



CRIMINAL INVESTIGATION MANAGEMENT AND PROCEDURES LE-006

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Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that the requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in his/her administration and operation of the Peel Regional Police.

1. Subject

The guiding principles under which the Chief of Police is to establish procedures and processes relating to criminal investigation management.

The objective of Criminal Investigations Management and Procedures is to ensure that investigations into criminal acts:

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

2. Specific Definitions:

“criminal investigator” – member of the police service who has successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies.

3. Policy Requirements

It is the policy of the Board with respect to general criminal investigations that the Chief of Police shall:

- (a) Ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
- (b) Maintain both officer and public safety as a priority;
- (c) Establish a selection process for criminal investigators and ensures the police service has a pool of qualified criminal investigators who meet the requirements of the Adequacy Standards Regulation;
- (d) Ensure that criminal investigators, when not in training or investigating criminal matters and/or occurrences, may undertake community patrol or any other duties as assigned;
- (e) Develop and maintain procedures on and processes for undertaking and managing criminal investigations;

- (f) Outline the process for obtaining assistance of qualified personnel from another police service or any other external agency in relation to undertaking and managing a criminal investigation of an occurrence, if required;
- (g) Ensure the police service provide investigative support, including support in the areas of scenes of crime analysis, forensic identification, canine tracking, technical collision investigation and reconstruction, breath analysis, physical surveillance, electronic interception, video and photographic surveillance, polygraph and behavioural science;
- (h) Ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulations;
- (i) Provide training, through investigations and a succession of training programs, both formal and informal, to develop the knowledge and skills of members of the police service, in order to vigorously investigate all criminal matters to establish the cause and circumstances, and to apprehend and charge those responsible;
- (j) Ensure members are provided with the necessary tools and equipment to perform this function;
- (k) Maintains liaison capabilities with other specialized, extra-jurisdiction enforcement agencies;
- (l) That it ensures information gathered is used for criminal investigation purposes;
- (m) That it ensures the dissemination of criminal information is limited to the police service, law enforcement agencies, appropriate government agencies, and other organizations that have a bona fide need for the criminal information; and
- (n) Regularly review procedures on criminal investigation management to remain current with case law, inquests, inquiry findings, and amendments to related legislation.

In accordance with Section 11(1) of the Adequacy Standard Regulation, the Chief of Police shall prepare a criminal investigation management plan that:

- (o) Identifies occurrences for which a police officer is required to contact a supervisor as soon as practicable;
- (p) Permits the supervisor, except as provided for in the plan, to assign responsibility to undertake or manage an investigation of an occurrence listed in the plan to any police officer, whether or not the police officer is a criminal investigator;
- (q) Identifies occurrences for which a criminal investigator who has the knowledge, skills and abilities to investigate that type of occurrence is to be assigned responsibility to undertake or manage an investigation of an occurrence;
- (r) Addresses the monitoring of criminal investigations by supervisors; and
- (s) Identifies specific occurrences, as designated by the Solicitor General, for which the police service shall notify another police service, unit or task force designated by the Solicitor General.

4. Measurement Methods/Systems

The Chief of Police shall conduct ongoing statistical analysis, qualitative and quantitative review of all criminal investigations to:

- (a) Ensure the integrity of criminal investigation practices and procedures;
- (b) Ensure an adequate number of trained criminal investigators; and
- (c) Identify emerging criminal trends and new techniques.

5. Reporting

The Chief of Police shall report on an exception basis. This applies to those circumstances where a criminal investigation has resulted in an “exceptional” circumstance, or a circumstance which may be detrimental to the police service; and/or has significant issues of potential liability to the Board and/or the police service.

As part of the Annual Statistical Report of the police service, the Chief of Police shall report on the crime clearance rates for criminal occurrences.

As part of a separate Annual Report on Adequacy Regulation, the Chief of Police shall report on compliance with this section of the policy.

6. Authority/Legislative Reference

Ontario Regulation 03/99, Sections 5(1)(d), 5(2), 9(1), 9(3), 11(1), 11(2), 11(4), 12(1), 14(1), 14(3), 14(4), and 29

Violent Crime Linkage Analysis System Reports (ViCLAS) Regulation

Board Minute #191/00

Board Minute #56/07

Board Minute #69/11

Board Minute #18/14

7. Linkage to Appropriate Police Service Procedure/Directive

I-B-722(F) Criminal Investigations

I-B-413(F) Threat Assessment Unit

I-B-727(F) Video Recording of Interviews

I-B-401(F) Canine Unit

I-B-402(F) Forensic Identification Services

I-B-403(F) Intelligence Services-Tech Support

I-B-708(F) Polygraph Examinations

I-B-301(O) Crime Analysis Unit

I-B-512(F) Breach of Conditional Sentence

Peel Regional Police Criminal Investigation Management Plan and Procedures

I-B-111(F) Corrections Probations & Parole

FIN 99 Criminal Investigation Fund

I-B-118(F) Policing Jurisdiction

I-B-607(F) Suspect Apprehension Pursuit

I-B-721(F) Special Investigations Unit

I-B-736(F) Undercover Operations

I-B-504(F) Ontario Court of Justice Procedure