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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: **Serious Fraud Office**

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In September 2018 the Ministry of the Attorney General and the Ministry of the Solicitor General collaborated on the creation of the Serious Fraud Office (SFO). The SFO is an integrated and coordinated model where police and prosecutorial services work collaboratively in their approach to investigating and prosecuting large scale, complex frauds in Ontario. The SFO is a joint forces operation led by the Ontario Provincial Police (OPP).

The mandate of the SFO is to:

- (a) Protect the citizens of Ontario;
- (b) Limit losses suffered by victims of serious fraud; and
- (c) Recover fraudulently stolen assets.

For the purposes of the SFO, a “serious fraud” is defined as a fraud that has significant impact on society or significant financial loss in total. However, the totality of the loss is not the sole determining factor for acceptance of investigative carriage. Mechanisms for committing fraud can incorporate corruption, collusion, money-laundering, multiple jurisdictions and/or elements of organized crime. Consequences of fraud have serious impacts on victims and erode public confidence in democratic processes, government integrity and financial stability. While all fraud is potentially devastating, the SFO’s focus is primarily on particularly complex and/or egregious offences.

SFO Structure

The teamwork principle is the backbone of the SFO, providing an integrated and coordinated approach to serious fraud investigations, prosecutions, crime prevention, training and education, and victim support.

The SFO has incorporated many specialized skill-sets to effectively and efficiently investigate cases involving serious fraud. This specialized expertise is also an important resource to train others in the law enforcement community to better identify and combat fraud. It is equally vital to engage relevant stakeholders who are also combatting fraud, including regulators, banks, auto insurers, and all government agencies. The SFO brings awareness to those at greater risk of being victimized by fraud and plays a leadership role in both fraud prevention and fraud detection.

The SFO has the capacity to locate, seize and forfeit the proceeds of fraud in Ontario. It has an asset recovery capacity that can be engaged early, in tandem with serious fraud investigations, preventing the potential disappearance of the proceeds from criminal activity.

The SFO's victim support strategy includes a tiered police, prosecution, and community based response to mass victimization.

SFO Intake Submission Requirements

Policing agencies in Ontario can make requests for service from the SFO

To access the SFO, policing agencies must request an SFO Request for Service Form (LE355) via e-mail to the SFO Intake Inbox (SFO.intake@ontariosfo.ca). The SFO Intake Inbox is equipped with encryption capabilities for the submission of the Request for Service form as well as any other supporting documents, to ensure secure transfer of information. All submissions will require authorization from the referring agency's Chief of Police (or designate) prior to submission.

The referring policing agency must include all information requested on the RFS Form LE355 in the submission which includes a summary of the case, details of the subject(s) of interest, victim(s), and details of the allegations.

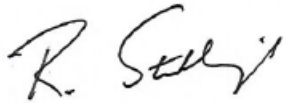
Submissions are screened and assessed in the SFO's intake process. It is imperative that the information provided on the LE355 form be as comprehensive as possible in order to accurately reflect the magnitude of the fraud presented to the SFO.

All submissions are assessed by the Intake Coordinator/Analyst and evaluated.

If a case is selected for investigation, the Serious Fraud Office will contact the referring agency to advise and make arrangements for transferring of files. If the case has not been selected for investigation, the agency will receive a response in writing outlining the reasons why their case was not accepted. The SFO may offer alternate assistance and/or support. Policing agencies are welcome to re-submit their case as new and compelling information becomes known to police.

For further information, please contact Inspector Heidi Stewart at Heidi.Stewart@ontariosfo.ca or Staff Sergeant Peter Shouldice at Peter.Shouldice@ontariosfo.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