division). It is anticipated that police services will be contacted by Regional Senior Justices to coordinate adoption of the temporary eHub.

### **Access to the Temporary eHub**

The eHub court information component will be available to policing personnel from services that have been contacted about adopting the eHub and have completed the required actions outlined below.

### **Action Required:**

Given the urgency of implementing this new process, we ask that your service do the following by **6:00 p.m. EST on May 15:**

- 1) Email your police service's public facing static IP addresses (including address(s) that are used via VPN when a laptop or tablet is accessed offsite) to [Donald.Dalessandro@torontopolice.on.ca](mailto:Donald.Dalessandro@torontopolice.on.ca).
- 2) Get OPP-CA Public Key Infrastructure (PKI) certificates for officers/informants who will be submitting Informations and associated documents (if they do not already have one). For information on how to get a PKI certificate, please visit [https://ehub.torontopolice.on.ca/welcome/d\\_pkihub.htm](https://ehub.torontopolice.on.ca/welcome/d_pkihub.htm)
- 3) Click on <https://ehub.torontopolice.on.ca/> to ensure that networked computers and computers that are used off-site via VPN have access to the eHub.

## Contact Information

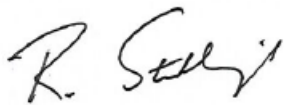
If you have any questions about any of the actions required, please contact:

Jeffrey Pearson, Detective Sergeant  
Organized Crime Enforcement  
Toronto Police Service  
416-315-5634  
[Jeffrey.Pearson@torontopolice.on.ca](mailto:Jeffrey.Pearson@torontopolice.on.ca)

If you have any other questions about the rollout or implementation of this change, please contact:

Linn Mamoniw, Senior Product Manager  
Criminal Justice Digital Design Branch  
Ministry of the Solicitor General  
437-995-2753  
[linn.mamoniw@ontario.ca](mailto:linn.mamoniw@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