



# **POLICE SERVICES BOARD POLICIES**

Adopted June 16, 2026

Amended by:

**OFFICE CONSOLIDATION:**

This is an office consolidation of Police Services Board Policies which has been prepared for convenience.

## Administration and Infrastructure

AI-001SFPSB Strategic Plan  
AI-002SFPSB Skills Development and Learning  
AI-003SFPSB Equal Opportunity, Discrimination and Workplace Harassment Prevention  
AI-004SFPSB Communicable Diseases  
AI-005SFPSB Use of Auxiliaries  
AI-006SFPSB Use of Volunteers  
AI-007SFPSB Management of Police Records  
AI-008SFPSB Marked General Patrol Vehicles  
AI-009SFPSB Safe Storage of Police Firearms  
AI-010SFPSB Police Uniforms  
AI-011SFPSB Reporting and Information Sharing  
AI-012SFPSB Use of Force  
AI-013SFPSB Speed Detection Devices  
AI-014SFPSB Secure Holster  
AI-015SFPSB Equipment-Body Armour  
AI-016SFPSB Workplace Violence Prevention  
AI-017SFPSB Acoustic Hailing Devices

## Crime Prevention

CP-001SFPSB Problem Oriented Policing  
CP-001SFPSB-001 Community Safety and Well-Being  
CP-002SFPSB Crime Prevention

## Emergency Response

ER-001SFPSB Preliminary Perimeter Control and Containment  
ER-002SFPSB Tactical Units  
ER-003SFPSB Hostage Rescue  
ER-004SFPSB Major Incident Command  
ER-005SFPSB Crisis Negotiation  
ER-006SFPSB Bomb Threats and Explosives Disposal Units  
ER-007SFPSB Ground Search for Lost Persons or Missing Persons  
ER-008SFPSB Emergency Plan  
ER-009SFPSB Underwater Search and Recovery Units  
ER-010SFPSB Canine Units

## Law Enforcement

LE-001SFPSB Community Patrol  
LE-002SFPSB Communications and Dispatch  
LE-003SFPSB Crime, Call and Public Disorder Analysis  
LE-004SFPSB Criminal Intelligence  
LE-005SFPSB Arrest  
LE-006SFPSB Criminal Investigation Management & Procedures  
LE-007SFPSB Hate Bias Motivated Crime

LE-008SFPSB Hate Propaganda  
LE-009SFPSB Joint Forces Operations  
LE-010SFPSB Internal Task Force  
LE-011SFPSB Search of Premises  
LE-012SFPSB Search of Persons  
LE-013SFPSB Police Response to Persons who are Emotionally Disturbed or have a Mental Illness or a Developmental Disability  
LE-014SFPSB Court Security  
LE-015SFPSB Paid Informants & Agents  
LE-016SFPSB Detainee Care and Control  
LE-017SFPSB Traffic Management, Enforcement and Road Safety  
LE-018SFPSB Witness Protection  
LE-019SFPSB Stolen or Smuggled Firearms  
LE-020SFPSB Collection, Preservation and Control of Evidence and Property  
LE-021SFPSB Elder and Vulnerable Adult Abuse  
LE-022SFPSB Officer Note Taking  
LE-023SFPSB Bail and Violent Crime  
LE-024SFPSB Intimate Partner Violence Incidents  
LE-025SFPSB Supervision  
LE-026SFPSB Missing Persons  
LE-027SFPSB Child Abuse and Neglect  
LE-028SFPSB Criminal Harassment  
LE-029SFPSB Preventing or Responding to Occurrences Involving Firearms  
LE-030SFPSB Property Offences (including break & enter)  
LE-031SFPSB Drug Investigation  
LE-032SFPSB Illegal Gaming  
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LE-034SFPSB Sexual Assault Investigation  
LE-035SFPSB Waterways Policing (Safety)  
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LE-039SFPSB Homicide  
LE-040SFPSB Parental and Non-Parental Abductions  
LE-041SFPSB Proceeds of Crime  
LE-042SFPSB Robbery  
LE-043SFPSB Vehicle Theft  
LE-044SFPSB Youth Crime  
LE-045SFPSB Vehicle Pursuits  
LE-046SFPSB Ontario Sex Offender Registry  
LE-047SFPSB Police Response to High-Risk Individuals

#### Public Order Maintenance

PO-001SFPSB Public Order Units  
PO-002SFPSB Police Action at Labour Disputes  
PO-003SFPSB Policing Indigenous Occupations & Protests

## Victim's Assistance

VA-001SFPSB Victim's Assistance

## Counter Terrorism

CT-001SFPSB Terrorism Mitigation

CT-002SFPSB Terrorism Preparedness Planning

CT-003SFPSB Terrorism Response and Notifications

CT-004SFPSB Terrorism Recovery

## General Policies

GP-001 Adequate and Effective Policing

GP-002 Code of Conduct for Board Members

GP-003 Relationships in the Workplace – Conflict of Interest

GP-004 Disclosure of Personal Information

GP-005 Policy Development

GP-006 Quality Assurance

GP-007 Accessibility Standards for Customer Service

GP-008 Accommodations

GP-009 Unsatisfactory Work Performance

GP-010 Secondary Activities

GP-011 Active Attacker Incidents

GP-012 Extreme Incident Response Plan

GP-013 Naloxone Administration

GP-014 Complaints of Misconduct

GP-015 Disclosure of Misconduct

GP-016 Special Constables

GP-017 Collection of Identifying Information in Certain Circumstances – Prohibition and Duties Street Checks

GP-018 Shared Services Agreements

GP-019 Indemnification of Police Members for Legal Costs

GP-020 Legal Indemnification of Board Members and the Board

GP-021 Critical Point Reporting

GP-022 Political Activity

GP-023 Body Worn Cameras

GP-024 Conducted Energy Weapons



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-58 Administration  
and Infrastructure Framework for  
Business Planning

**AI-001SFPSB** Strategic Plan

It is the Policy of the Smiths Falls Police Service Board (the Board) shall, in accordance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*, if any, prepare and adopt a Strategic Plan for the provision of policing, which shall address at least the following matters:

1. How the Board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area.
2. The objectives, priorities, and core functions of the Police Service.
3. Quantitative and qualitative performance objectives and indicators of outcomes relating to:
  - a) The provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
  - b) Community satisfaction with the policing provided;
  - c) Emergency calls for service;
  - d) Violent crime and clearance rates for violent crime;
  - e) Property crime and clearance rates for property crime;
  - f) Youth crime and clearance rates for youth crime;

**AI-001SFPSB** Strategic Plan

- g) Police assistance to victims of crime and revictimization rates;
- h) Interactions with persons described in Section 4 of this Policy;
- i) Road safety;
- j) Drug crime and clearance rates for drug crime; and
- k) Any other prescribed matters.

4. Interaction with:

- a) Youth;
- b) Members of racialized groups;
- c) Members of First Nation, Inuit and Métis communities; and
- d) Interactions with persons who appear to have a mental illness or a neurodevelopmental disability.

5. **Information Technology:**

This Board, in consultation with the Chief of Police, will include in the Strategic Plan an information technology plan that:

- a) Is based on an evaluation of the Police Service's information technology needs, including its capacity to electronically share information with other agencies, organizations, and community groups;
- b) Requires the periodic review of key business processes, practices, and related technology to identify possible changes that may reduce the administrative workload of Front-line Officers; and
- c) Addresses information technology acquisition, updating, replacement and training.

6. **Resource Planning:**

The Chief of Police will:

- a) Implement a resource planning methodology that is either automated or manual, and which takes into account the Strategic Plan and existing demands for service; and

- b) At least once every business cycle, undertake and report back on workload assessments and service delivery evaluations for the following areas:
- I. Crime prevention;
  - II. Law enforcement, including separate assessments and evaluations for the Service's community patrol, communications and dispatch, crime analysis, criminal intelligence, criminal investigation, and investigative supports functions;
  - III. Providing assistance to victims;
  - IV. Public order maintenance; and
  - V. Emergency response services for the six functions pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*.

7. **Police Facilities:**

This Board, in consultation with the Chief of Police, will include in the Strategic Plan a police facility plan that, at minimum, ensures that the Police Service maintains one or more police facilities that are accessible to the public during normal working hours and that during all other hour's public telecommunications access to a Communication Centre.

The Chief of Police should review and report back to the Board, at least once every business cycle, on whether:

- a) All police facilities:
- I. Meet or exceed provincial building and fire codes;
  - II. Have sufficient space for the efficient organization of offices and equipment;
  - III. Be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
  - IV. Have lockers, separate change areas (for women), if Members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
  - V. Have appropriate security measures and communications.

- b) Members of the Police Service have available:
- I. Appropriate and secure working, records, and equipment storage space; and
  - II. Separate or private areas for interviewing purposes.
- c) The Police Service's lock-up facilities meet the following requirements:
- I. The minimum cell size is 7' x 4'6" x 7' high;
  - II. Fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
  - III. Smoke and heat detectors are installed in the lock-up area;
  - IV. Toilet facilities are provided in each lock-up;
  - V. No unsafe conditions exist, including means of attaching ligatures;
  - VI. First aid equipment, including airway devices for mouth-to-mouth resuscitation, are readily available;
  - VII. Lock-ups are separate from public view;
  - VIII. Confidential interviews with legal counsel can be accommodated;
  - IX. A proper area for detainee processing is provided;
  - X. Cell keys are in a secure location and master, or duplicate keys are readily available;
  - XI. The area where detainees are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
  - XII. Compliant with the Police Service's Policy and Procedures with respect to communicable diseases; and
  - XIII. A means of constantly communicating with the main desk area and/or the Communication Centre is available.
- d) Where it is determined that the police facilities do not meet the requirements in Section 7 (a), (b) and (c) of this Policy, the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

## 8. Consultation:

This Board, shall consult with the Chief of Police, in preparing or revising a Strategic Plan, consistent with the requirements of the *CSPA* and its *Regulations* (including the protocol with Municipal Council), that will include consultation on:

- a) An environmental scan of the community that highlights crime, calls for service and public disorder trends within the community;
- b) The results achieved by the Police Service in relation to the Strategic Plan currently in effect;
- c) A summary of workload assessments and service delivery evaluations undertaken during the existing Strategic Plan cycle;
- d) The Board's proposals with respect to the Police Service's objectives, core business and functions, and performance objectives and indicators for the eight functions set out in the *CSPA*;
- e) The Strategic Plan must also provide an overview of the consultations that were conducted under Section 8 (g) of this Policy and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the Plan;
- f) The estimated cost of delivering adequate and effective police services to meet the needs identified in the draft Strategic Plan;
- g) In preparing or revising the Strategic Plan the Board shall consult with:
  - I. The Chief of Police;
  - II. The Municipal Council of any Municipalities in the Board's area of policing responsibility;
  - III. Association Membership;
  - IV. The Band Councils of any First Nations in the Board's area of policing responsibility;
  - V. Groups representing diverse communities in the Board's area of policing responsibility;
  - VI. School boards, community organizations, businesses, and members of the public in the Board's area of policing responsibility; and
  - VII. Any other prescribed persons, organizations, or groups.

- h) The Strategic Plan must provide an overview of the consultations that were conducted under Section 3 of this Policy and state whether and, if applicable, how the needs and concerns regarding policing identified during consultations have been addressed by the Plan.

9. **Considerations:**

In preparing or revising the Strategic Plan, the Board shall consider, at a minimum:

- a) The results of the consultations conducted under Section 3 of this Policy;
- b) Any Community Safety and Well-Being Plans adopted by the Municipalities that are in the Board's area of policing responsibility; and
- c) The needs of members of diverse communities in the Board's area of policing responsibility, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities.

10. **Review and Revision:**

The Board shall review and, if appropriate, revise the Strategic Plan in accordance with the Regulations, if any, at least once every four years.

11. **Communication:**

This Board, in consultation with the Chief of Police, will establish a process, with Municipal Council if required, for the communication of the Strategic Plan to:

- a) Members of the Police Service; and
- b) Members of the public.

12. **Performance Objectives:**

This Board, shall consult with the Chief of Police, when developing the performance objectives, factors such as:

- a) The Police Service's existing and/or previous performance, and estimated costs;
- b) Crime, calls for service and public disorder analysis and trends, and other social, demographic, and economic factors that may impact on the community;
- c) The type of performance objectives, indicators and results being used/achieved in other similar/comparable jurisdictions;

- d) The availability of measurements for assessing the success in achieving the performance objectives;
- e) Community expectations, derived from the consultation process, community satisfaction surveys, and victimization surveys; and
- f) The results achieved by the Police Service in relation to the Strategic Plan currently in effect.

**13. Cost projection:**

The Strategic Plan will include the estimated cost projection for implementing the Plan for each year that the Plan covers.

**14. Reporting:**

- a) Pursuant to the *CSPA* the Board shall review and, if appropriate, revise the Strategic Plan in accordance with the *Regulations*, if any, at least once every four years;
- b) The Board is to report updates on the Strategic Plan to the Town Council and members of the public annually as outlined in AI-011 (Reporting and Information Sharing); and
- c) The Police Service shall communicate regular updates to the Board as requested.

**15. Publication:**

The Board shall publish the Strategic Plan on the Internet in accordance with the *Regulations* made by the Minister, if any.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-59 Administration  
and Infrastructure Skills Development  
and Learning

**A1-002SFPSB** Skills Development and  
Learning

It is the Policy of the Smiths Falls Police Service Board with respect to skills development and learning that the Chief of Police will:

1. Prepare, an annual summary with budgetary considerations and learning objectives, intended to form a part of a skills development and learning plan that:
  - a) Provides an overview of the Police Service's existing and anticipated future needs in relation to skills development and learning;
  - b) Identifies the Police Service's skills development and learning objectives;
  - c) Promotes cost-effective and innovative delivery of skills development and learning, including potential partnerships with other service providers;
  - d) Supports coaching or mentoring of new Officers;
  - e) Incorporates the implementation of a program to coach or mentor new Officers;
  - f) Ensures the development and maintenance of the competence and experience of this Police Service's Members is consistent with the *Community Safety and Policing Act* and its *Regulations*, including:
    - I. Criminal investigators;

- II. Members of this Police Service providing investigative support, as required;
  - III. Public Order Unit personnel; and
  - IV. Members of this Police Service providing any emergency response services.
- g) Emphasizes the importance of organizational learning;
  - h) Addresses the responsibility of Members for career development and skills development and learning; and
  - i) Considers any additional or specific training required to achieve objectives identified in the Strategic Plan.
2. The Chief of Police shall ensure that any training requirements prescribed by the Minister are satisfied and report annually to the Board.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

February 15, 2019

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-03 Administration  
and Infrastructure Equal Employment and  
Workplace Harassment

**AI-003SFPSB** Equal Opportunity,  
Discrimination, Workplace  
Harassment

The objective of equal opportunity in the workplace, and discrimination and harassment prevention, is to ensure that the best qualified and motivated persons are selected for employment, promotion, preferred assignments, and career enhancement through lateral transfer.

This objective is to be achieved by ensuring that no discriminatory barriers exist in the workplace, that no discriminatory or harassing practices or behaviours exist in the workplace, and that the human rights of employees and potential employees are upheld and respected both in rule and in practice.

Furthermore, where discriminatory or harassing acts or behaviours do manifest, they must be effectively investigated and appropriately addressed.

It is the Policy of the Smiths Falls Police Service Board with respect to equal opportunity and workplace harassment that the Chief of Police will:

1. Establish and maintain written Procedures on equal opportunity that are consistent with the principles of the *Community Safety and Policing Act (CSPA)* and its *Regulations* and the *Ontario Human Rights Code*, including recruitment, selection, career development and promotion;
2. Prepare and maintain written Procedures with respect to workplace harassment and develop and maintain a program to implement the policy, in accordance with the *Occupational Health and Safety Act (OHSA)*;

3. Establish and maintain written Procedures on responding to and preventing discrimination and harassment in the workplace, including stereotyping;
4. Ensure that no sexist, racist or other offensive or derogatory material is displayed in the workplace;
5. Establish and maintain written Procedures on employment accommodation in accordance with the *Ontario Human Rights Code* and *section 88(1)* of the *CSPA*;
6. Implement an employee performance appraisal system that includes key commitments related to diversity and human rights; and
7. Ensure that all Officers receive training on diversity and human rights.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-04 Administration  
and Infrastructure Communicable  
Diseases

**AI-004SFPSB** Communicable Diseases

It is the Policy of the Smiths Falls Police Service Board with respect to communicable diseases that the Chief of Police will:

1. Develop and maintain written Procedures that are consistent with:
  - a) As directed by the Ministry of the Solicitor General;
  - b) Any direction provided by the Southeast Public Health; and
  - c) Ontario Public Health Standards Exposures of Emergency Service Workers (ESW) to Infectious Disease Protocol.
2. Designate and train one or more Members as a Communicable Disease Coordinator(s);
3. Ensure that each Communicable Disease Coordinator(s) act as the liaison with the Southeast Public Health;
4. Ensure the Communicable Disease Coordinator(s) comply with Ontario Public Health Standards Exposures of Emergency Service Workers (ESW) to Infectious Disease Protocol; and

5. Work, where possible, with the local Medical Officer of Health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-05 Administration  
and Infrastructure Use of Auxiliaries

#### **AI-005SFPSB** Use of Auxiliaries

1. Pursuant to *section 91(1)* of the *Community Safety and Policing Act (CSPA)*, the Smiths Falls Police Service Board (the Board) may appoint Auxiliary Members of the Service;
2. The Board may suspend or terminate the appointment of an Auxiliary Member. Before the Auxiliary Member's appointment is terminated the Member shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as determined by the Board;
3. It is the Policy of the Board with respect to the use of Auxiliaries that the Chief of Police will:
  - a) Develop and maintain written Procedures that address the use of Auxiliaries by this Police Service in accordance with the *Community Safety and Policing Act* and its *Regulations*, if any; and
  - b) Ensure that records are maintained relating to the use of Auxiliaries.

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-06 Administration  
and Infrastructure Use of Volunteers

**AI-006SFPSB** Use of Volunteers

It is the Policy of the Smiths Falls Police Service Board with respect to the use of volunteers that the Chief of Police will:

1. Develop and maintain written Procedures that address the use of volunteers by the Police Service in accordance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*;
2. Develop and maintain recruitment, screening, training and supervision Procedures and processes;
3. Ensure appropriate supervision is provided to volunteers;
4. Ensure that records are maintained relating to the use of volunteers;
5. Ensure that all volunteer fundraising has a specific identified purpose and a designated recipient/organization; and
6. Ensure that all proceeds shall be donated to designated recipient for the specific intended purpose.

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Chair

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Date



## SMITH FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-07 Administration  
and Infrastructure Management of Police  
Records

**AI-007SFPSB** Management of Police  
Records

It is the Policy of the Smiths Falls Police Service Board with respect to the management of police records that the Chief of Police will:

1. Establish and maintain written Procedures on records management, including the collection, security, retention, use, disclosure, and destruction of records in accordance with the requirements of appropriate legislation;
2. Comply with the procedures set out in *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*; and
3. Establish and maintain written Procedures on CPIC that are consistent with the *CPIC User Manual* and the Ministry's policy relating to CPIC Records.

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-08 Administration  
and Infrastructure Marked General Police  
Vehicles

**AI-008SFPSB** Marked General Patrol  
Vehicles

It is the Policy of the Smiths Falls Police Service Board with respect to marked general patrol vehicles that the Chief of Police will:

1. Establish and maintain written Procedures that set out the functions of marked general patrol vehicles;
2. Ensure that the Police Service's marked general patrol vehicles meet required specifications;
3. Ensure the regular maintenance, inspection, and replacement of the Police Service's marked general patrol vehicles; and
4. Consult with designated employee representatives regarding the acquisition of patrol vehicles and related equipment.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-09 Administration  
and Infrastructure Safe Storage of Police  
Service Firearms

**AI-009SFPSB** Safe Storage of Police  
Firearms

It is the Policy of the Smiths Falls Police Service Board with respect to the safe storage of Police Service firearms that the Chief of Police will establish and maintain written Procedures that are consistent with the *Community Safety and Policing Act (CSPA)* and its *Regulations* and with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*.

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-10 Administration  
and Infrastructure Police Uniforms

**AI-010SFPSB** Police Uniforms

Pursuant to *Ontario Regulation 405/23 - Police Uniforms and Equipment*, the Smiths Falls Police Service Board (the Board) shall provide Members of the Police Service maintained by the Board all articles of uniform and equipment necessary for the performance of their duties but, if an article of uniform or piece of equipment is damaged or lost through the fault of the Member of the Police Service, the Member shall bear the cost of the replacement.

It is the Policy of the Smiths Falls Police Service Board with respect to police uniforms that the Chief of Police will:

1. Comply with *Ontario Regulation 405/23 - Police Uniforms and Equipment*; and
2. Develop and maintain written Procedures on the provision and use of a standardized uniform by the Police Service's uniformed Police Officers.

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised

2026

Expires: Indefinite

Rescinds:

Board Policy #2006-01 Administration  
and Infrastructure Annual Report  
Framework

**AI-011SFPSB** Reporting and  
Information Sharing

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to annual reporting that:

1. The Chief of Police will prepare and deliver an Annual Report for the Board, on or before June 30<sup>th</sup> in each year, relating to the activities of the Police Service during the previous fiscal year, which includes, at minimum, information on:
  - a) Implementation of the Strategic Plan prepared and adopted by the Board under *section 39(1) of the Community Safety and Policing Act (CSPA)*;
  - b) Performance objectives and indicators as set out in the Strategic Plan, and results achieved;
  - c) Public complaints;
  - d) The actual cost of police services, including a comparison between the actual and estimated cost of policing as was projected in the Strategic Plan or approved budget; and
  - e) Any other information that is required to be in the Annual Report by other *Regulations* or made under the *CSPA* or its *Regulations*.
2. This Board shall make best efforts to negotiate and enter into a protocol with its Municipality or Band Council that addresses:

- a) The responsibility for making the Annual Report public;
  - b) The dates by which the Annual Report will be made available to the Town Council;
  - c) The sharing of information with the Municipality or Band Council, including the type of information to be shared and the frequency for sharing such information;
  - d) If the Municipality chooses, jointly determining, and participating in, the consultation processes for the development of the Strategic Plan;
  - e) Regardless of the existence of an information sharing protocol, the Board shall provide the Municipality, on request, with any information, other than personal information, relevant to the preparation or review of the Community Safety and Well-Being Plan; and
  - f) The Board's budget estimates.
3. On or before June 30<sup>th</sup> in each year, the Board shall file an Annual Report with the Town regarding:
- a) The implementation of the Board's Strategic Plan and the achievement of the performance objectives identified in the Strategic Plan;
  - b) The affairs of the Police Service;
  - c) The provision of policing as it relates to any Community Safety and Well-Being Plans adopted by the Municipality or First Nations that are in the Board's area of policing responsibility; and
  - d) Any other prescribed matters.
4. **Publication:**

The Board shall publish the Annual Report referred to in Section #3 of this Policy on the Internet in accordance with the *Regulations* made by the Minister, if any.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

August 2006

October 6, 2011

February 2014

March 2017

2026

Expires: Indefinite

Rescinds:

Board Policy #2005-05 Administration  
and Infrastructure Use of Force

#### **AI-012SFPSB Use of Force**

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to police use of force that:

1. The Board, upon receiving a report on the investigation into an injury or death caused by the discharge of a Member's firearm, will:
  - a) Review the report and make further inquiries as necessary; and
  - b) File a copy with the Ministry of the Solicitor General, including any additional inquiries of the Board.
2. The Chief of Police shall notify the Board when they have discharged a firearm in the performance of their duty. The Board, upon being notified that the Chief of Police has discharged a firearm in the performance of their duty, will cause an investigation into the circumstances and file a report on the investigation with the Ministry of the Solicitor General.

3. The Chief of Police will:

- a) Ensure the Use of Force by a Member is justified and only as much force shall be used as is reasonably necessary based on the application of the Ontario Public Police Interactive Training Aid (OPPITA) and in accordance with the *Criminal Code*, the *Community Safety and Policing Act (CSPA) and its Regulations* or Provincial Statute;
- b) Pursuant to *Ontario Regulation 391/23 – Use of Force and Weapons*, ensure that Members do not use a weapon other than a firearm, with the exception of those used on another Member in the course of a training exercise in accordance with Procedures, unless:
  - that type of weapon has been approved by the Police Service and the *Regulations*;
  - the weapon conforms to technical standards established by the *Regulations*; and
  - the weapon is used in accordance with standards established by the *Regulations* and the Police Service's Procedures.
- c) Pursuant to *section 12 (2) (a) of Ontario Regulation 391/23 – Use of Force and Weapons*, ensure Members who may be required to use force on another person is in compliance with the training requirements prescribed by the Minister on the Use of Force;
- d) Ensure that, at minimum, Police Officers:
  - only carry the issued firearm (handgun), magazines and ammunition issued to them by the Police Service, pursuant to *section 2 of Ontario Regulation 391/23 - Use of Force and Weapons*, unless otherwise authorized by the Chief of Police;
  - of this Police Service, shall not be issued or use an aerosol weapon unless the weapon meets the requirements set out in *Ontario Regulation 391/23 – Use of Force and Weapons – Table 2* and approved by the Chief of Police;
  - are issued a baton, as prescribed in *Ontario Regulation 391/23 – Use of Force and Weapons – Table 2* and approved by the Chief of Police; and
  - are trained in Officer safety, communication, handcuffing, and physical control techniques, based on the application of the OPPITA.

- e) Be authorized to issue a conducted energy device to Police Officers who are:
- front-line supervisors;
  - members of tactical/hostage rescue teams;
  - members of preliminary perimeter control and containment teams;
  - all sworn Officers, as designated by the Chief of Police; and
  - have received annual training from a ministry certified Use of Force Trainer who has successfully completed the Conducted Energy Device Trainers course.
- f) Ensure that Members do not:
- pursuant to *section 11 (3) of Ontario Regulation 391/23 – Use of Force and Weapons* carry or use a firearm unless, they have successfully completed the prescribed training on the use of firearms and is competent in the use of the firearm;
  - use force on another person unless they have successfully completed a training course on the use of force; and
  - discharge a CEW unless the subject is threatening or displaying assaultive behavior or, taking into account the totality of the circumstances, the Officer believes there is an imminent need for control of the subject.
- g) Ensure Members have successfully complete the course entitled “Conducted Energy Weapon (CEW) Operator”, delivered by the Ontario Police College or by a Certified Trainer in respect of the course;
- h) Ensure, pursuant to *section 11 of Ontario Regulation 87/24 – Training –* members shall, within every 12 months, successfully completed the course entitled “Use of Force Requalification”, delivered by a Certified Trainer in respect of the course;
- i) If it is not reasonably possible for the Member to comply within a 12-month period, the Chief of Police may provide an extension of up to 60 days, for the Member to comply;
- j) Permit the use of reasonable weapons of opportunity by Police Officers, when none of the approved options are available or appropriate to defend themselves or members of the public;

- k) Establish and maintain written Procedures consistent with the requirements in *Ontario Regulation 391/23 - Use of Force and Weapons*;
  - l) Establish and maintain written Procedures that address Prohibited Use of Force Techniques;
  - m) Immediately cause an investigation to be made where a Member unintentionally or intentionally discharges their firearm, except on a target range or in the course of weapon maintenance;
  - n) Immediately cause an investigation and file a report to the Board where a member, by the discharge of a firearm in the performance of their duty, kills or injures another person;
  - o) Where the Chief of Police discharges a firearm in the performance of the Chief of Police's duties, promptly report the matter to the Board;
  - p) Ensure that a written record is maintained of the training courses taken by the Members of the Police Service on the use of force and the use of firearms;
  - q) Ensure the reporting of the use of force by Members in accordance with *Ontario Regulation 391/23 - Use of Force*;
  - r) Ensure the ongoing review and evaluation of local use of force procedures, training, and reporting; and
  - s) Provide a copy of the Police Service's annual use of force report to the Board every calendar year for review and ensure the availability of the report to the community.
4. The Board shall publish the Annual Report under Section #3 (s) of this Policy on the Internet.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

August 2006

2026

Expires: Indefinite

Rescinds:

Board Policy #2005-04 Administration

and Infrastructure Speed Detection

Devices

**AI-013SFPSB** Speed Detection Devices

Traffic enforcement and the safety of road users are important elements of public safety and are statutorily required. In this regard, positive outcomes depend on the proper and safe operation of speed measuring devices, and the provision of standardized training in the safe, effective, and consistent use of speed measuring devices.

It is the Policy of the Smiths Falls Police Service Board with respect to speed detection devices that:

1. The Chief of Police will:

a) Ensure the provision of speed detection devices that:

- I. Devices are tested for accuracy and emission levels and certified following any repair/maintenance;
- II. Are tested for emission certification by the manufacturer in accordance with the current NHTSA performance standards adopted by IACP and entitled, "Speed Measuring Device Performance Specifications: Down-The-Road Radar Module" Technical Manual with certification provided on delivery of any new devices;
- III. Comply with emission safety limits that do not exceed 50W/m<sup>2</sup> in compliance with Health Canada's Safety Code 6, 2009 on all individual devices;

- IV. Are currently on the IACP conforming products list;
  - V. Are tested for accuracy on set-up; and
  - VI. Are tested and certified initially by the manufacturer's requirements in accordance with NHTSA standards and are tested and certified following any repair/maintenance with information on tested emission levels and maintenance recorded.
- b) Ensure that each Member uses, maintains, and cares for the speed detection devices provided to them in accordance with the standards established by the Minister;
- c) Ensure that Police Officers do not:
- I. Use speed detection devices unless the Member has successfully completed the required training course(s) delivered by a qualified instructor;
  - II. Have speed detection devices transmitting when not in use; and
  - III. Direct the speed detection devices towards any part of the body, specifically the head and groin areas.
- d) Ensure that, at least every twenty-four months, every Member who may be required to use speed detection devices receives a refresher training course by a qualified instructor that reviews the topics covered in the initial training course, including updates on changes in case law, new technological developments and/or operating procedures; and
- e) Ensure that Police Officers receive information regarding the devices approved by the Chief of Police.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

August 2006

2026

Expires: Indefinite

Rescinds:

Board Policy #2005-03 Administration  
and Infrastructure Secure Holsters

**AI-014SFPSB** Secure Holster

It is the Policy of the Smiths Falls Police Service Board with respect to secure holsters that:

1. The Chief of Police will:

- a) Ensure the provision of secure holster equipment that is constructed to provide the level of protection that is necessary for the performance of duty including:
  - I. Inhibiting the handgun from being drawn inadvertently;
  - II. Inhibiting the handgun from being withdrawn by an unauthorized person; and
  - III. Permitting the rapid unimpeded drawing of the handgun should it be required.
- b) Consult with designated employee representatives regarding the acquisition of secure holsters.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

#### **AI-015SFPSB Equipment-Body Armour**

It is the Policy of the Smiths Falls Police Service Board with respect to equipment-body armour that:

1. The Chief of Police will:

a) Ensure the provision of body armour equipment that is:

- I. Constructed to provide the level of protection necessary for the performance of duty that addresses:
  - the type of weapons Members are likely exposed to; and
  - protection for Members from their own handguns and ammunition that are in accordance with prescribed specifications.

b) Ensure the provision of body armour that is purchased from manufacturers that:

- I. Practice effective quality control for testing and labeling in accordance with current National Institute of Justice (NIJ) Standards/Requirements on Ballistic Resistance of Body Armor;
- II. Are certified under current International Organization for Standardization-ISO 9001:2008 standards for production and manufacturing; and
- III. Ensure that the body armour provided is listed on the NIJ Compliant Products List, including replacement panels and carriers, in accordance with current NIJ Standards/Requirements.

- c) Ensure that each Member uses, maintains, and cares for the body armour provided in accordance with the manufacturer's instructions;
  - d) Ensure that a formal and documented inspection program is in place that addresses wear and tear; and
  - e) Ensure that Members receive the appropriate training on the legislative requirements of OHSA and information on use and care, as well as the benefits and limitations of body armour:
    - I. Consult with designated employee representatives regarding the acquisition of body armour.
2. This Policy does not invalidate or render unsuitable any body armour models previously determined by the NIJ to be compliant to either the NIJ 2005 Interim Requirements or the NIJ Standard–0101.04 Rev. A Requirements. While it may not be necessary to remove these existing armourers from service, agencies are advised to always require their procurements to meet or exceed the most recent and up-to-date version of this Policy; and
3. Pursuant to *Ontario Regulation 393/23* made under the *Community Safety and Policing Act – Active Attacker* – the Chief of Police shall ensure the following equipment shall be stored in Police Service vehicles being used by Members performing community patrol functions:
- a) For each Member performing community patrol functions who is using the Police Service vehicle, body armour that, at a minimum, meets the standards for Type III body armour as classified by the National Institute of Justice's Ballistic Resistance of Body Armor NIJ Standard-0101.06, as amended from time to time. (effective April 1, 2025)

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**AI-016SFPSB** Workplace Violence  
Prevention

The objective of workplace violence prevention is to ensure that employees have and feel they have a safe working environment, both physically and psychologically.

Where workplace violence occurs, or the threat of violence exists, it must be effectively investigated and appropriately addressed.

To this end, it is the Policy of the Smiths Falls Police Service Board with respect to workplace violence prevention, that the Chief of Police will:

1. Prepare and maintain written Procedures with respect to workplace violence, and develop and maintain a program to implement the procedure, in accordance with the *Ontario Health and Safety Act (OHSA)*;
2. Establish and maintain written Procedures on responding to and preventing violence in the workplace; and
3. Ensure that all Officers receive training on workplace violence prevention.

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Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**AI-017SFPSB** Acoustic Hailing Devices

It is the Policy of the Smiths Falls Police Service Board with respect to long-range acoustic hailing devices that:

1. Acoustic hailing devices will only be used in accordance with Procedures that set out the supervisory, operating, reporting, and training requirements for their deployment; and
2. Police Service Procedures regarding the use of acoustic hailing devices are based on recommendations about the devices pursuant to *Ontario Regulation 405/23 – Police Uniforms and Equipment*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-2 Crime Prevention  
Problem Oriented Policing

**CP-001SFPSB** Problem Oriented  
Policing

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to problem-oriented policing that the Chief of Police will:

1. Require appropriate Supervisors and Front-line Members to work, where possible, with Municipalities, School Boards, businesses, community organizations and members of the public to address crime, community safety, public disorder, and road safety problems;
2. Require appropriate Supervisors and Front-line Members to promote and implement problem-oriented policing initiatives to respond to identified crime, community safety, public disorder, and road safety problems, including repeat calls for service and repeat victimization;
3. Ensure that Supervisors and Front-line Members are provided with information and resource material on problem-oriented policing;
4. Promote the use of directed patrol, targeted enforcement, and other initiatives to respond to high crime or high occurrence places/areas and serial occurrences;
5. Develop and maintain written Procedures to support the promotion and implementation of problem-oriented policing; and
6. Provide information in the Annual Report on the steps taken by the Police Service to promote, implement and evaluate problem-oriented policing initiatives.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**CP-00SFPSB-001** Community Safety and Well-Being.

#### **1. Community Safety and Well-Being:**

The Ministry of the Solicitor General has been working with multi-sectoral government partners and local community and policing partners to develop the Provincial Approach to Community Safety and Well-Being.

This work began in 2009 with a partnership between the Ministry and the Ontario Association of Chiefs of Police (OACP) – together, these two groups initiated the development of a provincial response to crime and victimization.

A new legislative requirement came into force on January 1, 2019, and municipalities had until January 1, 2021, to prepare and adopt a plan. The current *Community Safety and Policing Act (CSPA)* mandates every municipal council to prepare and adopt a Community Safety and Well-Being Plan (CSWBP). Under the legislation [s. 248(1)], the responsibility to prepare and adopt a CSWBP applies to:

- I. Single-tier municipalities;
- II. Lower-tier municipalities; and
- III. regional municipalities,

Municipalities have the discretion and flexibility to develop joint plans with surrounding Municipalities or First Nation communities [s. 248(2)], although First Nation Band Councils are not required to engage in Community Safety and Well-Being Planning by Legislation.

Smiths Falls Community Safety and Well-Being (CSWB) Plan was developed in conjunction with regional partners. The goal is to identify and address local risks to create a safer, more resilient community.

**2. Key aspects of Smiths Falls CSWB Plan:**

- a) Collaborative approach: Developed through consultation with local agencies to create a unified strategy for the Town of Smiths Falls and surrounding regions;
- b) Priority risks: Focuses on addressing root causes of crime and victimization, such as substance abuse, mental health crises, and social inequities;
- c) Strategies: Included implementing new services, coordinating existing resources to fill gaps, and promoting community safety;
- d) Goals: Aim to foster a secure, inclusive environment where residents feel safe and have their basic needs, such as housing and health service, met;
- e) Smiths Falls CSWB Plan is regularly updated to reflect evolving local needs, with focus on sustainable, long-term safety improvements; and
- f) It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to Community Safety and Well-Being that:
  - I. As a Legislative requirement, a Member of the Board will participate as an Advisory Committee member to undertake the Community Safety and Well-Being planning and the subsequent implementation of a Community Safety and Well-Being Plan; and
  - II. As a Legislative requirement, the Chief of Police or designate will participate as an Advisory Committee member to undertake the Community Safety and Well-Being planning and the subsequent implementation of a Community Safety and Well-Being Plan.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

December 22, 2013

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-51 Emergency  
Response Preliminary Perimeter Control  
and Containment

**ER-001SFPSB** Preliminary Perimeter  
Control and Containment

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to preliminary perimeter control and containment that:

1. Members of this Police Service will provide the services of initial containment as part of a comprehensive emergency response function. The community patrol officers on- duty shall be designated as the initial containment personnel and will work in conjunction with the Ontario Provincial Police Emergency Response Unit (ERT/TRU) and Crisis Negotiators under the direction of the Major Incident Commander on scene;
2. Pursuant to *section 9(1)(5) of Ontario Regulation 392/23 - Adequacy Standards Regulation (General)* the Chief of Police shall ensure that Police Officers who are not Members of a Tactical Unit and who are deployed in a containment function, including Members of a Containment Team, shall not, prior to the arrival of a tactical response, employ offensive tactics unless the Officers believe, on reasonable grounds, that to do so is necessary to protect against the loss of life or serious bodily harm;
3. The Board will ensure that a valid Agreement is in place, in compliance with *section 14 of the Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide Containment Support.

- a) Initial response will be provided by Members of the Smiths Falls Police Service. Based on an assessment and decision by the Chief of Police or designate, a request can be made for containment support from the OPP or other Police Service pursuant to *section 14* of the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from an other Chief of Police pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*;
  - b) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
    - I. The Inspector General; and
    - II. The Board.
  - c) If the Chief of Police or designate makes a request for Containment Support pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event.
4. The Chief of Police will establish and maintain written Procedures that address:
- a) The circumstances in which preliminary perimeter control and containment will be established;
  - b) Operational responsibility for an incident where preliminary perimeter control and containment is being established;
  - c) The deployment of other emergency response services, including receiving assistance from other agencies and how those services are to be obtained; and
  - d) The training of Officers in preliminary perimeter control and containment.
5. The Chief of Police will, if the Police Service opts to establish its own Containment Team, or has Officers who are Members of a joint containment, develop and maintain a manual on containment team services that addresses:
- a) The selection process for Members of the Team, including ensuring that Members who provide this service have received the prescribed training as designated by the Minister;

b) The appropriate equipment to be used/made available to the Members of the Team in accordance with *Schedule 1 of the Ontario Regulation 392/23 - Adequate and Effective Policing (General)*; and

c) Any ongoing training as designated by the Minister.

6. The Chief of Police will:

a) In addition to those incidents that activate a Team response, provide a list of support assignments that trained Containment Team Members may be used to assist in the investigative, security and protection of persons and property.

7. **Training:**

The Chief of Police shall ensure:

a) Pursuant to *Ontario Regulation 87/24 - Training*, Police Officers who perform community patrol functions and who may be required to respond to an incident involving an active attacker shall successfully complete the course entitled “Carbine Operator”, delivered by the College or by a Certified Trainer;

b) In the case of a Police Officer who was appointed before the transition date, no later than the second anniversary of the transition date;

c) In the case of a Police Officer who is appointed as a Police Officer on or after the transition date, within 12 months after the appointment;

d) Every Police Officer shall, within 12 months after successfully completing the training required in Section 7 (a) of this Policy and within every subsequent 12 months, successfully complete the course entitled “Carbine Operator Requalification”, delivered by the College or by a Certified Trainer in respect of the course;

e) The Chief of Police will authorize the use of specialized weapons and will ensure carrying and use of patrol rifles – (C8) is permitted for only Members who have received the prescribed training. Annual training will be conducted by qualified Officers authorized to use the specialized weapons; and

f) The Chief of Police will ensure that Members of this Police Service receive training in techniques on perimeter control.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2002

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-52 Emergency  
Response Tactical Units

**ER-002SFPSB** Tactical Units

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Emergency Response* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to the services of a Tactical Unit that:

1. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide the services of a Tactical Unit.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for the services of a Tactical Unit from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

- b) If the Chief of Police or designate makes a request for the services of a Tactical Unit pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event;
  - c) The OPP are designated as primary responder for this Police Service and shall be requested first if the services of a Tactical Unit are required; and
  - d) Tactical Unit support services is available 24 hours a day and within a reasonable response time through the OPP or other Police Service.
2. The Chief of Police, in consultation with the Police Service providing the service, will:
- a) Establish and maintain written Procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the services of the OPP or other Police Service and the reporting relationships;
  - b) Ensure any ongoing (and joint, if applicable) training for the Smiths Falls Police Service with respect to coordination of tactical deployment; and
  - c) Police Officer who are not Members of a Tactical Unit and who are deployed in a containment function (including Members of a Containment Team) shall not employ offensive tactics before the arrival of a Tactical Unit unless the Police Officers believe, on reasonable grounds, that to do so is necessary to protect against the loss of life or serious bodily harm.

\_\_\_\_\_  
Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-53 Emergency  
Response Hostage Rescue Teams

**ER-003SFPSB** Hostage Rescue

Pursuant to *Ontario Regulation 392/23 Adequate and Effective Policing (General) - Emergency Response* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to the services of a Hostage Rescue Team that:

1. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide the services of a Hostage Rescue Team.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for the services of a Hostage Rescue Team from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

- b) If the Chief of Police or designate makes a request for the services of a Hostage Rescue Team pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event;
  - c) The OPP are designated as primary responder for this Police Service and shall be requested first if the services of a Hostage Rescue Team are required; and
  - d) The services of a Hostage Rescue Team are available 24 hours a day and within a reasonable response time through the OPP or other Police Service.
2. The Chief of Police, in consultation with the Police Service providing the service, will:
- a) Establish and maintain written Procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the service and the reporting relationships; and
  - b) If the protocols enable or provide for integration, ensure that the Police Service's Major Incident Commanders and Crisis Negotiators train with Members of the other Police Service's Hostage Rescue Team.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-54 Emergency  
Response Major Incident Command

**ER-004SFPSB** Major Incident  
Command

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Emergency Response* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to Major Incident Command services that:

1. This Police Service will provide the services of a Major Incident Commander by using its own Members or by entering into an agreement for a combined; regional or cooperative delivery;
2. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide Major Incident Command Support.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for Major Incident Command Support from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,

- I. The Inspector General; and

II. The Board.

- b) If the Chief of Police or designate makes a request for Major Incident Command Support pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event;
- c) The OPP are designated as the primary responder for this Police Service and shall be requested first if the services of Major Incident Command are required; and
- d) Major Incident Command Support Services will be available 24 hours a day and within a reasonable time through the OPP or other Police Service; and

3. The Chief of Police will:

- a) Establish and maintain written Procedures that set out the circumstances, in which a Major Incident Commander will be deployed, including the steps for obtaining the service and the reporting relationships;
- b) Ensure that no person is designated a Major Incident Commander unless that person has successfully completed the prescribed training by the Minister;
- c) If the Police Service maintains the function of a Major Incident Commander(s) ensure that the Police Service's Procedures for Major Incident Command are contained in a manual that is available to each Member providing the service;
- d) Establish a selection process for Members who provide this service, including ensuring that Members who provide this service have received the prescribed training as designated by the Minister;
- e) The appropriate equipment to be used/made available to the Members of the Team in accordance with *Schedule 1 of Ontario Regulation 392/23 - Adequate and Effective Policing (General)*; and
- f) Ensure the ongoing training of Members who provided this service as prescribed by the Minister.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-55 Emergency

Response Crisis Negotiation

**ER-005SFPSB** Crisis Negotiation

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Emergency Response* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to Crisis Negotiation services that:

1. This Police Service will provide the services of a Crisis Negotiator by using its own Members, or by entering into an agreement for combined, regional or cooperative delivery;
2. The Board will ensure that a valid Agreement is in place, in compliance with *section 14 of the Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide Crisis Negotiation services.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for Crisis Negotiation services from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

- b) If the Chief of Police or designate makes a request for Crisis Negotiation services pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event;
  - c) The OPP are designated as the primary responder for this Police Service and shall be requested first if Crisis Negotiation services are required; and
  - d) Crisis Negotiation services is available 24 hours a day and within a reasonable response time through the OPP or other Police Service;
3. A Crisis Negotiator will not perform any incident management role other than crisis negotiation;
4. The Chief of Police will:
- a) Establish and maintain written Procedures that set out the circumstances in which the service will be deployed, including the steps for obtaining the service and the reporting relationships;
  - b) Develop and maintain a manual on crisis negotiation that is available to each Member providing this service; and
  - c) Establish a selection process for members who provide this service, including ensuring that Members who provide this service have received the prescribed training as designated by the Minister.
5. If the Chief of Police establishes and maintains the function of a Crisis Negotiator by a Member of this Police Service, the Chief of Police shall:
- a) Ensure pursuant to *section 23 of Ontario Regulation 87/24 – Training* - every Police Officer whose assigned responsibilities include the responsibilities of a Crisis Negotiator, as that term is used in *Ontario Regulation 392/23 Adequate and Effective Policing (General)* made under the *Act*, shall, before undertaking or continuing to undertake those responsibilities, successfully complete the training prescribed in *Regulation*; and
  - b) Pursuant to *section 19 of Ontario Regulation 392/23 - Adequate and Effective Policing (General)* that comes into force on April 1, 2025, ensure that every Crisis Negotiator shall be provided with at least the equipment and other resources set out in *Schedule 1 (Required Equipment and Other Resources)* to this *Regulation*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-56 Emergency  
Response Explosives

**ER-006SFPSB** Bomb Threats and  
Explosives Disposal Units

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) - Emergency Response* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to the services of Police Forced Entry Explosive Technicians and Explosive Disposal Technicians that:

1. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide the services of Police Forced Entry Explosive Technician and Explosive Disposal Technician.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for the services of a Police Forced Entry Explosive Technician and an Explosive Disposal Technician from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

- b) If the Chief of Police or designate makes a request for the services of a Police Forced Entry Explosive Technician and an Explosive Disposal Technician pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event;
  - c) The OPP are designated as the primary responder for this Police Service and shall be requested first if the services of a Police Forced Entry Explosive Technician or an Explosive Disposal Technician are required; and
  - d) Police Forced Entry Explosive Technician and Explosive Disposal Technician support services is available 24 hours a day and within a reasonable time through the OPP or other Police Service.
2. The Chief of Police will, in consultation with the OPP, establish and maintain written Procedures that set out the circumstances in which the services will be deployed, including the steps for obtaining the services and the reporting relationships; and
3. The Chief of Police will:
- a) Develop procedures for the initial response to occurrences involving found or suspected explosives.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-57 Emergency  
Response Ground Search for Lost or  
Missing Persons

**ER-007SFPSB** Ground Search for Lost  
Persons or Missing Persons

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Emergency Response* it is the Policy of the Smiths Falls Police Service Board with respect to ground search for lost or missing persons that the Chief of Police will:

1. Promote, through partnerships with other emergency service providers and volunteer groups, the coordination of ground search services in the jurisdiction served by the Police Service;
2. Develop and maintain written Procedures on ground search for lost or missing persons; and
3. Ensure that search coordinators and team leaders have the competence and experience required to perform these functions.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-12 Emergency  
Response Emergency Planning

**ER-008SFPSB** Emergency Plan

Pursuant to *section 20 (1) of Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to emergency planning that the Chief of Police will consult with the Town and other emergency services on the development of an emergency plan that addresses the role and duties of the Police Service during an emergency, and the Procedures to be followed by Members of the Police Service during an emergency.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

August 2006

2026

Expires: Indefinite

Rescinds:

Board Policy #2005-02 Emergency

Response Underwater Search and

Recovery Units

**ER-009SFPSB** Underwater Search and  
Recovery Units

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Emergency Response* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to Underwater Search and Recovery Units that:

1. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide Underwater Search and Recovery Unit support services.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for the Underwater Search and Recovery Unit (USRU) from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

- b) If the Chief of Police or designate makes a request for the USRU pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event;
- c) The USRU is available 24 hours a day and within a reasonable response time through the OPP;
- d) The OPP will be designated as the primary responder and shall be requested first if the services of the USRU are required; and
- e) The deployment of the USRU shall be authorized only by the Chief of Police or designate.

2. The Chief of Police, in consultation with the service provider, will:

- a) Establish and maintain written Procedures that set out the circumstances in which the USRU will be deployed, including the process for obtaining the services and reporting relationship;
- b) Establish and maintain written Procedures for the deployment of other emergency response services, including the steps for obtaining the services and the reporting relationship; and
- c) Ensure that the Police Service's Major Incident Commander(s) receive training (joint, if applicable) in their responsibilities and the capabilities of the USRU.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**ER-010BSFPSB** Canine Units

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Emergency Response* it is the Policy of the Smiths Falls Police Service Board with respect to the services of a Canine Unit that:

1. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide the services of a Canine Unit.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for the services of a Canine Unit from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

The OPP shall be designated as the primary responder and shall be requested first if the services of a Canine Unit is required.

2. The Chief of Police, in consultation with the OPP will:
  - a) Establish and maintain written Procedures that set out the circumstances in which the canine services will be deployed, including the process for obtaining the services and the reporting relationships;
  - b) When applicable, ensure Members of this Police Service train with the Police Service Canine Team and/or Unit that is providing the services of canine; and
  - c) Ensure that Members performing the functions of a Canine Team and/or Unit have the competence and experience to provide the canine functions assigned.

3. Reporting:

If the Chief of Police or designate makes a request for the services of a Canine Unit pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

**LE-001SFPSB** Community Patrol

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to community patrol that the Chief of Police will:

1. Establish and maintain written Procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate based on such factors as crime, call and public disorder analysis, criminal intelligence, road safety, and community consultation; and
2. Ensure that written arrangements are in place with other Police Services to obtain their assistance or support in enhancing the community patrol function in extraordinary circumstances.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

March 29, 2007

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-5 Law Enforcement  
Communications and Dispatch

**LE-002SFPSB** Communications and  
Dispatch

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to communications and dispatch services that:

1. The Police Service will, using its own Members, maintain an in-house Communication Centre; and
2. The Chief of Police will:
  - a) Ensure a Communication Centre that operates 24 hours a day with one or more communication personnel to answer emergency calls for service and that maintains constant two-way voice communication capability with Police Officers who are on patrol or responding to emergency calls must be used for the purposes of dispatching Members of a Police Service;
  - b) Ensure that 24 hours a day a Member of a Police Service is available to supervise police communications and dispatch services;
  - c) Ensure that Police Officers on patrol have a portable two-way voice communication capability that allows the Police Officers to be in contact with the Communication Centre when away from their vehicle or on foot patrol;
  - d) Establish and maintain written Procedures and processes on communications and dispatch services;

- e) Ensure that Members who provide communication and dispatch services meet the requirements of *section 15 of Ontario Regulation 392/23 - Adequate and Effective Policing (General)*;
- f) Regularly monitor and evaluate the management and effectiveness of the communications/dispatch centre;
- g) Establish and maintain a written Procedure that sets out when more than one Officer will respond to an occurrence or call for service and ensure the Communication Centre are provided with a copy of the Procedure; and
- h) Ensure that Communicators and those supervising them have successfully completed the prescribed training by the Minister.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-7 Law Enforcement  
Criminal Intelligence

**LE-004SFPSB** Criminal Intelligence

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Law Enforcement* it is the Policy of the Smiths Falls Police Service Board with respect to criminal intelligence that:

1. Criminal intelligence services will be provided by a Member of the Smiths Falls Police Service, designated by the Chief of Police, as the Criminal Intelligence Officer and represents this Police Service with Criminal Intelligence Service Ontario (CISO); and
2. The Chief of Police will:
  - a) Establish priorities and maintain written Procedures for criminal intelligence, including strategic and tactical intelligence;
  - b) Promote the use of criminal intelligence analysis by Supervisors to identify areas or issues requiring directed patrol, targeted enforcement, or problem-oriented policing initiatives; and
  - c) Ensure that Members performing the criminal intelligence function have the competence and experience to perform this function and the necessary tools and equipment.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

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Rescinds:

Board Policy #2000-8 Law Enforcement  
Arrest

**LE-005SFPSB Arrest**

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Law Enforcement* it is the Policy of the Smiths Falls Police Service Board with respect to arrest that the Chief of Police will:

1. Establish and maintain written Procedures on arrest that require the compliance by members of the Smiths Falls Police Service with the legal, constitutional, and case law requirements relating to arrest;
2. Ensure that Officers, and other Members as appropriate, are kept informed of changes in the law relating to arrest;
3. Ensure Members shall not, by act or omission, do anything that the Officer at the time, knows or reasonably ought to know would infringe or deny a person's right or freedoms under the *Canadian Charter of Rights and Freedoms*; and
4. Ensure Members shall not in the course of their duties, treat any person in a manner that the Officer, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

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Chair

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Date

**LE-005SFPSB Arrest**



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed: March 29, 2007

Revised:

March 29, 2007  
2026

Expires: Indefinite

Rescinds:

Board Policy #2000-9 Law Enforcement  
Criminal Investigation Management and  
Procedures

**LE-006SFPSB** Criminal Investigation  
Management & Procedures

It is the Policy of the Smiths Falls Police Service Board (the Board) that this Police Service shall investigate all major cases, in accordance with *Ontario Regulation 394/23 - Major Case Management and the Approved Software Requirements* and *Ontario Regulation 395/23 – Investigations*.

1. **Standard for Investigation:**

- a) Pursuant to *Ontario Regulation 395/23 - Investigations* this Police Service shall have at least one of each of the following members available 24 hours a day:
  - I. A Senior Investigator.
  - II. A Supervisor.
  - III. A Major Case Manager.
- b) The Chief of Police shall ensure that every investigation shall be undertaken by an Investigator, Senior Investigator, or a Major Case Manager as determined by a Supervisor;
- c) Assistance to Victims of Crime – *section 13 of Ontario Regulation 392/23 – Adequate and Effective Policing (General)*. The following standards for effective policing respecting assistance to victims of crime are prescribed:

- I. Victims of crime shall be offered assistance, as soon as possible;
- II. Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations; and
- III. The Chief of Police shall ensure that this Police Service will provide assistance to victims that:
  - reflect the principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*; and
  - the responsibilities of Members of the Police Service in providing assistance to victims are set out the Police Service's Procedures on Victim's Assistance.

## 2. **General Requirements for Major Case Investigations:**

*Ontario Regulation 394/23 - Major Case Management and the Approved Software Requirements (MCM Regulation).*

- a) The Chief of Police shall ensure that written Procedures are developed and maintained on major case management that are consistent and at a minimum address *section 2* of the *MCM Regulation*;
- b) The Chief of Police or designate shall ensure that any individual assigned as a Major Case Manager has the necessary training, competence and experience to fulfil the role in accordance with the *MCM Regulation*.

In determining whether an individual should be assigned as a Major Case Manager, the Chief of Police or designate shall consider whether the individual possesses the following attributes:

- I. Strong communication skills;
- II. Leadership and team building skills;
- III. Emotional intelligence and creativity;
- IV. Critical thinking skills;
- V. The ability to understand ethical and legal considerations; and
- VI. Time management and organizational skills.

- c) The Chief of Police or designate shall ensure that the Major Case Manager assigns a primary Investigator, a non-threshold Investigator, a File Coordinator or a supporting role that has the necessary competence and experience to fulfil the role in accordance with the *MCM Regulation* and *Ontario Regulation 87/24 – Training*; and
  - d) The Chief of Police shall ensure that Investigators assigned as primary investigators have received the training as outlined in *section 30, 31, 32 and 33 of Ontario Regulation 87/24 – Training*.
3. The objective of Criminal Investigations Management & Procedures is to ensure that investigations into criminal acts:
- a) Are effectively and efficiently investigated by Investigators and designated Supervisors with the competence and experience;
  - b) Respect the individual rights of victims, persons of interest, suspects, and witnesses alike; and
  - c) Are capable of supporting a successful prosecution of the person(s) for the criminal acts in question.
4. It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to general criminal investigation that the Service will have on staff properly trained Members to carry out these duties. However, should the Chief of Police find that these resources are not available the Chief of Police can request assistance from another Board or the Ontario Provincial Police (OPP) and utilize their trained investigators, pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*, and further to that:

The Chief of Police will:

- a) Periodically review and report back to the Board as part of the Annual Report on the occurrences which can be investigated by Members of the Police Service based on their competence and experience, and which occurrences require the services of another Police Service;
- b) Prepare and maintain a Criminal Investigation Management Plan that meets the requirements of *Ontario Regulation 394/23 - Major Case Management and the Approved Software Requirements* and *Ontario Regulation 395/23 – Investigations*;

- c) Identify the type of occurrences which should be investigated by another Police Service or through a combined, regional, or cooperative service delivery method;
- d) Develop and maintain written Procedures on and processes for undertaking and managing criminal investigations;
- e) Establish a selection process for Criminal Investigators, including ensuring that Members who provide this service meet the requirements of this Police Service Procedure;
- f) Ensure that the Police Service has the required number of Investigators available as stated in Section 1 (a) of this Policy;
- g) Require Supervisors to ensure that the Member assigned an occurrence listed in the Criminal Investigation Management & Procedures has the competence and experience to investigate that type of occurrence;
- h) Ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*;
- i) Ensure that persons who provide other investigative supports identified in Section 4 (l) (below) have the competence and experience to provide that support;
- j) When required, enter into an Agreement with one or more Boards and the Ontario Provincial Police (OPP) for the investigation of occurrences pursuant to *section 14(1) of the Community Safety and Policing Act (CSPA)*;
- k) When required, the Board will augment the number of Criminal Investigators available to this Police Service by lateral transfers from other sections, units or assignments and in exceptional circumstances through (j) (above);
- l) Scenes of crime analysis and forensic identification services may be provided by properly trained Members of the Smiths Falls Police;
- m) Canine tracking, behavioural science, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports will be provided by other Police Services pursuant to *section 14* of the *CSPA*; or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Chief of Police pursuant to *section 19* of the *CSPA – Request for temporary assistance*;

n) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,

- I. The Inspector General; and
- II. The Board.

o) Violent Crime Linkage Analysis System Reporting:

- I. Develop and maintain Procedures to ensure compliance with *Ontario Regulation 395/23 – Investigations - ViCLAS Reports*; and
- II. A document that is required to be provided to the Provincial ViCLAS Centre under this section must be in the form approved by the Provincial ViCLAS Centre’s Manager and must be submitted in accordance with the established standards of ViCLAS.

5. Reporting:

If the Chief of Police or designate makes a request for investigative supports, pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-10 Law Enforcement

Hate/Bias Motivated Crime

**LE-007SFPSB** Hate/Bias Motivated  
Crime

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to undertaking and managing investigations into hate/bias motivated crime that the Chief of Police will:

1. Ensure that community organizations, school boards, victims' organizations, social services agencies, and the media are informed about the Police Service's procedures for investigating hate/bias motivated crime;
2. Ensure that the Police Service works, where possible, with community organizations, School Boards, victims' organizations, and social service agencies to
  - a) Prevent the repetition of hate/bias motivated crime;
  - b) Respond to hate/bias motivated crime; and
  - c) Counter the activities of organized hate groups in the community.
3. Develop and maintain written Procedures on and processes for undertaking and managing investigations into hate/bias motivated crime;
4. Ensure that Officers are provided with information on hate/bias motivated crime;
5. Ensure that the Police Service works with other law enforcement and government agencies to respond to hate/bias motivated crime and the activities of organized hate groups;

6. Assess and report back to the Board on the need for, cost and feasibility of establishing a dedicated unit to investigate hate/bias motivated crime;
7. Ensure that the investigators have received the prescribed training as outlined in *section 34 of Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation; and
8. If the Police Service has a team primarily responsible for conducting investigations into hate crimes, the Chief of Police shall ensure that at least one Member of the team has completed any training prescribed by the Minister, *section 15 of Ontario Regulation 395/23 - Investigations*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-11 Law Enforcement  
Hate Propaganda

**LE-008SFPSB** Hate Propaganda

It is the Policy of the Smiths Falls Police Service Board with respect to undertaking and managing investigations into hate propaganda that the Chief of Police will:

1. Ensure that community organizations, School Boards, victim's organizations, social services agencies, and the media are informed about the Police Service's procedures for investigating hate propaganda occurrences;
2. Ensure that the Police Service works, where possible, with community organizations, School Boards, victims' organizations, and social service agencies to respond to hate propaganda occurrences and to counter the activities of organized hate groups in the community;
3. Develop and maintain written Procedures that require investigations into hate propaganda be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures;
4. Ensure that the Investigators have received the prescribed training as outlined in *section 34 of Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation;
5. If the Police Service has a team primarily responsible for conducting investigations into hate propaganda crimes at least one Member of the team must have successfully completed any training prescribed by the Minister, *section 15 of Ontario Regulation 395/23 – Investigations*; and

**LE-008SFPSB** Hate Propaganda

6. If the Police Service has a dedicated Unit to investigate hate/bias motivated crime, assign that Unit the responsibility to investigate hate propaganda occurrences.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-12 Law Enforcement  
Joint Forces Operations

**LE-009SFPSB** Joint Forces Operations

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to joint forces operations that the Chief of Police will:

1. Develop and maintain written procedures that address the approval process and accountability mechanisms for joint forces operations; and
2. Provide information in the Annual Report on the number of completed joint forces operations that the Police Service participated in, the cost to the Police Service and whether they achieved their performance objectives.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-13 Law Enforcement  
Internal Task Forces

**LE-010SFPSB** Internal Task Force

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to internal task forces operations that the Chief of Police will:

1. Develop and maintain written Procedures that address the approval process and accountability mechanism for internal task forces; and
2. Provide information in an Annual Report on the number of completed internal task forces established within the Police Service, the cost to the Police Service and whether they achieve their performance objectives.

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-14 Law Enforcement  
Search of Premises

**LE-011SFPSB** Search of Premises

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to search of premises that the Chief of Police will:

1. Establish and maintain written Procedures on search of premises that require the compliance by Members of the Police Service with the legal, constitutional, and case law requirements relating to the search of premises; and
2. Ensure that Officers and other Members as appropriate are kept informed of changes in the law relating to search of premises.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-15 Law Enforcement  
Search of Persons

**LE-012SFPSB** Search of Persons

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to the search of persons that the Chief of Police will:

1. Establish and maintain written Procedures that address:
  - a) The compliance by Members of the Police Service with the legal, constitutional, and case law requirements relating to when and how searches of persons are to be undertaken;
  - b) The circumstances in which an Officer may undertake a search of person;
  - c) Charter of Rights and Freedoms;
  - d) Frisk/field searches;
  - e) Strip/complete searches;
  - f) Body cavity searches;
  - g) Strip searches of Transgender or Inter-sexed persons;
  - h) Consent searches;
  - i) Cultural considerations in searches of persons;

- j) The supervision – Officer-in-Charge – responsibilities of searches of persons; and
  - k) The documentation of searches of persons.
2. Ensure that Officers and other Members as appropriate are kept informed of changes in the law relating to the search of persons; and
3. Annual Reporting – The Chief of Police shall obtain strip search data and report to the Board on the following information:
- I. Number of strip searches conducted each year;
  - II. Race, if known, of the arrestees;
  - III. Gender, if known, of the arrestees;
  - IV. Age of arrestees;
  - V. Number of times force was used;
  - VI. Number of times items were found during strip search, and
  - VII. Analysis of trends and concerns, if any.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-16 Law Enforcement  
Police Response to Persons who are  
Emotionally Disturbed or have a Mental  
Illness or a Developmental Disability

**LE-013SFPSB** Police Response to  
Persons who are Emotionally  
Disturbed or have a Mental Illness or  
a Developmental Disability

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability that the Chief of Police will:

1. Work, where possible, with appropriate community members and agencies, health care providers, government agencies, Municipal officials, other criminal justice agencies, and the local Crown to address service issues relating to persons who have a mental illness or developmental disability;
2. Establish and maintain written Procedures and processes that address the police response to persons who are emotionally disturbed or have a mental illness or a developmental disability, that may include, but not limited to:
  - a) Alzheimer's type dementia and related dementias;
  - b) Responding to call for service under the *Mental Health Act (MHA)*;
  - c) Mental Health Engagement and Response Team;

**LE-013SFPSB** Police Response to Persons who are Emotionally Disturbed or have a Mental Illness or a Developmental Disability

- d) Restraint use and excited delirium;
- e) Community treatment orders; and
- f) Transfer of care.

3. Ensure that the Police Service's skills development and learning plan addresses the training and sharing of information with Officers, Communicators, and Supervisors on:

- a) Local protocols;
- b) Use of Vulnerable Persons Registry, if applicable; and
- c) Conflict resolution and use of force in situations involving persons who may be emotionally disturbed or may have a mental illness or developmental disability.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

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2026

Expires: Indefinite

Rescinds:

Board Policy #2000-17 Law Enforcement  
Court Security

**LE-014SFPSB** Court Security

Pursuant to *Community Safety and Policing Act (CSPA) Part XV Court Security and Ontario Regulation 399/23 – General Matters Under the Authority of the Lieutenant Governor in Council*, when the Smiths Falls Police Service is responsible for court security, it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to court security that the Chief of Police will:

1. Ensure the security of judges and other judicial officers and of persons taking part in or attending proceedings;
2. During the hours when judges, other judicial officers and members of the public are normally present, ensure the security of the premises;
3. Ensure the secure custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings;
4. Determine appropriate levels of security for the purposes of Section 1, 2, and 3 of this Policy in accordance with the *Regulations*, if any;
5. Establish a local court security committee, to serve in an advisory capacity to the Chief of Police, comprised of representatives, at minimum, from the Police, Crown, judiciary, local bar, Victim Services/Organizations and Courts Services - Ministry of the Attorney General;
6. Prepare a court security plan, in consultation with the local court security committee, that adequately addresses local needs and circumstances, and meets the responsibilities in accordance with the *CSPA* and its *Regulations*;

7. Establish and maintain written Procedures on court security that addresses supervision and training;
8. Ensure that Police Officers and Special Constables utilized for court security are supervised and have the competence and experience required to perform the function;
9. Ensure that the Police Service training plan addresses the training needs of court security personnel with regards to competence and experience required to perform that function;
10. Powers of persons providing court security:
  - I. The Chief of Police shall ensure that Members who are authorized by the Board to act in relation to the Board's responsibilities under *section 243 (1)* of the *CSPA* exercise the powers, if reasonable to do so for the purpose of fulfilling those responsibilities outlined in *section 244 (1)* of the *CSPA*.

11. Accommodations:

When a Member who is authorized by the Board to provide court security, exercises powers under the *CSPA* with respect to other persons, they shall ensure that those persons are accommodated in accordance with the *Canadian Charter of Rights and Freedoms and the Human Rights Code*, and this includes accommodation in connection with creed or disability.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-18 Law Enforcement  
Paid Informants and Agents

**LE-015SFPSB** Paid Informants and  
Agents

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to paid informants and agents that the Chief of Police will:

1. Establish and maintain written Procedures and processes relating to the use and management of paid informants and agents; and
2. Establish and maintain written Procedures on the use of in-custody informants that are consistent with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-19 Law Enforcement  
Prisoner Care and Control

**LE-016SFPSB** Detainee Care and  
Control

Pursuant to *Ontario Regulation Section 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board (the Board) with respect to detainee care and control that the Chief of Police will:

1. Establish and maintain written Procedures and processes for:
  - a) The care and control of detainees, including effective monitoring;
  - b) Criteria regarding serious injury or death of a person in custody;
  - c) Responding to an escape from police custody;
  - d) Handling item of Religious Significance;
  - e) Duty to Accommodate Persons with Disabilities;
  - f) Privacy for Detainees;
  - g) Suicide Concerns – Special Precautions;
  - h) Mental Illness, Emotionally Disturbed, Development Disability;
  - i) Medical Considerations Sick - Injured Detainees;

- j) Excited Delirium, Positional Asphyxia, Obstructive Sleep Apnea;
  - k) Intoxicated Detainees; and
  - l) Maintenance and Inspection of cellblock.
2. Ensure that Members involved in detainee care and control have the knowledge, skills and ability required to perform this function; and
  3. Following an escape or in-custody death, review the procedures, processes, and practices of the Police Service for detainee care and control and report back to the Board.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-20 Law Enforcement  
Traffic Management, Enforcement and  
Road Safety

**LE-017SFPSB** Traffic Management,  
Enforcement and Road Safety

Pursuant to *Ontario Regulation Section 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to traffic management, traffic law enforcement and road safety that:

1. Technical collision investigation, reconstruction and breath analysis investigative supports will be provided by the Members of the Smiths Falls Police Service. Reference *section 16* of the *Ontario Regulation 395/23 - Investigations*;
2. If required, the Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) to provide technical assistance when Smiths Falls Police Service encounter serious motor vehicle collisions requiring higher levels of collision investigative expertise.

Based on an assessment and decision by the Chief of Police or designate, if required, a request can be made for technical assistance from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA* – *Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,

- I. The Inspector General; and
- II. The Board.

3. The Chief of Police will:

- a) Develop and implement a traffic management, traffic law enforcement and road safety plan;
- b) Establish and maintain written Procedures on traffic management, traffic law enforcement, traffic patrol and road safety, including procedures to address road closures and minimizing the interference of traffic; and
- c) Ensure that persons who provide technical collision investigation, reconstruction and breath analysis investigative supports have the competence and experience to provide that support.

4. Reporting:

If the Chief of Police or designate makes a request for technical assistance pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-21 Law Enforcement  
Witness Protection

**LE-018SFPSB** Witness Protection

It is the Policy of the Smiths Falls Police Service Board with respect to witness protection and security that the Chief of Police will:

1. Establish and maintain written Procedures and processes in respect of witness protection and security;
2. Ensure that the Police Service, when applicable, has a Witness Protection Liaison Officer, or an Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) to use their Witness Protection Liaison Officer;

Based on an assessment and decision by the Chief of Police or designate, if required, a request can be made for a Witness Protection Liaison Officer from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

3. If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

4. If the Chief of Police or designate makes a request for a Witness Protection Liaison Officer pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand the details of the event.; and
5. Where witnesses are also victims of crime, ensure that the support of the local Victim Services has been offered.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-22 Law Enforcement  
Stolen or Smuggled Firearms

**LE-019SFPSB** Stolen or Smuggled  
Firearms

It is the Policy of the Smiths Falls Police Service Board with respect to stolen or smuggled firearms that the Chief of Police will develop and maintain written Procedures:

1. That require that every firearm that comes into the possession of the Police Service will be checked to determine whether the firearm:
  - a) Has been reported stolen or lost;
  - b) Is legally registered in Canada; or
  - c) Is smuggled.
2. On the investigation of stolen or smuggled firearms in accordance with the Police Service's Criminal Investigation Management & Procedures;
3. The Chief of Police shall ensure that Members comply with *section 260* of the *Community Safety and Policing Act (CSPA)*; and
4. That address the sharing of crime analysis, criminal intelligence, and other information on stolen or smuggled firearms with relevant law enforcement agencies pursuant to the *CSPA* and its *Regulations*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-23 Law Enforcement  
Collection, Preservation and Control of  
Evidence and Property

**LE-020SFPSB** Collection, Preservation  
and Control of Evidence and Property

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to property and evidence control and the collection, preservation, documentation, and analysis of physical evidence that the Chief of Police will:

1. Ensure compliance by Members of the Police Service with *section 258* of the *Community Safety and Policing Act (CSPA)*;
2. Establish and maintain written Procedures, consistent with the advice from the Centre of Forensic Sciences and its current version of the *Laboratory Guide for the Investigator*, for the safe and secure collection, preservation, control, handling, and packaging of evidence;
3. Establish and maintain written Procedures for the secure collection, preservation, and control of property;
4. Ensure that an annual audit of all property/evidence held by the Police Service is conducted by a Member(s) not routinely or directly connected with the property/evidence control function, and report the results to the Board;
5. Where a Member who has responsibility for a property/evidence storage area is transferred or replaced, ensure that an inventory is taken of all property/evidence in that area; and

6. Comply with *section 258, 259 and 260* of the *CSPA*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-25 Law Enforcement  
Officer Note Taking

#### LE-022SFPSB Officer Note Taking

It is the Policy of the Smiths Falls Police Service Board that the Chief of Police will establish and maintain written Procedures relating to officer note taking, including the secure storage and retention of Police Officer notes:

1. Requiring that Officers shall complete their notes before the end of their shift, except when excused by the Chief of Police, and shall not delay for the purpose of obtaining legal advice; and
2. Establish and maintain written Procedures regarding Officer's notes and *Special Investigations Unit Act, 2019 (SIU)*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-26 Law Enforcement  
Bail and Violent Crime

**LE-023SFPSB** Bail and Violent Crime

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to bail and violent crime that the Chief of Police will establish and maintain written Procedures on bail and violent crime that address:

1. Assessing opposing bail on the secondary grounds;
2. Preparing the show cause report (bail hearing brief);
3. Post-bail hearing notifications;
4. Breach of bail conditions;
5. Post bail/trial court victim notification responsibilities;
6. Assistance to Victims of Crime – *section 13 of Ontario Regulation 392/23 – Adequate and Effective Policing (General)*. The following standards for effective policing respecting assistance to victims of crime are prescribed:
  - a) Victims of crime shall be offered assistance, as soon as possible; and

b) Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

7. The principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-27 Law Enforcement

Domestic Violence Occurrences

**LE-024SFPSB** Intimate Partner

Violence Incidents

1. Assistance to Victims of Crime – *section 13 of Ontario Regulation 392/23 – Adequate and Effective Policing (General)*. The following standards for effective policing respecting assistance to victims of crime are prescribed:
  - a) Victims of crime shall be offered assistance, as soon as possible; and
  - b) Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
2. The Chief of Police will ensure that the principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights* are adhered to;
3. It is the Policy of the Smiths Falls Police Service Board with respect to intimate partner violence occurrences that the Chief of Police will:
  - a) In partnership with the Police Service's local Crown, Probation and Parole Services, Victim/Witness Assistance Programme (VWAP), Victim Services Lanark County, Municipalities, Lanark County Interval House, Family and Children's Services of Lanark, Leads and Grenville, and other service providers and community representatives responsible for issues related to intimate partner violence, including women's shelters, work to establish and maintain one or more intimate partner violence review committees that fall within the jurisdiction of the Police Service;

- b) Ensure that intimate partner violence investigations are conducted in compliance with *Community Safety and Policing Act (CSPA)* and its *Regulations* on investigations;
- c) Ensure that the intimate partner violence investigators have received the prescribed training as outlined in *section 34* of *Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation;
- d) If Police Service has a team primarily responsible for conducting investigations into familial or intimate partner violence, the Chief of Police shall ensure at least one Member of the team has completed the training as outlined in *section 15* of *Ontario Regulation 395/23 - Investigations* or have the competence and experience to conduct the investigation;
- e) Develop and maintain written Procedures for undertaking and managing investigations into intimate partner violence occurrences that address:
- communications and dispatch;
  - initial response;
  - enhanced investigative procedures;
  - the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole, or a restraining order;
  - the use of a risk indicators tool;
  - children at-risk;
  - high-risk cases and repeat offenders;
  - occurrences involving Members of a Police Service;
  - post-arrest procedures;
  - victim assistance; and
  - safety planning.
- f) Ensure that the Police Service's response to intimate partner violence occurrences are monitored and evaluated; and

- g) Ensure that Front-line Officers and other appropriate Members receive any training prescribed by the Minister.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

August 1, 2007

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-28

#### LE-025SFPSB Supervision

It is the Policy of the Smiths Falls Police Service Board with respect to supervision that the Chief of Police will:

1. Ensure that there is 24-hour supervision available to Members of the Police Service;
2. Establish and maintain written Procedures on supervision, including setting out circumstances in which a Supervisor must be contacted and when a Supervisor must be present at an incident, including for all major crime incidents;
3. Establish and maintain written Procedures when Members of this Police Service shall notify a Supervisor in the following matters – *Ontario Regulation 395/23 - Investigations*:
  - I. A missing person occurrence; and
  - II. A matter in relation to which there is a reasonable suspicion that an offence under the *Criminal Code*, the *Controlled Drugs and Substances Act* or the *Cannabis Act* has been or will be committed.
4. Establish and maintain written Procedures that comply with the *Community Safety and Policing Act (CSPA)* and its *Regulations* regarding the determination process for when matters should be investigated;

5. Ensure Supervisors receive the prescribed training set out in *section 19 of Ontario Regulation 87/24 – Training*; and
6. Establish a selection process to ensure that Members appointed permanently to supervisory positions have received the prescribed training by the Minister for the supervisory position or have the competence and experience.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

December 22, 2013

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-29 Law Enforcement

Missing Persons

**LE-026SFPSB** Missing Persons

It is the Policy of the Smiths Falls Police Service Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain written Procedures:

1. When Members of this Police Service shall notify a Supervisor regarding a missing person occurrence – *Ontario Regulation 395/23 – Investigations*;
2. That all missing persons occurrences are investigated in compliance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*;
3. Set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers, and elder and vulnerable adults;
4. Ensure investigative follow-up on outstanding cases;
5. Where circumstances indicate a strong possibility of foul play, that require Officers to comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*;
6. Ensure an AMBER Alert activation is considered in all missing children's investigations, and that Officers comply with *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*; and

7. Annual Report:

Pursuant to *section 8* of the *Missing Person Act (2018)* (the *Act*), Police Services are required to report annually on the use of urgent demands for records by Members of the Police Service. This includes:

- a) The total number of urgent demands made that year and the number of missing persons;
- b) Persons investigations to which they related;
- c) A description of the types of records specified in the urgent demands for records made in that year;
- d) The date by which the Annual Report must be prepared by the Chief of Police, and a copy provided to the Board, which is by April 1 in a format approved by the Minister;
- e) The date by which the Board receives the report shall make the report available to the public by posting it on a website, which is by June 1 in the year the report is received; and
- f) In addition to the contents required under *subsection 8(4)* of the *Act*, the Annual Report must also contain:
  - I. The total number of times that different types of records listed in *subsection 4 (2)* of the *Act* were specified in the urgent demands made in that year; if applicable; and
  - II. A description of any types of records not listed in *subsection 4(2)* of the *Act*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-30 Law Enforcement

Child Abuse and Neglect

**LE-027SFPSB** Child Abuse and Neglect

It is the Policy of the Smiths Falls Police Service Board with respect to child abuse and neglect investigations that the Chief of Police will:

1. In partnership with the local Crown, Family and Children's Services of Lanark, Leeds and Grenville, Town of Smiths Falls, School Boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
2. Develop and maintain written Procedures on and processes for undertaking and managing child abuse and neglect investigations;
3. Enter into a child abuse protocol with Family and Children's Services of Lanark, Leeds and Grenville with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child;
4. If the alleged child abuse fits the definition of a major case, require Officers to comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*; and
5. Ensure that the Investigators have received the prescribed training as outlined in *section 34* of the *Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-31 Law Enforcement  
Criminal Harassment

**LE-028SFPSB** Criminal Harassment

It is the Policy of the Smiths Falls Police Service Board with respect to undertaking and managing investigations into criminal harassment that the Chief of Police will develop and maintain written Procedures that address:

1. The procedures for investigating criminal harassment complaints in accordance with the Police Service's Criminal Investigation Management & Procedures and the *Community Safety and Policing Act (CSPA)* and its *Regulations*;
2. The use of enhanced investigative techniques, such as behavioural science services as part of the investigation, which may include:
  - a) Physical/Electronic surveillance;
  - b) Wire taps, body packs, probes, or other electronic technical support;
  - c) Witness relocation; and
  - d) Undercover operators.
3. Assistance to Victims of Crime – *section 13 of Ontario Regulation 392/23 – Adequate and Effective Policing (General)*. The following standards for adequate and effective policing respecting assistance to victims of crime are prescribed:
  - I. Victims of crime shall be offered assistance, as soon as possible; and

- II. Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
- 4. The information to be provided to Police Officers on criminal harassment; and
- 5. Compliance with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements* for criminal harassment cases that fall within the definition of major case.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-32 Law Enforcement  
Preventing or Responding to Occurrences  
Involving Firearms

**LE-029SFPSB** Preventing or  
Responding to Occurrences Involving  
Firearms

It is the Policy of the Smiths Falls Police Service Board with respect to preventing or responding to occurrences involving firearms that the Chief of Police will:

1. Ensure that the Police Service's Officers are provided with information on all the search and seizure powers available to Officers under *Part III and Part XV* of the *Criminal Code* that may be relevant to the search and seizure of firearms, ammunition, or related licences, certificates or permits, as well as options for obtaining prohibition orders;
2. Develop and maintain written Procedures on undertaking and managing investigations into offences/occurrences involving firearms;
3. Develop and maintain written Procedures on preventing offences/occurrences involving firearms; and
4. Develop and maintain written Procedures relating to the Firearms Interest Police (FIP) category of CPIC.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-33 Law Enforcement  
Property Offences

**LE-030SFPSB** Property Offences  
(including break & enter)

It is the Policy of the Smiths Falls Police Service Board with respect to property offences, including break and enter that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures; and
2. Identify the need for the implementation of crime prevention initiatives for property crime based on crime, call and public disorder analysis, criminal intelligence, and community needs.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-34 Law Enforcement  
Drug Investigation

**LE-031SFPSB** Drug Investigation

It is the Policy of the Smiths Falls Police Service Board with respect to undertaking and managing investigations into drug-related offences other than simple possession that the Chief of Police will:

1. Establish and maintain written Procedures when Members of this Police Service shall notify a Supervisor in relation to matters which there is a reasonable suspicion that an offence under the *Criminal Code*, the *Controlled Drugs and Substances Act* or the *Cannabis Act* has been or will be committed - *Ontario Regulation 395/23 – Investigations*;
2. Develop and maintain written Procedures that require that investigations be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures;
3. Ensure that Officers investigating drug-related offences other than simple possession have the competence and experience required;
4. Develop and maintain written Procedures that addresses the *Cannabis Act* (*s.c. 2018, c. 16*); and

5. Training – the Chief of Police shall ensure Officers from another agency or a Member(s) from this Police Service have received the required training, that includes but not limited to:
- a) When assigned physical collection of evidence for the rendering safe and decommissioning of synthetic drug laboratories shall, before undertaking or continuing to undertake that responsibility, have successfully complete the course entitled “Synthetic Drug Operations”, delivered by the OPC; pursuant to *section 40, Ontario Regulation 87/24 Training*;
  - b) Members assigned responsibilities set out in *section 36 of Ontario Regulation 87/24 Training* shall successfully complete the courses provided by the OPC, before undertaking or continuing to undertake the responsibility. (Covert Technical Surveillance or Covert Intelligence Gathering); and
  - c) Drug Investigative Techniques Courses or any other training prescribed by the Minister

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-35 Law Enforcement  
Illegal Gaming

**LE-032SFPSB** Illegal Gaming

It is the Policy of the Smiths Falls Police Service Board with respect to illegal gaming that the Chief of Police will develop and maintain written Procedures that require:

- a) Investigations be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures; and
- b) Information on illegal gaming shall be shared with the *Ontario Illegal Gaming Enforcement Unit (OIGEU)*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-36 Law Enforcement  
Prisoner Transportation

#### **LE-033SFPSB Detainee Transportation**

Pursuant to *Ontario Regulation 392/93 - Adequate and Efficient Policing (General)* it is the Policy of the Smiths Falls Police Service Board with respect to detainee transportation that the Chief of Police will:

1. Establish and maintain written Procedures on detainee transportation that require compliance by Police Officers/Special Constables with the Police Service's procedures on detainee care and control;
2. Ensure that Police Officers/Special Constables used to escort persons in custody have the competence and experience required to perform this function; and
3. Ensure that appropriate safety equipment is used/available to Police Officers/Special Constables performing this function.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-37 Law Enforcement

Sexual Assault Investigation

**LE-034SFPSB** Sexual Assault  
Investigation

Assistance to Victims of Crime – *section 13 of Ontario Regulation 392/23 – Adequate and Effective Policing (General)*. The following standards for effective policing respecting assistance to victims of crime are prescribed:

- a) Victims of crime shall be offered assistance, as soon as possible; and
- b) Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

It is the Policy of the Smiths Falls Police Service Board (the Board) that Members will adhere to the principles of the *Victims' Bill of Rights, 1995 and the Canadian Victims Bill of Rights*.

It is the Policy of the Board with respect to sexual assault investigations that the Chief of Police will:

1. Develop and maintain written Procedures that:
  - a) Require that investigations be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;
  - b) Require compliance with *Ontario Regulation 392/93 - Major Case Management and Software Requirements*;

- c) Address communications and dispatch, initial response and investigations relating to sexual assaults;
  - d) Address community notification; and
  - e) Address the use of Noxious Substance Kits.
2. Work, where possible, with hospitals and agencies which provide services to victims of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services Lanark County, as well as the local Crown, to ensure a coordinated and effective response to victims of sexual assaults; and
  3. Ensure that the investigators have received the prescribed training as outlined in *section 34 of Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation, including victims' assistance.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-38 Law Enforcement  
Waterways Policing

**LE-035SFPSB** Waterways Policing  
(Safety)

It is the Policy of the Smiths Falls Police Service Board with respect to waterways safety that the Chief of Police will:

1. Establish and maintain written Procedures to provide direction to Members who may engage in routine activities or emergency response - in, on or near bodies of water;
2. Set the expectations regarding police activities near bodies of water including routine work and the role of first responders in emergency situations;
3. Ensure that Members have the competence and experience required to perform their duties when working near a body of water; and
4. Ensure Members have sufficient personal safety equipment made available in vehicles.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-41 Law Enforcement  
Fraud and False Pretence Investigation

**LE-038SFPSB** Fraud and False  
Pretence Investigation

It is the Policy of the Smiths Falls Police Service Board with respect to fraud and false pretences investigations that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures;
2. Work, where possible, with Municipal and Provincial social assistance officials and the Crown, to develop a local protocol on the investigation of social assistance fraud;
3. Establish, where possible, cooperative arrangements for the investigation of fraud and false pretences occurrences with:
  - a) The Employment Insurance Commission;
  - b) The Fire Marshal's Office;
  - c) The Ministry of Consumer and Commercial Relations; and
  - d) The insurance industry.
4. Ensure that Police Officers investigating complex fraud and false pretences occurrences have the competence and experience.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Board Policy #2000-42 Law Enforcement  
Homicides and Attempts

**LE-039SFPSB Homicide**

It is the Policy of the Smiths Falls Police Service Board with respect to homicide and attempted homicide investigations that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations into homicide and attempted homicides be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;
2. Ensure that the Investigators have received the prescribed training as outlined in *section 34 of Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation; and
3. Where an occurrence falls within the definition of a major case, ensure that Officers comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements* and *Ontario Regulation 395/23 - Investigations*.

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Chair

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Date

**LE-039SFPSB Homicide**



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-43 Law Enforcement  
Parental and Non-Parental Abductions  
and Attempts

**LE-040SFPSB** Parental and Non-  
Parental Abductions

It is the Policy of the Smiths Falls Police Service Board with respect to parental and non-parental abductions and attempted abductions of children that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations into parental and non-parental abductions and attempted abductions be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;
2. Ensure investigations with respect to parental and non-parental abductions and attempted abductions of children are conducted in compliance with *Community Safety and Policing Act (CSPA)* and its *Regulations*; and
3. Develop and maintain written Procedures that require that investigations into parental and non-parental abductions and attempted abductions be undertaken in accordance with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*.

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Chair

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Date

**LE-040SFPSB** Parental and Non-Parental Abductions



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-44 Law Enforcement  
Proceeds of Crime

**LE-041SFPSB** Proceeds of Crime

It is the Policy of the Smiths Falls Police Service Board with respect to proceeds of crime that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures, including notifying the Ontario Provincial Police (OPP) Provincial Assets Forfeiture Unit (PAFU) or any other appropriate agency for the assistance and/or investigative procedure to follow; and
2. Ensure that Officers involved in the investigation of proceeds of crime have the competence and experience.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-45 Law Enforcement  
Robbery

**LE-042SFPSB** Robbery

It is the Policy of the Smiths Falls Police Service Board with respect to robbery investigations that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures; and
2. Ensure that a robbery occurrence that also involves a major case be investigated in accordance with the *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-46 Law Enforcement  
Vehicle Theft

**LE-043SFPSB** Vehicle Theft

It is the Policy of the Smiths Falls Police Service Board with respect to vehicle thefts that the Chief of Police will:

1. Develop and maintain written Procedures that require that investigations be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;
2. Ensure the timely notifications of registered owners of the recovery of stolen vehicles, except where ongoing criminal investigations may be compromised; and
3. Develop and maintain a public educational program to provide best the practices to reduce the risk of vehicle theft.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-47 Law Enforcement  
Youth Crime

**LE-044SFPSB Youth Crime**

It is the Policy of the Smiths Falls Police Service Board with respect to youth crime that the Chief of Police will:

1. Develop and maintain written Procedures on and processes for undertaking and managing investigations into youth crime;
2. Work, where possible, with local School Boards to develop programs for safe schools, including establishing protocols for investigating school-related occurrences; and
3. Consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community in accordance with the Police Service's Procedures on Crime Prevention and Problem-Oriented Policing.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

March 29, 2007

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-11 Law Enforcement

Suspect Apprehension Pursuits

**LE-045SFPSB** Vehicle Pursuits

#### 1. **Preamble:**

- a) Pursuant to the *Community Safety and Policing Act (section 38(2))* a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- b) *Ontario Regulation 397/23 - Vehicle Pursuits* requires the Boards to have a Policy on vehicle pursuits that is consistent with the *Regulations*; and
- c) The Board recognizes that vehicle pursuits are serious in nature, and that ensuring the safety of the citizens of the Town of Smiths Falls and the safety of this Police Service's Members are paramount in all aspects of police decision-making, including with respect to vehicle pursuits.

#### 2. **Board Policy:**

- a) It is the Policy of the Smiths Falls Police Service Board (the Board) that pursuits be conducted only in accordance with the Procedure set out by the Chief of Police as established in accordance with *sections 4 and 5 of Ontario Regulation 397/23 - Vehicle Pursuits* and this Policy;
- b) It is the Policy of the Board with respect to vehicle pursuits that the Chief of Police shall:
  - I. Establish and maintain written Procedures on vehicle pursuits that are consistent with *Ontario Regulation 397/23 - Vehicle Pursuits*;

- II. The Procedures referred to above shall:
  - address the management and control of vehicle pursuits;
  - set out tactics that may be used as an alternative to vehicle pursuits and tactics that may be used for following or stopping a fleeing motor vehicle;
  - describe the responsibilities of Police Officers, Communicators; Communications Supervisors and road Supervisors; and
  - describe the equipment available to the Police Service for implementing alternative tactics.
- III. Ensure that a multi-jurisdictional protocol is developed with other Police Agencies dealing with issues relating to vehicle pursuits;
- IV. Ensure that Members involved with vehicle pursuits have the requisite knowledge, skills, and abilities to perform this function, and in particular, are trained in accordance with the requirements of *Ontario Regulation 397/23 - Vehicle Pursuits*;
- V. Ensure Members receive training about the intentional contact between vehicles consistent with the requirements of *section 11 of Ontario Regulation 397/23 – Vehicle Pursuits*;
- VI. Ensure Members have successfully completed the required Ministry prescribed training;
- VII. Address the use of tire deflation devices and Officer training;
- VIII. Ensure that Members involved with vehicle pursuits have available and use appropriate tools and equipment in performing this function;
- IX. Ensure that an appropriate number of police vehicles are equipped with tire deflation devices and that Officers are trained on their use; and
- X. Ensure Procedures established are in accordance with any prescribed Ministry directives or policing training standards.

3. **Report to the Board:**

- a) The Chief of Police shall make a written report to the Board within 30 days immediately following any vehicle pursuit in which:

- I. There has been property damage;
- II. There has been a personal injury or death;
- III. The Procedures with respect to vehicle pursuits were not followed; and
- IV. In any other circumstance where, in the opinion of the Chief of Police, there is a significant issue or potential liability to the Board or the Police Service.

b) The report shall disclose whether the vehicle pursuit incident was reported to the Special Investigations Unit.

4. **Annual Reporting Requirements:**

The Chief of Police shall make a written report to the Board on or before August 30<sup>th</sup> of each year. The report shall include:

- a) A summary of the written Procedures regarding vehicle pursuits;
- b) Confirmation of compliance with the Procedures regarding vehicle pursuits; and
- c) The total number of vehicle pursuits undertaken in the previous 12-month period ending July 31 of that year, and a summary of each.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-02 Law Enforcement

Sex Offender Registry

**LE-046SFPSB** Ontario Sex Offender  
Registry

It is the Policy of the Smiths Falls Police Service Board with respect to the Ontario Sex Offender Registry that the Chief of Police will:

1. Designate and maintain a registration site(s);
2. Establish and maintain written Procedures and processes consistent with the requirements of *Christopher's Law (Sex Offender Registry), 2000*;
3. Establish and maintain written Procedures and processes consistent with the requirements legislated by the federal *Sex Offender Information Registration Act*;
4. Ensure that appropriate Members receive training on the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them; and
5. Ensure that appropriate Members receive training on both the Provincial and Federal Sex Offender legislative requirements.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

August 2006

2026

Expires: Indefinite

Rescinds:

Board Policy #2005-01 Law Enforcement

Police Response to High Risk Individuals

**LE-047SFPSB** Police Response to  
High-Risk Individuals

It is the Policy of the Smiths Falls Police Service Board with respect to high-risk individuals that the Chief of Police will:

1. Work in partnership, where possible, with the local Crown, appropriate community members and agencies, including health care providers, government agencies, Municipal officials, other criminal justice agencies, including law enforcement agencies, as well as Victim Services to ensure a coordinated and effective strategy in response to high-risk individuals that addresses:
  - I. Bail procedures;
  - II. Dangerous offenders and long-term offender applications;
  - III. Risk Assessments;
  - IV. High-risk national offender flagging system and requirements of CPIC;
  - V. Information sharing;
  - VI. Case management planning;
  - VII. Judicial restraint orders;

VIII. Victim assistance; and

IX. Disclosure of information, including community notification and safety planning.

2. Ensure that the Police Service's skills development and learning plan address the training and sharing of information with Officers, Communication Centre and Supervisors on police response to high-risk individuals; and
3. The Chief of Police will establish and maintain written Procedures on public response to high-risk individuals.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-49 Public Order

Maintenance Public Order Units

**PO-001SFPSB** Public Order Units

Pursuant to *Ontario Regulation 392/93 - Adequate and Effective Policing* it is the Policy of the Smiths Falls Police Service Board with respect to public order maintenance that:

1. The Board will ensure that a valid Agreement is in place, in compliance with *section 14* of the *Community Safety and Policing Act (CSPA)* to have another Board or the Ontario Provincial Police (OPP) provide Public Order Support.

Based on an assessment and decision by the Chief of Police or designate, a request can be made for Public Order Support Services from the OPP or other Police Service pursuant to a *section 14* Agreement under the *CSPA*, or the Chief of Police or designate may request temporary assistance in providing adequate and effective policing from another Police Service pursuant to *section 19* of the *CSPA – Request for Temporary Assistance*; and

- a) If the Chief of Police or designate makes a request for temporary assistance under *section 19* of the *CSPA*, the Chief of Police shall provide notice of the request as soon as possible to,
  - I. The Inspector General; and
  - II. The Board.

Currently, Public Order Support Services are available within a reasonable response time by the OPP.

2. A Public Order Unit must be able to be deployed in a reasonable time, having regard to:
  - a) The policing needs of the community;
  - b) The geographic and socio-demographic characteristics of the Police Service's area of policing responsibility;
  - c) The total population and population density of the Police Service's area of policing responsibility;
  - d) The presence of critical infrastructure in the location where the Public Order Unit is to be deployed;
  - e) Information about public order incidents in the Police Service's area of policing responsibility within at least the previous three years, including information about the scope and severity of the incidents; and
  - f) Best practices in relation to response times for Public Order Units.
3. The Chief of Police will establish and maintain written Procedures, in consultation with the OPP or other agencies which may be providing the services of the Public Order Unit, that are consistent with *section 8* of the *Ontario Regulation 392/93 - Adequate and Effective Policing*, and;
  - a) Set out the circumstances in which a Public Order Unit may be deployed;
  - b) Set out the steps for obtaining the services of the Public Order Unit; and
  - c) Address the circumstances and processes for liaising with appropriate officials for the purposes of *sections 63 - 68* of the *Criminal Code*, regarding unlawful assemblies and riot situations.

4. Reporting:

If the Chief of Police or designate makes a request for Public Order Support Services pursuant to a *section 14* Agreement under the *CSPA*, the Chief of Police shall report to the Board providing sufficient information to allow the Board to understand details of the event.

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Chair

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Date





## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-50 Public Order  
Maintenance Police Action at Labour  
Disputes

**PO-002SFPSB** Police Action at Labour  
Disputes

Pursuant to *Ontario Regulation 392/93 - Adequate and Effective Policing* it is the Policy of the Smiths Falls Police Service Board with respect to police action at labour disputes that:

1. The role of the police at a labour dispute is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a Police Officer under the law; and
2. The Chief of Police will establish and maintain written Procedures, in consultation with Ontario Provincial Police and other agencies that may be providing the services of the Public Order Unit, that are consistent with *section 8* of the *Ontario Regulation 392/93 - Adequate and Effective Policing*, and;
  - a) The role of the police at a labour dispute;
  - b) Providing information to management, labour, and the public on police procedures during a labour dispute; and
  - c) Secondary activities under *section 89 (1)* of the *Community Safety & Policing Act*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**PO-003SFPSB Policing Indigenous  
Occupations & Protests**

The objective of policing Indigenous occupations and protests is to preserve the peace, prevent offences, and enforce the law in a manner that respects the rights of all involved parties. To this end, it is the Policy of the Smiths Falls Police Service Board with respect to policing Indigenous occupations or protests that:

1. The role of the Police at an Indigenous occupation or protest is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a Police Officer under the law;
2. The consideration of police actions at an Indigenous occupation or protest include preserving the peace, communication, negotiation and building trust with participating and affected communities; and
3. The Chief of Police will develop and maintain written Procedures on:
  - a) Communicating information in relation to police procedures on Indigenous occupations and protests;
  - b) Training requirements for policing Indigenous occupations and protests;
  - c) Fostering community understanding of the police response to the events;
  - d) The collection and analysis of information prior to and during events; and
  - e) Addressing the uniqueness of Indigenous occupations and protests.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2000-48 Victims' Assistance

**VA-001SFPSB** Victim's Assistance

Assistance to Victims of Crime - *section 13 of Ontario Regulation 392/23 – Adequate and Effective Policing (General)*. The following standards for adequate and effective policing respecting assistance to victims of crime are prescribed:

- a) Victims of crime shall be offered assistance, as soon as possible; and
- b) Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

It is the Policy of the Smiths Falls Police Service Board with respect to providing assistance to victims that the Chief of Police will:

1. Working in partnership with the Victim/Witness Assistance Program (VWAP), Victim Services Lanark County, Municipalities, community, social service agencies, and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;
2. Establish and maintain written Procedures on providing assistance to victims that reflect the principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*;

3. Establish and maintain written Procedure that outline the responsibilities of Members of the Police Service in providing assistance to victims;
4. Ensure that Members of the Police Service are aware of victim service providers or a victim referral service available in the area; and
5. Ensure that in each instance where there is a Police Service contact with one or more victims of crime involving physical or psychological injury, that such victims are referred to the appropriate community service provider in the area.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Board Policy #2002-01 Emergency  
Response Counter- Terrorism

**CT-001BPSB** Terrorism Mitigation

### **Terrorism Mitigation**

1. It is the Policy of the Smiths Falls Police Service Board that Procedures with respect to terrorism mitigation, counter-terrorism and criminal intelligence be developed by the Police Service; and
2. To support this policy, the Chief of Police shall:
  - a) Develop and maintain written Procedures that are consistent with the most recent version of the Extreme Incident Response Plan;
  - b) Establish priorities and written Procedures for terrorism mitigation that address the collection, collation, analysis, evaluation and dissemination of intelligence or any other threat information;
  - c) Ensure the ongoing identification, evaluation, and assessment of potential targets with the goal of reducing the risk of a terrorist incident or minimizing its impact;
  - d) Establish Policies and written Procedures with respect to the conduct of multi-jurisdictional investigations, intelligence programs and equipment; and

**CT-001SFPSB** Terrorism Mitigation

- e) Work in partnership with other First Responders to develop and implement community awareness strategies using strategic public education and communication tools.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Board Policy #2002-01 Emergency  
Response Counter- Terrorism

**CT-002SFPSB** Terrorism Preparedness  
Planning

### **Terrorism Preparedness Planning**

1. It is the Policy of the Smiths Falls Police Service Board that Procedures with respect to terrorism preparedness planning be developed by the Police Service; and
2. To support this Policy, the Chief of Police shall:
  - a) Develop and maintain written Procedures that are consistent with the most recent version of the Extreme Incident Response Plan;
  - b) Establish priorities and written Procedures for terrorism preparedness planning that address:
    - I. Establishing a protocol for notification in relation to actual or potential acts of terrorism, or credible threats thereof that is disseminated to all levels of the organization;
    - II. Communicating, networking, and sharing of information;
    - III. Identifying potential targets in the community;
    - IV. Developing an Incident Management/Response Plan to address local, multijurisdictional, and contiguous Provinces/States protocol for response;

- V. The provision of training;
  - VI. Managing voice and data communications;
  - VII. Identifying the role of the media;
  - VIII. Identifying and accessing the necessary equipment; and
  - IX. Crime victim and witness assistance.
- c) Ensure that the counter-terrorism plan is clearly linked to the Town Emergency Plan.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2002-01 Emergency  
Response Counter-Terrorism

**CT-003SFPSB** Terrorism Response and  
Notifications

### **Terrorism Response and Notifications**

1. It is the Policy of the Smiths Falls Police Service Board that Procedures with respect to terrorism response and notifications be developed by the Police Service; and
2. To support this Policy, the Chief of Police shall:
  - a) Implement and maintain the written Procedures established in the counter-terrorism plan of the Police Service;
  - b) Assign key responsibilities to appropriate Members as early as possible;
  - c) Ensure that, in the implementation of the plan, there is cooperation and communication with other First Responders; and
  - d) Ensure that the implementation of the response procedures addresses:
    - I. Implementing the notification protocol;
    - II. Communicating, networking, and sharing of information;
    - III. Protecting potential targets in the community;

- IV. Implementing the Incident Management/Response Plan;
- V. Managing voice and data communications;
- VI. The role of the media;
- VII. The availability of necessary equipment; and
- VIII. Assistance to crime victims and witnesses.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Board Policy #2002-01 Emergency  
Response Counter- Terrorism

**CT-004SFPSB** Terrorism Recovery

### **Terrorism Recovery**

1. It is the Policy of the Smiths Falls Police Service Board that Procedures with respect to terrorism recovery be developed by the Police Service; and
2. To support this Policy, the Chief of Police shall:
  - a) Implement and maintain written Procedures that are consistent with the most recent version of Extreme Incident Response Plan;
  - b) Ensure coordination of the Police Service's recovery efforts with those of all other First Responders; and
  - c) Implement and maintain written Procedures for terrorism recovery that address:
    - continuing investigation of the incident(s) during the recovery period;
    - communicating, networking, and sharing of information;
    - community concerns and the prevention of repercussions;
    - crime victim assistance; and

- conducting operational reviews to assess the impact on resources and community.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-001** Adequate and Effective Policing

#### 1. **Policy Statement:**

- a) Policing functions for the Smiths Falls Police Service Board (the Board) shall be provided to an extent and in a manner that is reasonable, having regard to the following factors:
- I. The policing needs of the community;
  - II. The geographic and socio-demographic characteristics of the Police Service's area of policing responsibility;
  - III. The extent to and manner in which the policing function is effectively provided in similar communities in Ontario;
  - IV. The extent to which past provision of the policing function by the Police Service has been effective in addressing the policing needs of the community; and
  - V. Best practices respecting the policing function.
- b) Consideration of the factors listed above shall be based on quantitative and qualitative information, to the extent that such information is available in relation to the factor; and

- c) The Chief of Police shall ensure that the Smiths Falls Police Service (the Police Service) provides policing functions with the written Procedures the Chief of Police establishes under the *Community Safety and Policing Act (CSPA) and its Regulations*.

## 2. **Board Policy:**

The Chief of Police shall ensure that the Service complies with all provisions of *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*, and will establish, communicate and operate within the scope of the Procedures in the areas described below. These Procedures shall be reviewed and updated consistently and regularly to ensure that they are effective and efficient, reflect current best practices and incorporate improvements where it is determined that changes are required.

### a) **Crime prevention, including:**

Community-based crime prevention initiatives that seek to address the root causes of crime and involve stakeholders, consistent with the Strategic Plan and the policing needs of the community;

### b) **Law Enforcement, including:**

- I. Community patrol that addresses when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community;
- II. Traffic direction and enforcement, including traffic patrol;
- III. Situations when more than one Police Officer must respond to an occurrence or call for service;
- IV. Internal task forces;
- V. Joint forces operations;
- VI. Undercover operations;
- VII. Criminal intelligence, addressing the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures;
- VIII. Crime, call for service and public disorder analyses;
- IX. Informants and agents;
- X. Witness protection and security;

- XI. Police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability;
- XII. Search of the person;
- XIII. Search of premises;
- XIV. Arrest;
- XV. Bail and violent crime;
- XVI. Detainee care and control;
- XVII. Detainee transportation;
- XVIII. Property and evidence control;
- XIX. Investigative supports; and
- XX. The provision of law enforcement in respect of all navigable bodies and courses of water within this Police Service's area of responsibility.

**c) Maintaining the Public Peace, including:**

- I. Functions, responsibilities and reporting relationships of a Public Order Unit and its Members, including in relation to the role of a Public Order Commander and, if any, to a Police Liaison Team;
- II. The deployment of a Public Order Unit for planned and unplanned public order incidents, and debriefing following deployment, including the preparation of a summary and analysis of the outcome and recommendations for improvement;
- III. Police action in respect of labour disputes; and
- IV. Police action in respect of protests, demonstrations and occupations.

**d) Emergency Response, including:**

- I. The functions and deployment of any Tactical Unit, Hostage Rescue Team, Incident Commander, Crisis Negotiator, Explosives Disposal, and Containment Team;
- II. Preliminary perimeter control and containment;

- III. Extreme incidents that are consistent with the Extreme Incident Response Plan;
- IV. The functions and provisions of any mobile mental health and addictions crisis team;
- V. Explosive forced entry and explosive disposal;
- VI. Responses to a chemical, biological, radiological, nuclear or explosive incident;
- VII. Emergency ground search, rescue and recovery;
- VIII. Emergency waterways search, rescue and recovery, including underwater search and recovery; and
- IX. Canine units.

**e) Providing assistance to victims of Crime, including:**

- I. Referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations; and
- II. Responsibilities of Members of the Police Service in providing assistance to victims.

**f) Additional policing functions, including:**

- I. Communications and dispatch services; and
  - II. Supervision in accordance with *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*.
3. The Chief of Police shall prepare an Emergency Plan for the Police Service setting out the roles and responsibilities of the Police Service during an emergency and the procedures to be followed during an emergency. In developing the Emergency Plan, the Chief of Police shall consult with the Town of Smiths Falls and any other applicable Emergency Service providers;
4. This Board shall comply with any obligations of Police Service Boards set out in the Extreme Incident Response Plan;

5. The Chief of Police shall ensure that Members of this Police Service, or persons performing a policing function under the direction of a Member, are capable of performing the functions assigned to them;
6. The Chief of Police shall ensure that Supervision is available to Members of this Police Service 24 hours a day in the provision of any policing function;
7. The Chief of Police shall establish written Procedures on supervision, including setting out circumstances in which a Supervisor must be contacted and when a Supervisor must be present at an incident;
8. The Chief of Police shall develop an Operational Plan for the following incidents:
  - I. An incident that requires multiple Members of this Police Service to provide emergency response or maintain the public peace policing functions outside of this Police Service's area of policing responsibility;
  - II. The provision of policing functions by this Police Service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved Members of this Police Service;
  - III. The Operational Plan shall have regard to the collective agreements with Members, and address, without limitation, breaks and meals for Members of the Police Service who are deployed in relation to the incident; and
  - IV. The Chief of Police shall comply with the requirements in the Operational Plan.
9. The Chief of Police shall implement a quality assurance process relating to the provision of adequate and effective policing in accordance with the *CSPA* and *Regulations* and any Board policies in respect of quality assurance;
10. The Chief of Police shall ensure that Members have the necessary training, competence and experience to perform the duties required by the *CSPA* and its *Regulations*; and
11. It is also the Policy of the Board to support the Chief of Police when the Chief of Police decides to request or provide temporary assistance in providing adequate and effective policing to or from another Police Service. Upon receiving a notice of request for temporary assistance from the Chief of Police, the Board shall determine:

- a) Whether the ability to request temporary assistance is used or is anticipated to be used on a recurring basis to ensure adequate and effective policing is provided;
- b) Whether the policing functions for which temporary assistance is requested to be provided may need to be the subject of an agreement under *section 14* of the *CSPA* in order to ensure adequate and effective policing is provided and that *section 13* of the *CSPA* is complied with; and
- c) If no agreement has been entered into with respect to the cost of the temporary assistance provided, the Board may certify the cost of the assistance provided, and the cost shall be paid by the Board.

**12. Reporting:**

- a) The Chief of Police shall provide the Board with an Annual Report on crime analysis, call analysis and public disorder analysis data, and of information on crime trends, and shall ensure that the report is published on the Internet; and
- b) In accordance with the *Missing Persons Act, 2018*, the Chief of Police shall ensure that an Annual Report on missing persons is provided to the Board before April 1<sup>st</sup> each year that includes:
  - I. The total number of urgent demands made in the previous calendar year and the number of missing persons investigations to which they related; and
  - II. A description of the types of records specified in the urgent demands for records made in that year.

\_\_\_\_\_  
Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds

**GP-002** Code of Conduct for Board Members

#### **Policy Statement:**

The Board Members Code of Conduct (the Code) sets out the standards of conduct of Board Members appointed to the Smiths Falls Police Service Board (the Board).

It is the Policy of this Board that Board Members familiarize themselves and comply with *Ontario Regulation 408/23 - Code of Conduct for Police Service Board Members* and this Policy.

#### **Board Policy:**

##### **1. Conduct Becoming of a Board Member:**

- a) A Member of the Board shall not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the Board or the Smiths Falls Police Service (the Police Service) maintained by the Board.

A Member the Board shall not be subject to discipline for a contravention of this section if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a Board Member;

- b) A Member of the Board shall comply with the *Community Safety and Policing Act (CSPA)* and the *Regulations* made under it;

- c) A Member of the Board shall not, by act or omission, conduct themselves in a manner that is likely to cause the Board to fail to comply with the *CSPA* or the *Regulations* made under it;
- d) A Member of the Board shall comply with any Rules, Policies and Bylaws of the Board;
- e) A Member of the Board shall not substantially interfere with the conduct of Board meetings;
- f) A Member of the Board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)* or the *Cannabis Act (Canada)* that was committed after they were appointed as a Member of the Board;
- g) A Member of the Board shall not, in the course of their duties, treat any person in a manner that the Member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*. A Member of the Board shall not be subject to discipline for a contravention this section, on a balance of probabilities, the Member's conduct was in the good faith performance of their duties; and
- h) A Member of the Board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties. A Member of the Board shall not be subject to discipline for a contravention of this section if, on a balance of probabilities, the Member's conduct was in the good faith performance of their duties.

## **2. Statements and Attendance:**

- a) A Member of the Board shall not knowingly make false statements pertaining to the duties of a Member of this Board;
- b) A Member of a Board shall not purport to speak on behalf of the Board unless authorized by the Board to do so;
- c) A Member of the Board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of this Board, the Police Service maintained by the Board or a Member of the Police Service;
- d) A Member of the Board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the Member in the course of their duties if doing so would be contrary to law;

- e) A Member of the Board shall not disclose to the public information obtained or made available in the course of the Member's duties except as authorized by the Police Service Board or as required by law. This section does not apply to information that was already made available to the public by a person who was authorized to do so prior to the Member's disclosure; and
- f) A Member of the Board shall attend all Board meetings unless able to provide a reasonable explanation for the absence.

### 3. **Misconduct and Conflicts of Interest:**

- a) A Member of the Board shall disclose any conduct of another Member of Board that the Member reasonably believes constitutes misconduct:
  - I. To the Chair of the Board; or
  - II. If the misconduct involves the Chair of the Board, to the Inspector General.
- b) A Member of this Board shall disclose any charges laid against them under the *Criminal Code (Canada)*, the *Controlled Drugs and Substances Act (Canada)* or the *Cannabis Act (Canada)* and any finding of guilt made in relation to those charges.

This section only applies to charges or findings that were made after the member's appointment to the Board. The disclosure required by this section must be made to the person or body that appointed the individual as a member of the Board or, in the case of a Member appointed by the Lieutenant Governor in Council, to the Minister;

- c) A Member of the Board shall not apply for employment with the Police Service maintained by the Board unless they resign from the Board before applying;
- d) A Member of the Board shall promptly disclose any conflict of interest:
  - I. To the Chair of this Board (the Chair); or
  - II. If the conflict of interest involves the Chair, to the Inspector General.

After making the disclosure required by this section, the Member shall disclose the conflict at the next meeting of this Board;

- e) A Member of a Board shall not use their position as a Board Member to:

- I. Benefit themselves;
- II. Benefit one or more persons with whom they have a personal relationship;  
or
- III. Interfere with the administration of justice.

f) A Member of this Board shall not participate in discussion of or voting with respect to matters at Board meetings if the member has a conflict of interest in the matter.

#### 4. Reporting

Any complaints regarding the conduct of the Board or a Board Member may be forwarded to the Inspector General pursuant to *sections 106 or 107* of the *Community Safety and Policing Act*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-003** Relationships in the  
Workplace – Conflict of Interest

#### 1. **Policy Statement:**

In order to remain impartial and inspire public trust, Members of the Smiths Falls Police Service (the Police Service) must be aware of conflicts of interest that may arise in the course of their duties and take appropriate steps to avoid and address them. Various forms of conflict of interest may arise in the policing context, and strict adherence to established Procedures will assist in preventing any perception of bias or unfairness in the enforcement of the law and enhance public confidence in the Smiths Falls Police Service. This Policy is pursuant to *Ontario Regulation 401/23 – Conflicts of Interest*.

#### 2. **Definitions:**

- a) **Actual Institutional Conflict** - means a potential institutional conflict for which a determination has been made by the Chief of Police that an informed and reasonable person would not believe that a Member of the Police Service who must take action or make a decision in the situation could do so impartially;
- b) **Personal Conflict** - means a situation in which a Member of a Police Service's private interests or personal relationships place, or may reasonably be perceived to place, the Member in conflict with their professional duties with respect to the provision of policing functions;
- c) **Intimate Partner** - has the same meaning as in *section 2* of the *Criminal Code*;

- d) **Personal Relationship** - includes, but is not limited to, a relationship with any of the following persons:
- I. A current or former spouse, common-law partner, or other intimate partner of the Member;
  - II. The Member's children, including biological and adoptive children and stepchildren;
  - III. A legal dependant of the Member;
  - IV. A child in the Member's care; and
  - V. A grandparent, parent, or sibling, including grandparent-in-law, parent-in-law, or sibling-in-law, of the Member.
- e) **Potential Institutional Conflict** - means a situation in which a Member of a Police Service must take action or make a decision in relation to criminal conduct that is alleged or reasonably suspected to have been committed by or against any of the following persons, but does not include criminal conduct that is alleged or reasonably suspected to have been committed against a Peace Officer acting in the course of their duties:
- I. Any other Member of the Police Service, including the Chief of Police or the Deputy Chief of Police;
  - II. A Member of the Board;
  - III. A Member of a Municipal Council, as applicable; and
  - IV. In the area for which the Police Service Board has policing responsibility.

### 3. **Board Policy:**

- a) **Written Procedures** – it is the Policy of the Smiths Falls Police Service Board (the Board) that the Chief of Police shall establish and maintain written Procedures respecting actual institutional conflicts and personal conflicts in the provision of policing functions by the Police Service. The Procedures shall:
- I. Provide steps that must be taken to avoid or address potential institutional conflicts, actual institutional conflicts, and personal conflicts;

- II. Identify Supervisors to whom a Member of this Police Service is required to report potential institutional conflicts, actual institutional conflicts, and personal conflicts and, if the matter to be reported relates to the Member's own Supervisor, an alternative Supervisor;
- III. Identify the Members of this Police Service who are authorized to determine whether a personal conflict has arisen or is likely to arise;
- IV. Ensure the impartiality of investigations by the Police Service under *Regulation 401/23 – Conflicts of Interest*; and
- V. Address how this Police Service will conduct investigations referred to it by the Chief of Police of another Police Service. If the Chief of Police is referred an investigation for investigation by another Police Service, the Chief of Police shall either:
  - cause the matter to be investigated in accordance with the applicable conflict procedure; or
  - ensure that the matter is assumed by a different Police Service to conduct the investigation.

**b) Personal Conflicts:**

- I. If it is determined, in accordance with the conflict procedures, that a personal conflict respecting a Member of the Police Service has arisen or is likely to arise with respect to a policing function that the Member is providing, the Chief of Police shall:
  - require a different Member of this Police Service to provide the policing function or refer the matter to the Chief of Police of a different Police Service; or
  - if the Chief of Police or Deputy Chief of Police is the Member of this Police Service in respect of whom a personal conflict has arisen or is likely to arise, refer the matter to the Chief of Police of a different Police Service.
- II. The Chief of Police shall record the steps the Chief of Police takes under this section, in the form approved by the Minister; and

- III. If the Chief of Police or Deputy Chief of Police is the Member of the Police Service in respect of whom a personal conflict has arisen or is likely to arise, the record shall include either a statement that the Chief of Police complied with the conflict procedures and this Policy, or a statement that the Chief of Police did not comply and an explanation for the non-compliance. The record shall be submitted by the Chief of Police to the Inspector General and the Board.

**c) Institutional Conflicts:**

- I. If the Chief of Police determines that a potential institutional conflict respecting a member of the Police Service has arisen or is likely to arise, the Chief of Police shall determine whether an informed and reasonable person would believe that a Member of the Police Service who must take action or make a decision in the situation could do so impartially. In making this determination, the Chief of Police shall consider all relevant factors, including:
  - whether any of the Members of the Police Service who are required to act or make a decision are likely to be in a reporting relationship to or know a person who is or would be under investigation in respect of the criminal conduct;
  - whether the Police Service has procedures for consulting with the Crown Attorney regarding the conduct of the investigation of the criminal conduct and has undertaken to consult with the Crown on the investigation; and
  - the importance of the perception of fairness and impartiality in the course of all investigations to maintaining the community's trust.
- II. The Chief of Police is not required to make the determination above with respect to the following:
  - an incident reported to the SIU Director under *section 16* of the *Special Investigations Unit Act, 2019* or the SIU Director causes the incident to be investigated under *section 15* of that *Act*; or
  - the potential institutional conflict has arisen or is likely to arise in an area for which the Board does not have policing responsibility.
- III. If the Chief of Police determines that an actual institutional conflict of interest exists, the Chief of Police shall refer the investigation to the Chief of Police of a different Police Service;

IV. If the Chief of Police determines that a potential institutional conflict is not an actual institutional conflict and does not meet the prescribed conditions to be referred for investigation to a Chief of Police of another Police Service, the Chief of Police shall either:

- cause the matter to be investigated in accordance with the Police Service's conflict procedures; or
- refer the matter to the Chief of Police of a different Police Service for investigation.

In exercising their discretion to retain or refer an investigation, the Chief of Police shall have regard to the costs of an external investigation and whether such costs are merited in all of the circumstances. Should the Chief of Police retain the matter for investigation, notification shall be provided to the Inspector General in the prescribed form including a summary of the steps taken under the applicable conflict Procedure; and

V. The Chief of Police shall inform the Board of every actual institutional conflict and of every potential institutional conflict that is determined to not be an actual institutional conflict. If the Chief of Police retains an investigation that is determined not to be an institutional conflict, the Chief of Police shall explain the rationale for retaining the investigation to the Board and the Inspector General.

**d) Reporting:**

The Chief of Police shall report to the Board as required under Sections 3 (b) (III) and 3 (c) (V) of this Policy.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

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Rescinds:

**GP-004** Disclosure of Personal Information

#### 1. **Policy Statement:**

The protection of the safety of the community must be the paramount factor in decision-making by the Smiths Falls Police Service. When making decisions regarding the release of personal information, a number of considerations must be weighed within the applicable legislative parameters that aim to balance privacy and the public interest. This Police Service must earn and maintain the trust of the community in order to maintain public safety and therefore must be perceived to be acting in the public interest when disclosing personal information. This Policy therefore intends to promote accountability and consistency by establishing criteria and conditions for the disclosure of personal information.

#### 2. **Board Policy:**

- a) It is the Policy of the Smiths Falls Police Service Board (the Board) that the Chief of Police shall ensure that all provisions of *Ontario Regulation 412/23 – Disclosure of Personal Information*, are adhered to;
- b) The Chief of Police or a designate may disclose any personal information about any person if:
  - I. The individual has been convicted or found guilty of an offence under any Federal or Provincial Act;

- II. The Chief of Police or designate reasonably believes that the individual poses a significant risk to other persons or to property; and
  - III. The Chief of Police or designate reasonably believes that the disclosure of the personal information is necessary to reduce the risk described in Section 2 (b) (II) of this Policy.
- c) The Chief of Police or designate may disclose to any person the following personal information about an individual who has been charged with, convicted of, or found guilty of an offence under any Federal or Provincial *Act*:
- I. The individual's name, age, date of birth and address;
  - II. The offence in question and if the individual has been convicted or found guilty of the offence, any sentence imposed;
  - III. The outcome of all judicial proceedings relevant to the offence;
  - IV. The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody; and
  - V. The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.
- d) If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by the Chief of Police or designate to the victim:
- I. The progress of investigations that relate to the offence;
  - II. The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid;
  - III. The dates and places of all proceedings that relate to the prosecution of the offence;
  - IV. The outcome of all proceedings, including the outcome of any proceedings on appeal;

- V. Any pretrial arrangements that are made that relate to a plea that may be entered at the trial by the individual;
  - VI. The interim release and, in the event of conviction, the sentencing of the individual;
  - VII. If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence;
  - VIII. If the individual is charged with or convicted of the offence, any escape from custody of the individual; and
  - IX. If the individual is found unfit to stand trial or is found not criminally responsible on account of mental disorder:
    - any disposition provided for under the *Criminal Code* that is made in respect of the individual, and
    - any hearing held with respect to the individual by the Review Board established or designated for Ontario under the *Criminal Code*.
- e) The Chief of Police or designate may disclose personal information about an individual who is under investigation for having committed an offence under any Federal or Provincial Act, or is charged with, convicted of, or found guilty of such an offence, to:
- I. Any Police Service in Canada;
  - II. Any correctional or parole authority in Canada;
  - III. Any person or agency engaged in the protection of the public or the administration of justice; or
  - IV. Any person or agency engaged in the enforcement of or compliance with any Federal or Provincial *Act, Regulation*, or government program.
- f) In deciding whether or not to disclose personal information, the Chief of Police or designate, shall consider:
- I. The availability of resources and information;
  - II. What is reasonable in the circumstances of the case, what is consistent with the law; and

- III. The public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.
- g) The Chief of Police or designate shall further consider, when deciding whether to disclose personal information of a person who has been charged, but not convicted, with an offence:
- I. Whether the potential exists for unnecessary harm to be caused if personal information is released when notifying the public of charges;
  - II. Whether the alleged offender is a recidivist;
  - III. Whether the investigation or a related investigation may be advanced by publishing the personal information of the individual charged; and
  - IV. Whether the publication may assist in identifying other possible victims.

h) **Reporting:**

In the application of this policy, the Chief of Police shall report to the Board any matters of significance to the public interest as the need arises.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

#### **GP-005** Policy Development

1. It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to the Board Policies required under the *Community Safety and Policing Act* and its *Regulations (CSPA)* that:
  - a) This Board will comply with the *CSPA* and its *Regulations* and other provisions prescribed by the Minister with respect to Policy development.
2. The Board, in partnership with the Chief of Police, upon receiving notice of new legislative/regulatory policy requirements, changes required to the Board's existing legislative/regulatory policies or establishing additional Policies for the effective management of the Smiths Falls Police Service (the Police Service) will:
  - a) Review the applicable legislative/regulatory directive requiring the establishment of a new Board Policy;
  - b) Review the Board's existing or previous Policy;
  - c) Ensure all new Policies or changes are consistent with the requirements of the *CSPA* and its *Regulations*; and
  - d) Ensure the Chief of Police, in partnership with the Board, develops or revises Police Service Procedures consistent with the legislative/regulatory requirements and Board Policy.

3. The Board, in partnership with the Chief of Police will develop a draft Policy;
4. The Policy in draft form will be presented at a Board meeting for discussion and review;
5. The Policy in draft form will then be presented for final approval at the next regular Board meeting;
6. All Board Policies will bear an effective date or revision date and be signed by the Chair of the Board; and
7. An archival record of all Board Policies will be maintained with all revisions and revision dates clearly indicated.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

#### GP-006 Quality Assurance

#### 1. Policy Statement:

- a) *Section 23 of Ontario Regulation 392/23 - Adequate and Effective Policing (General)* requires every Police Service Board and Chief of Police implement a quality assurance process related to:
  - I. The provision of adequate and effective policing; and
  - II. Compliance with the *Community Safety and Policing Act (CSPA)* and the *Regulations*.
- b) The Smiths Falls Police Service Board (the Board) is committed to the concepts of accountability and continuous improvement through developing and complying with measurable standards of performance;
- c) This Quality Assurance process will provide an ongoing program of self-assessment and periodic review that will include performing compliance auditing and comprehensive auditing; and
- d) Comprehensive and compliance audits are a useful tool in obtaining an objective examination of Smiths Falls Police Service (the Police Service) entities and programs. The purpose of this Policy is to establish the authority and processes with respect to internal audits.

2. **Board Policy:**

It is the Policy of the Board that the Chief of Police shall:

- a) Ensure that all practices related to quality assurance and audit functions are in accordance with statutory requirements and generally accepted principles and standards for the professional practice of internal auditing;
- b) Establish an internal audit capability for the Police Service and ensure that appropriate resources are provided to the Members performing the function;
- c) Ensure that Police Members involved in audit processes have the knowledge, skills and abilities required to perform the duties required, and that adequate training and education are provided to Members to enable them to fulfill their responsibilities;
- d) Develop an internal audit work plan, on an annual basis, based on risk assessment and operational priorities, that identifies potential audit projects to be performed during the calendar year and provide a copy of the plan to the Board;
- e) Present to the Board a consolidated report summarizing the results of the previous year's audits, including any audits conducted externally; and
- f) Inform the Board, as required, of any audit results that may require the immediate attention of the Board.

3. **Reporting:**

The Chief of Police shall submit a report to Board annually demonstrating compliance with this Policy.

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Chair

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Date



# SMITHS FALLS POLICE SERVICE

## BOARD POLICY

Issued: 2026

Reviewed:

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Expires: Indefinite

Rescinds:

### GP-007 Accessibility Standards for Customer Service

### Table of Contents

1. <b>Preamble:</b> .....	1
2. <b>Definitions:</b> .....	2
3. <b>Policy of the Board:</b> .....	2

#### 1. **Preamble:**

The Smiths Falls Police Service Board (the Board) is committed to meeting its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

The *AODA* is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them.

The Ontario Government is issuing five sets of standards under the *AODA* to achieve the vision of a barrier-free Ontario by 2025. The first set is the “Accessibility Standards for Customer Service”, *Regulation 429/07*, which became law on January 1, 2008, and applies to the Board and the Smiths Falls Police Service (the Police Service) as of January 1, 2012.

The *Regulation Accessibility Standards for Customer Services* applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.

The *Regulation* states that every provider of goods or services will establish policies, practices and procedures governing the provision of its goods or services to persons with disabilities.

Providers must use reasonable efforts to ensure that the Policies, Procedures and practices they develop are consistent with the following principles:

- a) Dignity;
- b) Independence;
- c) Integration, except when alternate measures are necessary to meet the needs of people with disabilities; and
- d) Equal opportunity.

## 2. **Definitions:**

The definition of disability under the *AODA* is the same as that under the *Ontario Human Rights Code*. Under that legislation, disability” means,

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder, or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997.

## 3. **Policy of the Board:**

- a) The Board will ensure that its Internet/Intranet sites and telephone system are accessible to people with disabilities, making technical modifications, where necessary, including building in the capacity for use of assistive devices;
- b) The Board will ensure, where reasonable, that publications printed by the Board be made available in alternate formats, upon request by people with disabilities;

- c) The Board will ensure its meetings and other meetings involving the public:
  - I. Be held at facilities that are physically accessible to people with disabilities; and
  - II. Have agendas and minutes that are accessible to people with disabilities.
  
- d) The Board will ensure the development of processes to deal specifically with accessibility in the following areas, as listed in the *Regulation*:
  - I. Use of service animals and support persons;
  - II. Notice of temporary disruptions;
  - III. Training for staff;
  - IV. Feedback process;
  - V. Notice of availability of documents; and
  - VI. Format of documents.
  
- e) The Board will ensure the Chief of Police develops Procedures to ensure that Internet/Intranet sites and telephone system are accessible to people with disabilities, making technical modifications, where necessary, including building in the capacity for use of assistive devices;
  
- f) The Board will ensure the Chief of Police develops Procedures to ensure, where reasonable, that publications printed by the Police Service be made available in alternate formats, upon request by people with disabilities;
  
- g) The Board will ensure the Chief of Police develops Procedures to ensure that Police Service meetings involving the public:
  - I. Be held at facilities that are physically accessible to people with disabilities, and
  - II. Have agendas and minutes that are accessible to people with disabilities.
  
- h) The Board will ensure the Chief of Police develops Procedures to deal specifically with accessibility in the following areas, as listed in the *Regulation*:
  - I. Use of service animals and support persons;
  - II. Notice of temporary disruptions;
  - III. Training for staff;

- IV. Feedback process;
- V. Notice of availability of documents; and
- VI. Format of documents.

- i) The Board will ensure the Chief of Police has taken all measures to ensure accessibility be consistent with the following principles: dignity, independence, integration (except where alternate measures are necessary to meet the needs of people with disabilities) and equal opportunity.

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Chair

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Date



# SMITHS FALLS POLICE SERVICE

## BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-008 Accommodations**

### Table of Contents

**1. Preamble: ..... 1**

**2. Policy of the Board:..... 3**

**1. Preamble:**

- a) The Smiths Falls Police Service Board (the Board) is committed to the principle that every person has a right to receive police services without discrimination or harassment, as provided by law, including the *Ontario Human Rights Code* (the Code) and the *Community Safety and Policing Act (CSPA)*;
- b) Further, the Board is committed to the principle that all Members of Smiths Falls Police Service (the Police Service) have a right to work in an environment without discrimination or harassment, as provided by law, including the Code;
- c) The Code provides that every person has a right to equal treatment without discrimination or harassment on the basis of the following grounds, known as the “prohibited grounds”:

- |                    |                    |
|--------------------|--------------------|
| Race               | Ethnic Origin      |
| Sexual Orientation | Record of offences |
| Ancestry           | Citizenship        |

Place of Origin	Marital status
Gender identity	Creed (religion)
Gender expression	Family status
Colour	Sex (including pregnancy, breastfeeding)
Age	Disability

- d) The right to equal treatment in services and employment, without discrimination or harassment on the basis of Code-protected grounds, includes the right to “reasonable accommodation” or “accommodation short of undue hardship,” as defined by the Code;
- e) The right to accommodation short of undue hardship arises when it is shown that policies, procedures, or practices discriminate, directly or indirectly, contrary to the Code;
- f) Accommodation with dignity is part of the broader principle that society and its institutions should be structured and designed for inclusiveness. The Code requires that policies, rules, procedures, and practices be designed inclusively to allow for maximal participation and inclusion of Code protected groups in employment and services, up to the point of undue hardship;
- g) Adverse impact discrimination may arise where requirements, qualifications, Policies, Procedures, or practices that are neutral on their face (e.g., they apply to everyone equally and single out no one on the basis of a protected ground), nonetheless have a discriminatory impact on the complainant and their Code-protected group, of which the individual affected is a member, except where:
  - I. The requirement, qualification or factor is reasonable and bona fide in the circumstances; (e.g., where it is demonstrated that the needs of the group of which the person is a member cannot be accommodated without undue hardship on the person responsible for accommodating those needs, considering the cost, outside sources of funding, if any, and health and safety requirements, if any).
- h) Where adversely impacting requirements, qualifications, Policies, Procedures, or practices are demonstrated to be reasonable or bona fide in the circumstances, and, therefore, cannot be more inclusively designed, then exceptions and/or modifications to these standards or rules must be made, up to the point of undue hardship, in order to accommodate the needs of adversely impacted groups protected by the Code; and

- i) In employment, the Code recognizes that the right to equal treatment without discrimination is not infringed if the person is incapable, even with accommodation, of performing the essential duties of the job.

Therefore, before it is determined that the person cannot perform the essential duties of the job, the Code requires that all reasonable efforts be made to provide accommodation, short of undue hardship, to assist the person in performing the essential duties of the job.

## 2. **Policy of the Board:**

It is the Policy of this Board that:

- a) The Chief of Police comply with section 88 (1) of the *CSPA* and the *Human Rights Code*;
- b) The Chief of Police will develop Procedures to deal with requests for accommodation from members of the public and from Members of the Police Service. These Procedures will ensure that a process exists to receive, examine, explore, and respond to requests and that accommodation is provided in accordance with the principles of dignity and inclusion and will be tailored to the individual who is seeking the accommodation:

- I. There is both a procedural and substantive component to the duty to accommodate. This means that when faced with a request for an accommodation, there is an obligation to at least consider the request and explore options for accommodation.

Failing to do so can result in a finding of discrimination, even if providing the actual or substantive accommodation would have constituted an undue hardship.

The Courts have, however, noted that rights claimants have the onus to first establish a prima facie claim of discrimination before this procedural duty of the accommodation provider to explore the situation and possible options takes effect.

- c) The Chief of Police will ensure that accommodation is provided to the point of undue hardship;
  - d) The Chief of Police will ensure that, as far as possible, Police Service Procedures and practices do not have a direct or indirect discriminatory effect on members of groups protected by the Code;

- e) The Chief of Police will ensure that appropriate Police Service Members are trained on accommodation principles so that they are able to respond appropriately to requests for accommodation; and
- f) The Chief of Police will report to the Board annually on accommodation requests and measures taken to deal with such requests, including the development of accommodation plans.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2001-01 Administration  
and Infrastructure Unsatisfactory Work  
Performance

**GP-009** Unsatisfactory Work  
Performance

It is the Policy of the Smiths Falls Service Board that the concept of unsatisfactory work performance relates to both civilian and sworn Members of the Smiths Falls Police Service and that the Chief of Police will:

- a) Develop and maintain written disciplinary Policies and Procedures that address allegations of unsatisfactory work performance from both external and internal sources; and

Pursuant section 201(2) Community Safety and Policing Act (CSPA) - before a Chief of Police provides notice of a proposed disciplinary measure or combination of disciplinary measures on a Police Officer for engaging in conduct that constitutes unsatisfactory work performance, the Chief of Police shall:

- a) Ensure that the Police Officer's work performance has been assessed in accordance with the procedures established under subsection 194 (1) of the CSPA (assessment of the work performance);
- b) Advise the Police Officer of how they may improve their work performance;
- c) Accommodate the Police Officer's needs in accordance with the Human Rights Code if the Police Officer has a disability, within the meaning of the Human Rights Code, that requires accommodation;

- d) Recommend that the Police Officer seek remedial assistance, such as counselling, training or participation in a program or activity, if the Chief of Police is of the opinion that it would improve the Police Officer's work performance; and
- e) Give the Police Officer a reasonable opportunity to improve their work performance.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-010** Secondary Activities

#### 1. **Policy Statement:**

The Smiths Falls Police Service Board (the Board) recognizes that Members may engage in professional and employment opportunities outside of policing, subject to the restrictions in the *Community Safety and Policing Act (CSPA)* and the authority of the Chief of Police. The community must trust that Police Officers will conduct their affairs in a manner that is consistent with the public interest and aligns with the values of the Smiths Falls Police Service (the Police Service). The Board expects that Members demonstrate the highest standards of integrity and ethical conduct, and that fulfilling their policing responsibilities remains, for the duration of their employment, members' primary professional and employment obligation.

#### 2. **Board Policy:**

a) Members of the Police Service shall not engage in any activity:

- I. That interferes with or influences adversely the performance of their duties as a member of the Police Service, or is likely to do so;
- II. That places them in a position of conflict of interest, or is likely to do so;
- III. That would otherwise constitute full-time employment for another person;  
or

- IV. In which there is an advantage derived from being a Member of the Police Service. Section 2 (a) (I) of this Policy does not prohibit a Member from performing, in a private capacity, service that have been arranged through the Police Service.
- b) A Member of the Police Service who proposes to undertake an activity that may contravene a section described in Section 2 (a) of this Policy, or who becomes aware that an activity that the Member has already undertaken may do so, shall disclose full particulars of the situation to the Chief of Police. In the case of the Chief of Police, the full particulars of the situation shall be disclosed to the Board;
  - c) The Chief of Police or the Board, as the case may be, shall decide whether the Member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision. The Member shall be notified of the decision in writing, with reasons, and a report shall be provided to the Board;
  - d) If a Member who was previously granted permission to undertake a secondary activity, and the conditions for that activity are substantially altered, the Member shall disclose the details of the changes to the Chief of Police, or the Board in the case of a secondary activity undertaken by the Chief of Police. The Chief of Police or the Board may rescind the permission to engage in the secondary activity, or place restrictions on the secondary activity, as a result of the changes disclosed. If the permission is rescinded or conditions are added, the Chief of Police shall provide a report to the Board; and
  - e) The Chief of Police may at any time rescind the approval if it is determined by the Chief of Police that the granted privilege has become a contravention of the *CSPA*, the performance of duties is adversely affected, or a Member refuses to comply with a restriction imposed on the activity. The Board may take the same action with respect to any secondary activity undertaken by the Chief of Police.

### 3. **Reporting:**

The Chief of Police shall submit a written report to the Board in accordance with Section 2 (c) & (d) of this Policy. The report shall provide detail on the nature or type of the secondary activity disclose and the reasons for allowing or denying the Member to participate in the activity, and any restrictions imposed. The Board shall prepare and publish reports outlined in Section 2 (c) & (d) of this Policy as they relate to any secondary activities of the Chief of Police.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

#### GP-011 Active Attacker Incidents

#### 1. **Policy Statement:**

Readiness in the event of an active attacker is critical to ensuring the safety of the community. The Smiths Falls Police Service Board (the Board) is committed to ensuring that the Smiths Falls Police Service (the Police Service) is expertly prepared to address such incidents with adequate equipment, training, and processes in place to restore safety and order, and support victims and members involved in the incident.

#### 2. **Board Policy:**

- a) It is the Policy of the Board with respect to active attacker Incidents that the Chief of Police will develop and maintain written Procedures that address active attacker incidents in accordance with *Ontario Regulation 393/23 – Active Attacker Incidents* made under the *Community Safety and Policing Act (CSPA)*.

#### 3. **Definitions:**

- a) **Active Attacker** – pursuant to *Ontario Regulation 393/23 – Active Attacker Incidents* made under the *CSPA* – means an individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect that:
  - I. The attack will be sustained;

- II. The attacker will cause serious bodily harm or death to other individuals; and
  - III. The attacker will continue to attack more individuals if the attacker is not stopped.
4. The Chief of Police shall comply with *Ontario Regulation 393/23 – Active Attacker Incidents* and ensure that:
  - a) Members are deployed immediately to an incident involving an active attacker;
  - b) The response priorities in an incident involving an active attacker are to do the following in the following order:
    - I. To stop the active attacker;
    - II. To preserve life; and
    - III. To restore order.
  - c) Assistance be provided to victims of an active attacker and their families, as soon as possible, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations;
  - d) If necessary, an area be established for the purpose of providing victims and their family members and friends with information on survivors and death notifications, away from the incident location and, to the extent possible, in a location that is not accessible to persons who are not victims or their family members or friends, or to the media;
  - e) If necessary, in the circumstances, a separate area be established for the media;
  - f) Members who perform community patrol functions shall be issued at least one tourniquet and at least one pressure bandage or trauma dressing;
  - g) Members who perform community patrol functions and who may be required to respond to an incident involving an active attacker shall have ready access to the following equipment:
    - I. A battering ram;
    - II. Bolt cutters;
    - III. A Halligan tool; and

- IV. A reasonable number patrol rifles, as determined by the Chief of Police,.
- h) Consider the following factors in determining the number of semi-automatic rifles to make readily accessible:
- I. The policing needs of the community;
  - II. The geographic characteristics of this Police Service's area of policing responsibility;
  - III. The extent to and manner in which incidents involving an active attacker are effectively responded to in similar communities in Ontario;
  - IV. The extent to which past responses to incidents involving an active attacker by the Police Service have been effective; and
  - V. Best practices respecting responses to incidents involving an active attacker.
- i) The equipment listed in Section 4 (g) of this Policy shall be readily accessible in a Police Service vehicle that can be reasonably expected to arrive promptly at the location of an incident involving an active attacker;
- j) The following equipment shall be stored in Police Service vehicles being used by Members performing community patrol functions:
- I. At least one manually-operated tool that can be used to gain entry into a locked or barricaded structure, such as a battering ram, bolt cutters, an axe, a pry bar, a sledgehammer, or a Halligan tool; and
  - II. For each Member performing community patrol functions who is using the Police Service vehicle, body armour that, at a minimum, meets the standards for Type III body armour as classified by the National Institute of Justice's Ballistic Resistance of Body Armor NIJ Standard-0101.06, as amended from time to time.
- k) Reasonable steps to develop partnerships with external service providers to facilitate the provision of assistance to victims following an incident involving an active attacker, including concluding arrangements to facilitate the provision of appropriate referrals to health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations. Whenever possible, assistance shall be provided from a centralized location or common virtual platform;

- l) Ensure the Police Service has the ability to issue public alerts in order to provide information to the public about incidents involving an active attacker, including the nature of the incident and any steps that the public should take:
  - I. An emergency alert system that delivers alerts through television, radio, and wireless devices; and
  - II. Social media notifications.
- m) That the Police Service has means of communicating nonurgent information respecting an incident involving an active attacker to the public on request, and shall ensure that the public is made aware of those means;
- n) Reasonable steps to conclude arrangements to ensure a coordinated response with Emergency Medical Services and Fire Departments to incidents involving an active attacker;
- o) **Active Attacker Incidents, Initial Training** – the Chief of Police shall ensure all members are in compliance with *Ontario Regulation 87/24 - Training* and *Ontario Regulation 393/23 – Active Attacker Incidents*;
- p) **Active attacker incidents, ongoing training** – the Chief of Police shall ensure all members are in compliance with *Ontario Regulation 87/24 - Training* and *Ontario Regulation 393/23 – Active Attacker Incidents*;
- q) Reasonable steps to ensure that, at least every two years, Members of the Police Service, including communication personnel, participate in scenario based active attacker response training and exercises together with Emergency Medical Services and Fire Departments. The development of training and exercises shall be informed by applicable best practices, and by recommendations for improvements contained in reports prepared following any active attacker incidents;
- r) Procedures are established for responding to incidents involving an active attacker, which must address the following:
  - I. Communications in relation to incidents involving an active attacker;
  - II. Responses by the Police Officers who initially respond to the incident;
  - III. Responses by off-duty Police Officers who wish to assist in responding to the active attacker;

- IV. Responsibilities for exercising command in response to the incident;
- V. Responses by Police Officers who are acting as a team to make contact with the active attacker;
- VI. Rescue efforts; and
- VII. Responding to incidents involving an active attacker at schools and any other locations the Chief of Police believes are at an elevated risk of such an incident occurring, including procedures regarding the following:
  - how emergency protocols and resources of schools and the other locations should be accounted for in the response to the active attacker; and
  - liaising with school or other applicable authorities at the scene of the incident.

## 5. Reporting:

- a) The Chief of Police or designate shall prepare a report reviewing and evaluating the response to the incident, which must include the following:
  - I. General information regarding the incident, including the nature of the incident, the date, time, duration, and location of the incident, including whether the incident began in one location and ended in another, and the nature or characteristics of the location in which the incident occurred;
  - II. Specific information regarding the active attacker, including information regarding any weapons, ammunition or explosives owned or used by the attacker, any criminal history or history of violence, whether the attacker shared information about the incident or plans for the incident, and the tactics used by the attacker during the incident;
  - III. The type of Police Service and other First Responder personnel involved in responding to the incident, and their role in the response;
  - IV. Details on the response to the incident, including the use of communication, intelligence, tactics, and equipment;
  - V. An analysis of the outcome of the incident, including elements of the response that were effective and elements that were not effective, and recommendations for improvements, including matters to be addressed through changes to Procedures and training; and

- VI. The impact of the incident and the Police Service's response to the incident as it related to, as applicable, victims, the community, the Police Service and its Members, another Police Service, and any other First Responders.
- b) If Members of the Police Service respond to an incident involving an active attacker outside the area of policing responsibility of the Police Service, the Chief of Police shall support the preparation of the report by the Chief of Police in which the incident occurred. A joint report may be prepared in the event the incident occurred in multiple jurisdictions;
- c) The Chief of Police shall prepare the report within 120 days after:
- I. The day of the incident, if there is no Special Investigations Unit investigation (SIU) into the incident; or
  - II. If there is a SIU investigation into the incident, the day on which public notice in respect of the incident is given under *section 33* of the *Special Investigations Unit Act, 2019* or a report is published in respect of the incident under *section 34* of that *Act*, as the case may be.
- d) If the Chief of Police is unable to complete the report within the time specified, the Chief of Police shall notify the Board of the status of the report every 30 days, until the report is complete;
- e) The Chief of Police shall give the Board the report within 30 days of its completion;
- f) The Board shall publish the report on the Internet; and
- g) Any redaction of the information in the report before its publication by the Board is subject to the following rules:
- I. The Board shall consult with the Chief of Police respecting any proposed redaction;
  - II. If consulted, the Chief of Police shall advise the Board respecting the proposed redaction. If the Chief of Police was required under Section 5 (b) of this Policy to consult with the Chief of Police of other Police Services in preparing the report, the Chief of Police shall consult with them respecting the proposed redaction before advising the Board; and

- III. The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the *Municipal Freedom of Information and Protection of Privacy Act* or the *Freedom of Information and Protection of Privacy Act*, as the case may be.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



# SMITHS FALLS POLICE SERVICE

## BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-012** Extreme Incident Response  
Plan

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#### 1. **Policy Statement:**

This Policy refers to Provincial Extreme Incident Response Plan, approved by the Solicitor General and referred to in *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*. The Smiths Falls Police Service Board (the Board) is committed to ensuring a systematic, coordinated, and effective response to any extreme incident and to the implementation of all requirements under the Provincial Plan.

The Extreme Incident Response Plan (EIRP) **replaces** the current Provincial Counter-Terrorism Plan (PCTP). However, it is important to note that the scope of the EIRP is broader than the PCTP and is not limited to acts of terrorism. Further, the EIRP also replaces the Extreme Event Communications Protocol distributed by All Chiefs Memo (ACM) 19-0050 on July 03, 2019.

Generally, the primary operational response to any extreme incident in Ontario is made by the Police Service of Jurisdiction (POJ) along with other First Responders. Local (that is, Municipal or First Nation), provincial governments, entities that own critical infrastructure and law enforcement have varied responsibilities that may require concurrent or complementary action in response to an extreme incident. The EIRP will assist the POJ in standardizing its training and preparations for responding to any extreme incident.

The EIRP focuses on effective police coordination and communication, while acknowledging that a coordinated and effective response to any extreme incident can involve numerous agencies and departments from all levels of government with overlapping responsibilities and mandates.

## 2. **Definition:**

In this Policy, “Extreme incident” means a situation in which there is reason to suspect either

- a) A terrorism offence within the meaning of *section 2* of the *Criminal Code* that will cause or has caused casualties or negative impacts to critical infrastructure in the Police Service’s area of policing responsibility will be or has been committed;
- b) A criminal offence that will cause or has caused mass casualties will be or has been committed, and the effects of that offence could potentially exceed the capacity of the Police Service;
- c) A criminal offence that will cause or has caused negative impacts to critical infrastructure, requiring a response by the Police Service that could potentially exceed its capacity, will be or has been committed;
- d) Multiple active attacker incidents, at least one of which is in the Police Service’s area of policing responsibility, will occur or are occurring, simultaneously, and there is reason to suspect the incidents are related; and
- e) A protest, demonstration or occupation that will pose a serious threat to human life or critical infrastructure will occur or is occurring.

## 3. **Policy of the Board:**

It is the Policy of the Smiths Falls Police Service Board (the Board) that the Chief of Police or designate shall:

- a) Ensure that the Notification Protocol in the Provincial Plan is disseminated to appropriate Front-line Members through Senior Officers of the Smiths Falls Police Service (the Police Service);

- b) Ensure the protocol is kept current with regard to contacts and positions, titles, and roles;
- c) Undertake risk assessments at a minimum annually or more frequently as required to identify potential targets (for example, persons, places, objects, or systems) that are anticipated to be the subject of an extreme incident including, but not limited to:
  - I. Creating and maintaining an up-to-date inventory of potential targets that are anticipated to be the subject of an extreme incident within the Police Service's area of responsibility; and
  - II. Assessing the risk of an extreme incident (high/medium/low) associated with these targets.
- d) Ensure open lines of communication are created and maintained to share information, including intelligence relevant to an extreme incident with other Police Services and relevant entities including but not limited to Ontario Provincial Police (OPP) Provincial Operations Centre (POC);
- e) Ensure that a process is in place to identify and access necessary resources, including but not limited to:
  - I. Personal protective equipment;
  - II. Specialized services (for example, Tactical Units);
  - III. Vehicles;
  - IV. Training;
  - V. Temporary accommodation;
  - VI. Decontamination equipment; and
  - VII. Telecommunications equipment (which are also interoperable).
- f) Review, train on, and exercise their respective procedures at a minimum every two years, and following legislative and operational changes affecting extreme incident response as applicable. This process will consist of:

- I. Reviewing their respective procedures for compliance with legislative and operational changes, including linkages with the Municipal or First Nation Emergency Plan(s) within their jurisdiction;
  - II. Conducting a simulated drill or sequence of events that places participants in a situation requiring them to function in the capacity that would be expected of them in the event of a real extreme incident. The simulated drill or sequence of events shall be performed concurrently with other police services and should also involve other relevant entities (for example, emergency service providers). This simulated drill or sequence of events shall at a minimum, test the interoperability of communication systems between the Police Service and other participating Police Services and any participating other relevant entities; and
  - III. Considering how recent extreme incidents were responded to and lessons learned.
- g) Based on information received regarding an extreme incident, the Chief of Police shall ensure that the following responsibilities are fulfilled as the circumstances require in addition to satisfying any other operational priorities that may exist:
- I. Implementing initial response and determining priorities, roles, and responsibilities of responding Police Officers on the scene(s);
  - II. Undertaking the applicable steps from the notification protocol;
  - III. Establishing an incident command or an integrated unified incident command (as applicable);
  - IV. Coordinating actions of responding Police Officers and specialized responders as applicable, including liaising with other emergency service providers, such as Fire and Emergency Medical Services;
  - V. Activating any applicable agreements, as required, including agreements for the transfer of command to other Police Services or the RCMP, where applicable following the inter-agency cooperation and information and intelligence sharing protocols;
  - VI. Providing timely and relevant information to the media, including issuing public alerts, as required; and

- VII. Providing assistance to victims and witnesses, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, nongovernmental or community organizations.
- h) Ensure that notification is given to Municipal, First Nation, Provincial, and Federal government emergency service providers, as applicable, when it is safe for them to start addressing the consequence(s) of an extreme incident:
- I. To ensure a coordinated effort with respect to consequence management response, including rescue and recovery efforts, the Chief of Police or designate shall liaise with other emergency services providers, such as Fire, Emergency Medical Services, hospitals, and Public Health officials, as applicable;
  - II. The Chief of Police shall exercise primary responsibilities in resulting investigations subject to the *Security Offences Act* or other legislation assigning primary responsibility to a specific Police Service or to an agreement pursuant to *section 14* of the *Community Safety and Policing (CSPA) Act, 2019* with another Police Service to undertake the relevant investigation;
  - III. The Chief of Police may request that the Commissioner of the Ontario Provincial Police (the OPP) or the Chief of Police of another Police Service provide assistance, if the Chief of Police is of the opinion that the extreme incident is an emergency. The Board may also request the OPP's or another Police Service's assistance by resolution;
  - IV. The Chief of Police or designate shall provide updates to the OPP Provincial Operations Centre (POC) as per the Notification Protocol in the Provincial Plan. The Chief of Police shall share information, including intelligence relevant to an extreme incident with other Chiefs of Police and relevant entities as necessary to support an effective response, maintain situational awareness and public safety, and facilitate coordination of resources in accordance with local plans and standard operating procedures, or on an ad hoc basis, to the extent such disclosure is legally permitted;
  - V. The Chief of Police or designate shall inform the Board of the extreme incident and continue providing appropriate updates through the Chair of the Board or their designate; and

VI. The Chief of Police shall decide whether to make public any information relating to the extreme incident. The Chief of Police shall, where appropriate.

- i) Disseminate directions to personnel with regards to media scene access restrictions and access to the perimeters of the scene, as appropriate;
- j) Release appropriate information to the media and members of public;
- k) Maintain ongoing liaison with the media; and
- l) Ensure that public alerts are made as required using:
  - I. Social media notification; and/or
  - II. An emergency alert system that delivers alerts through television, radio, and wireless devices.

#### **4. Reporting:**

- a) The Chief of Police or designate shall, following an extreme incident, prepare a report reviewing and evaluating the Police Service's response to the incident. The report must include:
  - I. General information regarding the incident, including the nature of the incident, the date;
  - II. Time and location of the incident, the environment in which the incident occurred and the details on the response to the incident;
  - III. The type of personnel from the Police Service and other agencies involved in responding to the incident and their role in the response;
  - IV. An analysis of the outcome of the incident, including what worked well and recommendations for improvements, including matters to be addressed through changes to procedures and/or training; and
  - V. As applicable, the impact of the extreme incident and the Police Service's response to the extreme incident as it related to:
    - victims;
    - the community;

- the Police Service and other First Responder agencies; and
- individual Members of the Police Service.

If the extreme incidents involves the Members of another Police Service, the Chief of Police shall prepare the above report in consultation with the Chiefs of Police of the other involved Police Services.

- b) The Chief of Police shall ensure the report is prepared within 120 days after:
- I. The day of the incident if there is no Special Investigations Unit investigation into the incident; and
  - II. If there is a Special Investigations Unit investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act* or a report is published in respect of the incident under *section 34* of that *Act*.
- c) If the Chief of Police is unable to complete the report within the timeframe above, the Chief of Police shall notify the Board of the status of the report every 30 days, until the report is complete; and
- d) The Chief of Police shall provide the Board the report within 30 days after the Chief of Police approves the report. The Board shall publish the report on the Police Service’s website, subject to the following:
- I. The Board shall not make any information from the report available to the public without consulting with the Chief of Police regarding:
    - whether any information from the report should not be disclosed; and
    - whether the information could be redacted if access to the report were requested under the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
  - II. The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the *FIPPA* or *MFIPPA*.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds

#### **GP-013** Naloxone Administration

1. It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to Naloxone Administration that the Chief of Police will:
  - (a) Develop and maintain written Policies and Procedures for the Members of the Smiths Falls Police Service relating to training deployment and use of Naloxone; and
  - (b) Ensure that records are maintained relating to the deployment of Naloxone and report yearly to the Board.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



# SMITHS FALLS POLICE SERVICE

## BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-014** Complaints of Misconduct

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#### 1. **Preamble:**

- a) April 1, 2024, the Office of the Independent Police Review Director (OIPRD) was renamed the Law Enforcement Complaints Agency (LECA) and the Independent Police Review Director will become the Complaints Director; and
- b) Pursuant to *section 134* of the *Community Safety and Policing Act, 2019, (CSPA)* the Complaints Director has the authority to make rules to govern anything related to their duties or powers under the *CSPA*; and

**GP-014** Complaints of Misconduct

- c) Any member of the public, subject to the exclusions defined in *section 154 (2)* of the *CSPA*, may make a complaint with the LECA. The complaint may be about the conduct of one or more Police Officers.

## 2. **Board Policy:**

The Smiths Falls Police Service Board (the Board) is committed to maintaining a comprehensive, impartial, and transparent complaints process. This process ensures that any allegations of misconduct against members are addressed with due diligence, guaranteeing fairness and respect for both Smiths Falls Police Service (the Police Service) Members and the community they serve.

## 3. **General:**

- a) The Chief of Police shall ensure that written Procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under the *CSPA*, associated *Regulations* and any requirements by LECA. The procedures shall provide that:
  - I. Liaison Member(s) are trained to liaise with Supervisors, and to receive and ensure public complaints are investigated in accordance with the *CSPA*;
  - II. Well-defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn Members and Special Constables;
  - III. Adequate training is provided to all Members of this Police Service in respect of the complaints Procedures of this Police Service and relevant Parts of the *CSPA*;
  - IV. The Liaison Officer or designate cooperate and follow the direction of the Complaints Director in respect of all public complaints; and
  - V. A mechanism is developed and implemented to provide assistance for public complainants who may not be literate, or who may not be fluent in English.
- b) Any complaints received by a Board Member against a Smiths Falls Police Officer or a Special Constable shall be forwarded to the Chair of the Board. The Board shall forward a complaint against a Police Officer to the Complaints Director and shall notify the complainant, in writing, that the complaint has been forwarded to the Complaints Director. The Board shall also provide the complainant with information regarding the role of the Complaints Director;

- c) Any complaints received by the Board about a Special Constable shall be referred to the Chief of Police, and the complainant shall be notified that the complaint has been forwarded to the Chief of Police;
- d) If the Board receives a report from a person or body responsible for reviewing complaints about Police Officers in another Province or Territory about a complaint made against an Ontario Police Officer appointed to act as a Police Officer in that Province or Territory, the Board shall forward the report to the Complaints Director; and
- e) If a person makes a complaint to the Board, a Board Member, or the Chief of Police, or any Member of the Police Service about the conduct of a Board Member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

#### 4. **Policy and Procedure Complaints:**

- a) If a person makes a complaint to the Board, a Board Member, the Chief of Police, or any Member of the Police Service about:
  - I. The adequacy and effectiveness of policing provided;
  - II. A failure of the Board, Chief of Police, Special Constable employer, Police Service, prescribed policing provider to comply with the *CSPA* or the *Regulations*, other than misconduct, including a systemic failure; and
  - III. The Policies of the Board or the Procedures of the Chief of Police.

The complaint shall be forwarded to the Inspector General, and the person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.
- b) If the Inspector General refers a complaint to the Board about the Board's Policies or the Procedures of the Chief of Police, the Board shall:
  - I. Review the complaint as it relates to the Policies or Procedures referred to;
  - II. Report back to the Inspector General within the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and

III. Report to the Minister about any steps taken in response to the complaint

5. **Complaints about Sworn Members:**

- a) The Chief of Police shall investigate all complaints referred to the Chief of Police by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of the *CSPA* and associated *Regulations*;
- b) In conducting an investigation, the Chief of Police shall endeavour to ensure that the investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with the *CSPA*;
- c) If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
- d) On concluding an investigation, the Chief of Police shall cause the investigation to be reported on in a written report. The Chief of Police shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was the subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.

6. **Complaints about Special Constables:**

- a) If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23 – Complaints About Special Constables* about a Special Constable employed by a Special Constable employer, the Chief of Police shall forward the complaint to the Special Constable employer and will notify the complainant that the complaint has been forwarded to the Special Constable employer;
- b) If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23 – Complaints About Special Constables* about a Special Constable employed by the Board, the Chief of Police shall provide the complainant with written acknowledgment that the complaint has been received and shall:

- I. Ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's Certificate of Appointment or contravened any provision of the *CSPA* or the *Regulations*;
  - II. Ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a Member of the Police Service or of another Police Service;
  - III. Advise the complainant, in writing, of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board;
  - IV. Endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended;
  - V. If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
  - VI. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their Certificate of Appointment or contravened any provision of *CSPA* or the *Regulations*, the Chief of Police shall take appropriate action to remedy the contravention.
- c) Notice to the public about how to make a complaint against a Special Constable shall be published on this Police Service's website.

#### **7. Complaints Against the Chief of Police:**

- a) If the Board receives a complaint about the Chief of Police, the Board shall forward the complaint to the Complaints Director in accordance with the *CSPA* and associated *Regulations*; and
- b) The Board shall adhere to all requirements of the *CSPA* and associated *Regulations* in executing its responsibilities under this section and shall seek legal counsel as required.

8. **Reporting**

The Chief of Police shall submit Annual Reports to the Board. The report shall include comparative data for the previous reporting period.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

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Rescinds:

#### **GP-015** Disclosure of Misconduct and Reprisals

It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to disclosure of misconducts and reprisals that the Chief of Police will:

1. Develop and maintain written Procedures that address:
  - a) *Sections 183 and 184 of the Community Safety and Policing Act (CSPA), 2019* – that requires every Chief of Police establish and maintain written Procedures regarding the disclosure of misconduct that is alleged to have been engaged in by Members of the Smiths Falls Police Service, other than by the Chief of Police or Deputy Chief of Police;
  - b) *Section 185 of the CSPA* instances where a Member of a Police Service may disclose misconduct to the Inspector General; and
  - c) *Section 190 of the CSPA* - protection from reprisals for those seeking advice about making a disclosure about misconduct; making a disclosure of misconduct; cooperating in an investigation or other process related to disclosure of misconduct; or seeking enforcement of related sections of the *CSPA* around disclosures of misconduct.
2. The following elements should be included in the Procedure:
  - a) **Procedures for Disclosing Misconduct:**
    - I. Any Member or former Member of the Smiths Falls Police Service (the Police Service) may disclose a misconduct by following the Police Service's Procedure on disclosing misconducts; and

- II. Disclosures can be made to a designated Police Officer(s), or another designated authority within the Police Service.

**b) Confidentiality and Protection of Identities:**

The Chief of Police shall take all reasonable steps to protect the identities of individuals involved in the disclosure process, including the person making the disclosure, witnesses, and individuals alleged to have engaged in misconduct. Confidentiality measures may include anonymized reporting systems, secure communication channels, and strict access controls to information related to the disclosure;

**c) Exceptions for Fairness:**

The Chief of Police shall ensure in cases where the interests of fairness and justice require, exceptions may be made to the confidentiality provisions, allowing for the disclosure of identities. Such exceptions shall be made under strict guidelines and only to the extent necessary to ensure a fair process for all involved;

**d) Responsibilities:**

- I. The Chief of Police shall ensure all Members of the Police Service are familiar with the misconduct disclosure Procedure and the protections against reprisals for disclosing misconduct and shall provide regular training and updates on these procedures;
- II. The Chief of Police shall ensure all Members are encouraged to report misconduct in good faith, in accordance with the established Procedures and to cooperate with any investigations or proceedings resulting from a disclosure of misconduct;
- III. The Chief of Police shall ensure all forms of reprisal or retaliatory action against individuals who disclose alleged misconduct are prohibited;
- IV. Chief of Police shall ensure reports of misconduct by Members are investigated and, when it is determined that such wrongdoing has occurred, take disciplinary or corrective action through established processes of the Police Service; and
- V. The Police Service shall establish and maintain records of all misconduct disclosures and their outcomes. These records shall be reviewed regularly to ensure compliance with the Board's Policy and the Police Service's Procedure and to identify any patterns or areas for improvement.

- e) **Review and Amendments:** The Police Services Procedures shall be reviewed annually or as needed;
- f) **Dissemination and Training:** This Policy, along with the Police Service's Procedure, shall be made available to all Members of the Police Service. Regular training sessions shall be conducted to ensure understanding and compliance;
- g) **Disclosure to the Inspector General:** The Police Service's Procedure will identify that a Member of the Police Service may disclose misconduct to the Inspector General if,
- I. The Member has reason to believe that it would not be appropriate to disclose the misconduct in accordance with the Procedures established;
  - II. The Member has already disclosed the misconduct in accordance with the Police Service's Procedure and has concerns that the matter is not being dealt with appropriately; or
  - III. The applicable Board Policy or Police Procedure has not been established.
- h) **Reprisals:**
- I. The Chief of Police's Procedure shall address any form of reprisal against individuals who engage in protected activities under the Police Service's Procedure is strictly prohibited. A reprisal will include any adverse measure taken against a Member of the Police Service that affects their employment or appointment. For the purposes of this Policy, Police Service's Procedures and pursuant to the *CSPA* reprisal includes:
    - terminating or threatening to terminate the person's employment or appointment;
    - disciplining or suspending or threatening to discipline or suspend the person;
    - imposing or threatening to impose a penalty related to the employment or appointment of the person; or
    - intimidating or coercing the person in relation to their employment or appointment.

- II. Any Member or former Member of the Police Service may file a complaint detailing the reprisal, including relevant dates, parties involved, and any evidence supporting the claim;
  - III. Where an allegation of reprisal is received, the Chief of Police shall ensure an investigation shall be carried out in accordance with this Policy and the Police Service's Procedure and established processes, and
  - IV. Where an investigation determines that a Member, other than the Chief of Police or Deputy Chief of Police, is responsible for reprisal, that Member shall be subject to discipline in accordance with the established Police Service Procedures and processes.
3. In respect to disclosures of misconduct relating to the Chief of Police or Deputy Chief of Police, the following persons shall be notified:
  - a) A disclosure of misconduct in respect to the Chief of Police or Deputy Chief of Police, shall be made to the Chair of the Board;
  - b) A disclosure of misconduct in respect of a Board Member who is not the Chair of the Board, or a Board employee, shall be made to the Chair of the Board; and
  - c) A disclosure of misconduct in respect of the Chair of the Board, shall be made to the Vice-Chair of the Board.
4. It is also the Policy of this Board:
  - a) Disclosures of misconduct received by the Board, the Board shall review the disclosure and, when it appears that a misconduct has occurred, request an investigation, or take disciplinary or corrective action through established processes;
  - b) Ensure that, where misconduct has been determined and corrective action has been taken, a further review is also conducted to ensure that steps are taken to address the underlying causes and to take the appropriate actions to mitigate the risk of future occurrences; and
  - c) Where an investigation conducted determines that the Chief of Police or Deputy Chief of Police, a Board Member or a Board employee is responsible for reprisal, that Member shall be subject to discipline in accordance with established processes of the Police Service.

5. Any Member of the Police Service who knowingly makes a false allegation of wrongdoing in bad faith or who knowingly makes a false or misleading statement that is intended to mislead an investigation of an allegation of wrongdoing, the Chief of Police shall take the appropriate disciplinary or other applicable action.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



# SMITHS FALLS POLICE SERVICE

## BOARD POLICY

Issued: 2026

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**GP-016 Special Constables**

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1. **Policy Statement:**

- a) Pursuant to *section 92(1)* of the *Community Safety and Policing Act (CSPA)* the Board may appoint a person as a Special Constable as deemed necessary and appropriate for the effective and efficient delivery of Police Service; and
- b) This Board will ensure that Members appointed as Special Constables are representative of the diversity of the population in the Town of Smiths Falls.

2. **Board Policy**

- a) It is the Policy of the Smiths Falls Police Service Board (the Board) with respect to the use of Special Constables that the Chief of Police will develop and maintain written Procedures that address the use of Special Constables by the Smiths Falls Police Service (the Police Service) in accordance with the *CSPA* and *Ontario Regulation 411/23 -Complaints About Special Constables*;
- b) The Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable, *section 91(1)* of the *CSPA*;
- c) Before a Special Constable's appointment is terminated, they shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, to the Board, as the case may be, may determine;
- d) If a Special Constable has breached the Code of Conduct as outlined in *Ontario Regulation 410/23 (Appendix A)* without lawful excuse, failed to comply with the provisions of the Police Service's Procedures, Policy, Order, or Directive shall be the basis for disciplinary action;
- e) The Chief of Police may recommend to the Board that a Special Constable's services be terminated in accordance with *section 91(1)* of the *CSPA*. The Chief of Police shall submit a report to the Board, stating the reasons for requesting the termination;
- f) A Member shall only be terminated as a result of disciplinary action in accordance with the provisions of the Police Service's Procedures; and
- g) Special Constables will have the powers of a Peace Officer, to the extent and for the specific purpose set out in their Appointment.

### 3. **Recruitment:**

- a) The Chief of Police will ensure steps are taken to actively recruit from all sectors of the community in an effort to comply with the principle found in the *CSPA* that Police Services are representative of the community they serve. They include:
- I. That merit shall be the basis for hiring, promoting and other employment practices of the Police Service, which allows individuals to be judged on their abilities;
  - II. Necessary steps will be taken to eliminate barriers to equal opportunity, including systemic barriers;
  - III. Necessary steps will be taken to eliminate discrimination and harassment by effectively preventing it and responding to it in a manner consistent with zero tolerance; and
  - IV. The provision of employment in accordance with the *Human Rights Code*.

### 4. **Appointment:**

The Board may appoint a person as a Special Constable if:

- a) There is an offer of employment to be employed as a Special Constable from, or is currently employed as a Special Constable by:
- I. The Board, or
  - II. A Special Constable employer located in the area for which the Board has policing responsibility.
- b) Is a Canadian citizen or a permanent resident of Canada;
- c) Is at least 18 years of age;
- d) Is physically and mentally able to perform the duties of the position, having regard to their own safety and the safety of members of the public;
- e) Is of good character;
- f) Meets one of the conditions (education) set out in *section 91(1) (g)* of the *CSPA*; and
- g) In addition:

- I. Hold a non-probationary Ontario driver's licence and have accumulated no more than six (6) demerit points;
- II. Have not been convicted of a criminal offence for which a pardon has not been obtained;
- III. Have no criminal charges pending before the Courts;
- IV. Possess a current First Aid and CPR Certificate;
- V. Possess superior interpersonal skills and the ability to work cooperatively as a member of an effective and professional team;
- VI. Have a strong desire to serve the community, a strong sense of loyalty and duty, and the ability and willingness to follow instructions promptly and efficiently; and
- VII. Be certified by a legally qualified medical practitioner to be in good health in order to take part in physical testing and perform the physical requirements of the position.

**5. Orientation and Training:**

The Chief of Police or designate shall ensure initial training is provided to ensure Special Constables have the knowledge, skills and abilities required to perform their functions including:

- a) The program entitled "Police Employed Training Program", developed by the Ontario Police College, and delivered by this Police Service in accordance with *Ontario Regulation 87/24 - Training*;
- b) If the Special Constable may be required to use force on another person or is authorized to carry or use a weapon within every 12 months, successfully complete the course entitled "Use of Force Requalification (Special Constables)", delivered by the College or by a Certified Trainer in respect of the course;
- c) If it is not reasonably possible for a Special Constable to comply with, within a 12-month period, an extension of up to 60 days may be provided the Chief of Police, during which time the Special Constable shall comply with the requirement - *Ontario Regulation 87/24- Training*;
- d) The training prescribed by the Minister, including techniques to de-escalate conflict situations and any other matters prescribed by the Minister, unless the

person has been exempted from some or all of this training in accordance with the *Regulations* made by the Minister;

- e) The training approved by the Minister with respect to human rights and systemic racism; and
- f) The training approved by the Minister that promotes recognition of and respect for:
  - I. The diverse, multiracial, and multicultural character of Ontario society; and
  - II. The rights and cultures of First Nation, Inuit, and Métis Peoples.
- g) The Chief of Police Shall ensure existing Special Constables must complete similar training outlined in Section 5 (a) (b) (c) of this Policy within three years or before reappointment; and
- h) Any other training determined by the Chief of Police to perform their functions.

6. **Certificate of appointment:**

- a) Successful applicant(s) for the position of Special Constable will be offered employment as a Special Constable;
- b) Successful applicant(s) must agree to abide by the Police Service's Policies and Procedures;
- c) An issued Certificate of Appointment by the Board shall contain:
  - I. The name of the employer who may employ the appointee as a Special Constable;
  - II. The term of the appointment, which must not be more than the prescribed period, if any;
  - III. The purposes for which the person may act as a Special Constable, from among those set out in the *Regulations*;
  - IV. The powers of a Police Officer that the Special Constable may exercise, if any, to the extent and for the purposes specified - *Ontario Regulation 396/23 - Schedule Purpose, and Powers for Certificate of Appointment and Permitted Weapons*;

V. Any weapons or prescribed equipment that the Special Constable is authorized to carry or use in the course of their duties; and

VI. Any other terms or conditions the Board consider appropriate.

d) The Board may amend a Special Constable's Certificate of Appointment, including imposing new terms and conditions or varying existing terms and conditions, after giving the Special Constable written notice and an opportunity to respond orally or in writing, as the Board, as the case may be; and

e) The Chief of Police shall ensure the successful applicant(s) take an Oath/Affirmation of Office and Secrecy, as prescribed by the *CSPA*, and be fingerprinted.

#### 7. **Special Constables Duties:**

It is the Policy of the Board with respect to the use of Special Constables that the Chief of Police will ensure Special Constables:

a) Carry out their duties in accordance with the terms, conditions and purposes set out in the Certificate of Appointment;

b) Exercise any police powers conferred on them:

I. Only to the extent and for the specific purposes set out in the Certificate of Appointment, and

II. In accordance with the *Regulations*, if any.

c) Comply with the prescribed code of conduct; and

d) Perform such other duties as are assigned to them by or under this or any other *Act*, including any prescribed duties;

#### 8. **Uniform and Equipment:**

It is the Policy of this Board that the Chief of Police shall ensure:

a) Any uniform worn by a Special Constable comply with the requirements of *Ontario Regulation 86/24 - Special Constables Uniforms:*

I. The uniform must be of a colour that is readily distinguishable from the colour of the uniform typically worn by Police Officers performing patrol functions in the area where the Special Constable normally performs their duties; and

- II. It must include pants or shorts that have a coloured striped as determined by the Minister, running along the length of both legs of the garment.
- b) The phrase “Special Constable”;
- I. Be clearly legible on any shoulder flashes;
  - II. Appear prominently and be clearly legible on any part of the uniform worn on the upper body, including any patrol jacket;
- c) The phrase “Special Constable” - must appear prominently and be clearly legible on the front and back of any body armour worn by a Special Constable;
- d) Special Constables will be issued with uniform and equipment items in accordance with the Procedures of this Police Service; and
- e) The Chief of Police will establish and maintain written Procedures regarding the responsibilities and use of issued uniforms and equipment by Special Constables.

9. **Misconduct:**

- a) Misconduct shall include any misconduct that refers to any unacceptable behaviour as identified in the *CSPA*, including but not limited to:
- I. A contravention of the Policies, Procedures, Routine Orders or Conditions of Employment of this Police Service or the Board;
  - II. A breach of any Federal, or Provincial Statute; and
  - III. Unsatisfactory Work Performance.
- b) Reference **Appendix A** - *Ontario Regulation 410/23 - Code of Conduct for Special Constables*.

10. **Holding Out as a Police Officer:**

It is the Policy of the Board with respect to the use of Special Constables that the Chief of Police will ensure that;

- a) No Special Constable shall hold themselves out as a Police Officer - *section 100(1)* of the *CSPA*.

## 11. Disclosure of Misconduct:

- a) It is the Policy of the Board with respect to disclosure of misconduct that the Chief of Police shall establish and maintain written Procedures regarding the disclosure of misconduct that is alleged to have been engaged in by a Special Constable other than by the Chief of Police or Deputy Chief of Police, pursuant to *section 183 (1)* of the *CSPA*; and
- b) The Chief of Police shall ensure that Members of the Police Service are familiar with the Procedures related to disclosure of misconduct, as applicable, and the protections from reprisals for disclosing misconduct.

## 12. Complaints about Special Constables (*Ontario Regulation 411/23*):

- a) Any person not listed in Section 12 (b) of this Policy may make a complaint about Special Constables of this Police Service to the Chief of Police or designate;
- b) The following persons shall not make a complaint about a Special Constable in accordance with Section 12 (a) of this Policy and shall instead follow the applicable procedure set out in *section 183 or 185* of the *CSPA*:
  - I. Other Members of the Police Service in which the Special Constable is employed, and Members or employees of the Police Service Board that maintains the Police Service;
  - II. The Minister;
  - III. The Inspector General, a Deputy Inspector General or an Inspector appointed under *section 111* of the *CSPA*;
  - IV. The Complaints Director, a Deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an Investigator; and
  - V. The SIU Director or an employee or Investigator in the Special Investigations Unit.
- c) A complaint may be made in accordance with Section 12 (a) of this Policy on behalf of:
  - I. A person who is a minor, by the person's parent or guardian; or
  - II. A person who is incapable as defined in the *Substitute Decisions Act, 1992* and who is not a minor, by their substitute decision-maker under that Act.

- d) A complainant may act through an agent in respect of a complaint made in accordance with Section 12 (a) of this Policy. If a complainant acts through an agent, a requirement under *Ontario Regulation 411/23 – Complaints About Special Constables* to give notice to the complainant may be met by giving notice to the complainant’s agent;
- e) If a person who may make a complaint to a Special Constable’s Chief of Police instead makes the complaint to any of the persons listed in *section 3 (1) of Ontario Regulation 411/23 – Complaints About Special Constables*, that person shall forward the complaint to the Chief of Police and inform the person who made the complaint that the complaint has been forwarded;
- f) When the Chief of Police or designate receives a complaint regarding a Special Constable, the Chief of Police shall provide the complainant with written acknowledgement that the complaint has been received;
- g) If a person makes a complaint to a member of a Police Service other than a Chief of Police or to a Special Constable who is not a Member of a Police Service, the member of a Police Service or Special Constable shall notify their Chief of Police of the complaint;
- h) If the Chief of Police that receives the complaint under Section 12 (a) of this Policy is not the Chief of Police of the Special Constable who is the subject of the complaint, Section 12 (e) of this Policy applies, with necessary modifications, as if the complaint had been made to the Chief of Police; and
- i) The complaint of a person that is forwarded to a Chief of Police under this section is deemed for the purposes of the *Regulation* to have been made by the person directly to the Chief of Police or Special Constable, as applicable.

### **13. Complaints Process – Special Constables:**

This Board, in partnership with the Chief of Police, will develop and maintain Policies and Procedures that addresses complaints about Special Constables pursuant to the *CSPA* and *Ontario Regulation 411/23 - Complaints About Special Constables*. The Board in partnership with the Chief of Police shall:

- a) Establish a process for complaints to be made to the Chief of Police about the conduct of Special Constables;
- b) Ensure the complaints process is made available on the Police Service’s website informing people how to make a complaint, ref: **Appendix B**;
- c) An Investigation process;

- I. The Chief of Police or designate who receives a complaint about a Special Constable shall provide the complainant with written acknowledgment that the complaint has been received;
- II. The Chief of Police or designate shall ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's Certificate of Appointment or contravened any provision of the *CSPA* or the *Regulations*;
- III. The Chief of Police shall ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of this Police Service or of another Police Service;
- IV. Investigations of Special Constables must comply with the standards for *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*, including the standards with respect to the avoidance of conflicts of interest;
- V. Any investigation of a Special Constable shall be completed within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended under *section 8 (1) of Ontario Regulation 411/23 - Complaints About Special Constables*;
- VI. If the timing requirements are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
- VII. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their Certificate of Appointment, or contravened any provision of the *CSPA* or the *Regulations*, the Chief of Police shall take appropriate action to remedy the contravention.

d) The Chief of Police's complaint process will consist of the following steps:

- I. Resolution Process;
- II. Informal Resolutions (Public Complaints);
- III. Internal Investigation process;
- IV. Disciplinary Meeting;

- V. Disciplinary Meeting – Findings;
  - VI. Disciplinary Action;
  - VII. Relieved from Duty (Immediately);
  - VIII. Suspension from Duty; and
  - IX. Termination of Appointment.
- e) The Chief of Police will, in writing, advise the complainant of the outcome of the investigation of the complaint and when appropriate the action taken to remedy the contravention.

**14. Suspension from Duty:**

- a) The Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable, *section 92 (1)* and *94 (1)* of the *CSPA*;
- b) The Chief of Police will submit a report to the Board, stating the reasons for requesting the suspension;
- c) Before a Special Constable’s appointment is terminated, they shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as the Board may determine; and
- d) The Chief of Police will establish and maintain written Procedures and processes regarding the Suspension of Special Constables.

**15. Suspension from Duty without Pay:**

- a) A Special Constable may only be suspended from duty without pay by the Chief of Police or designate where:
  - I. The suspension arises as a result of the imposition of a disciplinary penalty during a Disciplinary Meeting – Findings; or
  - II. Pending consideration of a report by the Police Service Board recommending the termination of the Special Constable’s employment. In such cases, the Special Constable shall be served with a “Notice of Suspension” advising of the reasons for the recommendation.
- b) The Chief of Police will establish and maintain written Procedures and processes with respect to the suspension of Special Constables without pay.

**16. Termination of Appointment:**

- a) The Board may suspend or terminate the appointment of a Special Constable who was appointed by the Board, as applicable, *section 91 (1) and 94 (1)* of the *CSPA*;
- b) The Chief of Police will submit a report to the Board, stating the reasons for requesting the termination;
- c) Before a Special Constable's appointment is terminated, they shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as the Board may determine, *section 94(2)* of the *CSPA*; and
- d) The Chief of Police will establish and maintain written Procedures and processes with respect to the termination of Special Constables.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

## Appendix A

### Code of Conduct Special Constables

*Ontario Regulation 410/23* sets out the code of conduct with which every Special Constable must comply;

- a) Conduct of a Special Constable does not contravene this code of conduct if it is:
- I. Done in accordance with a designation made under *subsection 25.1 (3) or 25.1 (6)* of the *Criminal Code* (Canada) or an authorization made under *paragraph 25.1 (9) (a)* of that *Act*, as applicable, including any conditions that apply to the designation; and
  - II. Justified in accordance with the rules set out in *section 25.1* of the *Criminal Code* (Canada).

b) Compliance with CSPA:

A Special Constable shall comply with the *Act* and the *Regulations* made under it;

c) Compliance with *Special Investigations Unit Act, 2019*:

A Special Constable shall comply with the *Special Investigations Unit Act, 2019* and the *Regulations* made under it;

d) Contravention — guilty of offence:

A Special Constable contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada);

e) *Human Rights Code*:

- I. A Special Constable shall not, in the course of their duties, treat any person in a manner that the Special Constable, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*; and
- II. A Special Constable shall not be subject to discipline for a contravention of Section (e) (I) (above) if, on a balance of probabilities, the Special Constable's conduct was in the good faith performance of their duties.

f) Charter of Rights and Freedoms:

- I. A Special Constable shall not, by act or omission, do anything that the Special Constable, at the time, knows or reasonably ought to know would infringe or deny a person's rights or freedoms under the *Canadian Charter of Rights and Freedoms*; and
- II. A Special Constable shall not be subject to discipline for a contravention of Section (f) (I) (above) if, on a balance of probabilities, the conduct was in the good faith performance of their duties.

g) Interactions with public:

- I. A Special Constable shall not make an arrest if, at the time of the arrest, the Special Constable knows or reasonably ought to know that the arrest is unlawful; and
- II. A Special Constable shall not be subject to discipline for a contravention of Section (g) (I) (above) if, on a balance of probabilities, the conduct was:
  - in the good faith performance of the Special Constable's duties; and
  - consistent with the Special Constable's training and any applicable Procedures established by the Chief of Police.

h) Unlawful detention:

- I. A Special Constable shall not authorize or make a physical or psychological detention if, at the time of the detention, the Special Constable knows or reasonably ought to know that the detention is unlawful; and
- II. A Special Constable shall not be subject to discipline for a contravention of Section (h) (I) (above) if, on a balance of probabilities, the conduct was:
  - in the good faith performance of the Special Constable's duties; and
  - consistent with the Special Constable's training and any applicable Procedures established by the Chief of Police.

i) Health and Safety of Individual in Custody:

A Special Constable shall not neglect the health or safety of any individual who is in their custody as a result of the Special Constable's duties;

j) Public Trust:

- I. A Special Constable shall not conduct themselves in a manner that undermines, or is likely to undermine, public trust in the delivery of services by Special Constables; and
- II. A Special Constable shall not be subject to discipline for a contravention of Section (j) (I) (above) if, on a balance of probabilities, their conduct was:
  - their duties as a Special Constable; or
  - their duties as a representative of an association representing Special Constables.

k) Use of Force:

- I. A Special Constable shall not use force unless:
  - the force is used for the purpose of carrying out a duty;
  - the Special Constable is entitled by statute or common law to use force for the purpose of carrying out that duty;
  - the Special Constable is acting on reasonable grounds; and
  - the force used is no more than is necessary given the circumstances.
- II. A Special Constable shall not be subject to discipline for a contravention of Section (k) (I) (above) if, on a balance of probabilities, their conduct was:
  - in the good faith performance of their duties; and
  - consistent with the Special Constable's training and any applicable procedures established by the Chief of Police.

l) Abusive Language:

- I. A Special Constable shall not, in the course of their duties, use abusive language with any person or otherwise treat any person in a manner that is abusive, and

- II. A Special Constable shall not be subject to discipline for a contravention of Section I (I) (above) if, on a balance of probabilities, their conduct was in the good faith performance of their duties.

m) Provision of Names:

While acting in the course of their duties, a Special Constable shall, upon request, provide their name and the name of their employer to any member of the public in a manner reasonable in the circumstances that allows the member of the public to identify the Special Constable, unless the Special Constable has reason to believe that doing so would undermine the safety of an individual;

n) Bribery:

A Special Constable shall not solicit, offer, or take a bribe;

o) Gratuities, Presents:

- I. A Special Constable shall not accept a gratuity or present of more than nominal value from any person or entity if the gratuity or present could influence or could be perceived to influence the performance of their duties; and
- II. Section (o) (I) (above) does not apply if the Special Constable's Chief of Police, authorizes them to accept the gratuity or present.

p) Benefits, Interference with Administration of Justice:

- I. A Special Constable shall not use their position as a Special Constable to do any of the following:
  - benefit themselves or one or more persons with whom they have a personal relationship, subject to subsection (II); and
  - interfere with the administration of justice.
- II. A Special Constable does not contravene subsection (1) above if:
  - the benefit occurs incidentally in the usual course of carrying out the Special Constable's duties; and
  - in the case of a Special Constable who is a member of a Police Service, the Special Constable's conduct does not contravene any regulations made under *CSPA* with respect to conflict of interest.

III. In Section (p) (I) (above),

“*personal relationship*” includes, but is not limited to, a relationship with any of the following persons:

- a current or former spouse or common-law partner of the Special Constable;
- a current or former intimate partner of the Special Constable;
- the Special Constable’s children, including biological and adoptive children and stepchildren;
- the legal dependants of the Special Constable;
- a child in the Special Constable’s care; and
- the Special Constable’s grandparents, parents, or siblings, including grandparents-in-law, parents-in-law, and siblings-in-law.

q) Disclosure of Information:

- I. A Special Constable shall not disclose to the public information obtained or made available in the course of their duties except as authorized, as necessary for the performance of their duties or as required by law; and
- II. Section (q) (I) (above) a person who was authorized to do so prior to the Special Constable’s disclosure.

r) Information Obtained or Made Available in Course of Duties:

A Special Constable shall not access, collect, use, disclose, alter, retain or destroy information obtained or made available in the course of their duties as a Special Constable if, at the time, they know or reasonably ought to know that doing so would be contrary to law;

s) Appropriate performance of duties:

- I. A Special Constable shall not, by act or omission, fail to perform their duties appropriately without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to perform their duties; and
- II. A Special Constable shall not, if they exercise any powers granted pursuant to their appointment under *section 92* of the *CSPA*, by act or omission fail to exercise them appropriately without lawful excuse if, at the time, they know or reasonably ought to know that their act or omission would amount to a failure to exercise them appropriately.

t) Impairment by substances:

A Special Constable shall not perform or attempt to perform duties as a Special Constable while their ability to perform duties is impaired by alcohol or drugs;

u) Reporting Conduct of Another Member:

- I. A Special Constable who is a member of a Police Service shall report conduct of another member of the Police Service in accordance with the Procedures described in *subsection 183 (1), (2) or (3)* of the *CSPA*, as applicable, or to the Inspector General in accordance with *section 185* of the *CSPA* if the Special Constable reasonably believes, or reasonably ought to believe, that the conduct constitutes misconduct;
- II. Despite Section (u) (I) (above), a Special Constable who is acting as a representative of an association representing Special Constables is not required to report conduct that was made known to the Special Constable for the purpose of obtaining the Special Constable's assistance in their capacity as an association representative, unless failing to report the conduct would pose a serious risk of harm to any person; and
- III. Despite Sections (u) (I) (above), a Special Constable who is participating in an organized peer support group is not required to report conduct of a member of the Police Service or a Special Constable that was made known to the Special Constable in the course of participating in the peer support group, unless failing to report the conduct would pose a serious risk of harm to any person.

v) Deception:

A Special Constable shall not deceive or mislead any person in relation to their duties, the Special Constable's employment, or the administration of justice through any act or omission, except to the extent required or authorized for the purpose of carrying out their duties.

## Appendix B

### Special Constable Complaints Process

Any member of the public who is directly affected by the conduct of a Special Constable can make a complaint.

#### When to file a complaint

Your complaint against a Special Constable must be filed within 6 months of the incident.

#### How to file a complaint:

A complaint against a Special Constable must be made in writing and signed by the complainant. Complaints can be submitted by mail or hand-delivered to the attention of:

Chief of Police  
Smiths Falls Police Service  
7 Hersey Dr.  
Smiths Falls, ON K7A 4W7

A complaint may be made on behalf of:

- a) A person who is a minor, by the person's parent or guardian; or
- b) A person who is incapable as defined in the *Substitute Decisions Act, 1992* and who is not a minor, by their substitute decision-maker under that Act; and
- c) You may act through an agent in respect to the complaint.

#### Complaint Process:

- a) The Chief of Police who receives a complaint about a Special Constable in their Police Service will provide the complainant with written acknowledgment that the complaint has been received;
- b) The Chief of Police or designate shall ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's appointment, or contravened any provision of the *Community Safety and Policing Act* or the *Regulations*;
- c) The Chief of Police shall ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Police Service or of another Police Service;

- d) Investigations of Special Constables must comply with the standards for adequate and effective policing, including the standards with respect to the avoidance of conflicts of interest;
- e) Any investigation of a Special Constable will be completed within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended;
- f) If the timing requirements are not met in respect of an investigation, the Chief of Police will provide the status of the investigation to you every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation;
- g) If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their appointment, or contravened any provision of *Community Safety and Policing Act* or the *Regulations*, the Chief of Police shall take appropriate action to remedy the contravention; and
- h) The Chief of Police will, in writing, advise you of the outcome of the investigation of the complaint and when appropriate the action taken to remedy the contravention.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued:

Reviewed:

Revised:

2026

Expires: Indefinite

Rescinds:

Board Policy #2016-01 Collection of Identifying Information In Certain Circumstances – Prohibition and Duties

**GP-017** Collection of Identifying Information in Certain Circumstances – Prohibition and Duties – Street Checks

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#### 1. **Preamble:**

- a) It is the Policy of the Smiths Falls Police Service Board (the Board) to comply with the Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties - Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties – *Ontario Regulation 400/23* (the *Regulation*), with the intent to eliminate a perceived bias in a particular police practice while maintaining this Police Service’s commitment to keep the Town of Smiths Falls safe;

- b) Further, it is the Policy of the Board to ensure the Smiths Falls Police Service (the Police Service) takes a proactive approach in which they interact with members of the public in order to promote public confidence and public trust in policing. Interactions between members of the public and the Police Service are undertaken to advance community safety and are intended to inspire confidence and build positive relationships. The practices and procedures of the Police Service) in respect of the collection of identifying information shall not be arbitrary or based upon any racial profiling, and shall reflect a commitment to professionalism, accountability and transparency.

## 2. Definitions

For the purposes of this Policy the following applies:

- a) **Predecessor Regulation** - means *Ontario Regulation 58/16 (Collection of Identifying Information in Certain Circumstances - Prohibition and Duties)* made under the Former *Police Services Act*, as it read immediately before its revocation;
- b) **Annual Report** – means the Annual Report provided by the Chief of Police to the Board under *section 12 of Ontario Regulation 399/23 – Matters Under the Authority of the Lieutenant Governor in Council*;
- c) **Attempt to collect identifying information about an individual from the individual** - means attempt to collect identifying information by asking the individual, in a face-to-face encounter, to identify themselves or to provide information for the purpose of identifying the individual and includes such an attempt whether or not identifying information is collected;
- d) **Community Interactions** – means on-duty police contact with member(s) of our community meant to:
  - I. Foster positive relationships; and/or
  - II. Assist members of the public (without gathering personal information for an investigative or intelligence purpose).
- e) **Database** – means the paper or electronic filing system under the control of the Chief of Police where identifying information about an individual collected by a Police Officer within a regulated interaction (but does not include a database where intelligence notes information is stored or other criminal/intelligence-based databases);

- f) **Legacy Data** – identifying information collected by the Police Service and contained in a database prior to January 1, 2017, and will be subject to the access and disclosure restrictions laid out in this Police Service’s Records Retention Schedule;
- g) **Identifying Information** - may include but is not limited to:
- I. The appearance of the individual, including information about the individual’s clothing, height, weight, eye colour, hair colour or hair style;
  - II. The location where the individual might be found;
  - III. The type of vehicle the individual might be found in;
  - IV. The associates the individual might be found with; or
  - V. The behavior of the individual.
- h) **Member** – all sworn and civilian Smiths Falls Police Service personnel;
- i) **Prohibited Grounds** – under the *Ontario Human Rights Code* include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- j) **Protected Grounds** – the *Ontario Human Rights Code* prohibits actions that discriminate against people based on protected grounds. Protected grounds are:
- I. Age;
  - II. Ancestry, colour, race;
  - III. Citizenship;
  - IV. Ethnic origin;
  - V. Place of origin;
  - VI. Creed;
  - VII. Disability;
  - VIII. Family status;
  - IX. Marital status (including single status);
  - X. Gender identity, gender expression;

- XI. Receipt of public assistance (in housing only);
- XII. Record of offences (in employment only);
- XIII. Sex (including pregnancy and breastfeeding); and
- XIV. Sexual orientation.

- k) **Racialization** – the process through which groups come to be designated as different and, on that basis, subjected to unequal treatment. Racialization can extend to specific traits and attributes, which are connected to racialized people and deemed to be abnormal and of less worth. Besides physical characteristics of people, other characteristics that are commonly racialized are accent, speech, name, clothing, diet, intelligence, beliefs, practices, and habits;
- l) **Racialized Groups** - includes people who might experience differential treatment on the basis of race, ethnicity, language, religion, or culture. Racialized groups are treated outside the norm and receive unequal treatment based on their race;
- m) **Racial/biased profiling** – is defined by the Ontario Human Rights Commission as any action undertaken for reasons of safety, security, or public protection that relies on stereotypes about race, colour, ethnicity, ancestry, religion, or place of origin rather than on reasonable suspicion, to single out an individual for greater scrutiny or differential treatment; and
- n) **Collection of Identifying Information in Certain Circumstances (CIIC)** – means the interactions and documentation of such by a member regarding an “attempt to collect identifying information about an individual from the individual”; that is, attempt to collect identifying information by asking the individual, in a face-to-face encounter, to identify themselves or to provide information for the purpose of identifying the individual and includes such an attempt whether or not identifying information is collected as governed by *Regulation*.

### 3. **Policy of the Board:**

It is the Policy of the Board that the Chief of Police shall ensure that:

- a) That a written Procedure is maintained to ensure compliance with *Ontario Regulation 400/23 - Collection of Identifying Information in Certain Circumstances – Prohibition and Duties (the Regulation)* made under the *Community Safety and Policing Act, 2019 (CSPA)*;

- b) A document is offered to each individual from whom identifying information is attempted to be collected and given to each individual if they want it, unless the Police Officer believes that continuing to interact with the individual will compromise the safety of an individual or might delay the Officer from responding to another matter that should be responded to immediately;
- c) The document given to the individual includes:
  - I. The Police Officer's name, identification number, and the date, time and location of the attempted collection;
  - II. Information about how to contact the Law Enforcement Complaints Agency (LECA) should the individual wish to inquire about making or make a public complaint;
  - III. An explanation that an individual can request access to information about themselves that is in the custody or control of the Police Service, under the *Municipal Freedom of Information and Protection of Privacy Act*; and
  - IV. Any amendments to the document will be shared with the Board for information and input.
- d) Identifying information collected before January 1, 2017, be retained, accessed and disclosed pursuant to Smiths Falls Police Service Procedures in place at the time the information was collected. If the information was collected in violation of the law as it existed at the time of collection, its retention, access and disclosure shall be subject to the restrictions in the *Regulation*;
- e) Identifying information collected on or after January 1, 2017, be retained, accessed, and disclosed only in the following circumstances, where such reasons can be articulated:
  - I. Where the requirements of *paragraph 10(4)* of the *Regulation* are satisfied;
  - II. For the purpose of an ongoing police investigation;
  - III. In connection with legal proceedings, or anticipated legal proceedings;
  - IV. For the purpose of dealing with a complaint under *Part X* of the *CSPA*;
  - V. In order to prepare the Annual Report, or a report on disproportionate collection, as described in the Reporting section of this Policy;

- VI. For the purpose of complying with a legal requirement; and
  - VII. For the purpose of evaluating a Police Officer's performance.
- f) Identifying information collected contrary to the *Regulation* shall not be retained longer than is reasonably necessary to ensure the information is available in the following circumstances:
- I. For the purpose of an ongoing police investigation;
  - II. In connection with legal proceedings or anticipated legal proceedings;
  - III. For the purpose of dealing with a complaint under *Part X* of the *Act*;
  - IV. In order to prepare the Annual Report or a report required due to disproportionate collection under *section 16* of the *Regulation*;
  - V. For the purpose of complying with a legal requirement; or
  - VI. For the purpose of evaluating a Police Officer's performance.

#### 4. **Reporting:**

- a) An Annual Report, each calendar year, at a time determined by the Board, in consultation with the Chief of Police, be presented to the Board that includes all information to be reported as required by this Policy and in *section 15* of the *Regulation*. The Annual Report on the collection of identifying information shall be included as part of the Police Service's Annual Report under *section 41(1)* of the *CSPA*. The Annual Report on the collection of identifying information shall include:
- I. An assessment of the utility of the information collected pursuant to the *Regulation* to achieving positive community safety outcomes;
  - II. Approximate costs for adhering to the *Regulation*, including all training and administrative costs;
  - III. The number of public complaints resulting from or relating to information collected pursuant to the *Regulation*, and the number of such complaints that were substantiated;
  - IV. The number of requests made to the Police Service under the *Municipal Freedom of Information and Privacy Act* relating to information collected pursuant to the *Regulation*;
  - V. The number of attempted collections;

- VI. The number of attempted collections in which identifying information was collected;
- VII. The number of individuals from whom identifying information was collected;
- VIII. The number of times a Police Officer did not inform the individual under *section 7 (2)* of the *Regulation* because the Officer had reason to believe that informing the individual might compromise the safety of an individual;
- IX. The number of times a Police Officer did not inform the individual under *section 7 (3 )(a)* of the *Regulation* because informing the individual would likely compromise an ongoing police investigation;
- X. The number of times a Police Officer did not inform the individual under *section 7 (3 )(b)* of the *Regulation* because informing the individual might allow a confidential informant to be identified;
- XI. The number of times a Police Officer did not inform the individual under *section 7 (3)(c)* of the *Regulation* because informing the individual might disclose the identity of a person contrary to the law, including a young person contrary to the *Youth Criminal Justice Act*;
- XII. The number of times an individual was not given a receipt document because the individual did not indicate that they wanted it;
- XIII. The number of times a Police Officer did not provide a receipt as the Officer believed that continuing to interact with the individual might compromise the safety of an individual;
- XIV. The number of times a Police Officer did not provide a receipt as the Officer believed that continuing to interact with the individual might delay the Officer from responding to another matter that should be responded to immediately;
- XV. The number of attempted collections from individuals who are perceived by the Police Officer to be:
  - Males;
  - Females;

- Transgender, non-binary, or other gender identity;
  - Within the age groups as identified by the Chief of Police and in accordance with the *Regulation*; and
  - Within the racialized groups as identified by the Chief of Police and in accordance with the *Regulation*.
- XVI. An analysis of whether the collections were attempted disproportionately based on the gender identity, age, or membership in a racialized group, or a combination of these factors, and if so, any additional information that the Chief of Police considers relevant to explain the attempted collections;
- XVII. The neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area;
- XVIII. The number of determinations made by the Chief of Police as to whether the information entered into the database:
- Did not comply with limitations on collection set out in *section 5* or *clause 10 (4) (a)* of the *Regulation*; and
  - Did not comply with *sections 6, 7 and 8* of the *Regulation* based on the results of the review(s), done at least once a year, of an appropriately sized random sample of entries of identifying information included in the database to estimate within a margin of error of plus or minus 5 percent, at a 95 percent confidence level.
- XIX. The number of times, if any, Members of the Police Service were permitted to access identifying information to which access must be restricted by virtue of one or more of the following:
- For the purpose of an ongoing police investigation;
  - In connection with legal proceedings or anticipated legal proceedings;
  - For the purpose of dealing with a complaint under *Part X* of the *Act*;
  - In order to prepare the Annual Report or a report required due to disproportionate collection under *section 16* of the *Regulation*;
  - For the purpose of complying with a legal requirement; or

- For the purpose of evaluating a Police Officer's performance.
- b) Following an analysis of the Annual Report, if a determination is made that identifying information was attempted to be collected disproportionately, a review of the practices of the Police Service is conducted and a report is provided to the Board that includes:
- I. The results of the review; and
  - II. Any proposals the Chief of Police determines to be appropriate to address the disproportionate attempted collection of information.
- c) Any such report prepared by the Police Service under Section 4 (b) of this Policy be presented to the Board within 60 days of the Annual Report to the Board. The Board shall publish any such report it receives under Section 4 (b) of this Policy on the Internet and shall make it available to the public free of charge. The Board shall consider the report and its proposals and consider whether to give direction to the Chief of Police under *section 40 (1)* of the *CSPA*.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-018** Shared Services Agreements

Section 2 of *Ontario Regulation 398/23 - Alternate Provision of Policing Functions* authorizes a Police Service Board to provide the policing services prescribed in Section 2 using Members of another Police Service.

It is the Policy of the Smiths Falls Police Service Board (the Board) to deal with issues involved in the negotiation and execution of Protocols/Shared Service Agreements to provide for such alternative provision of policing functions.

a) **Definitions:**

- I. **Adequacy Regulation** - means *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*;
- II. **Board** – means the Smiths Falls Police Service Board (the Board);
- III. **Chief of Police** – means the Smiths Falls Police Service Chief of Police;
- IV. **Member** – means a Member of the Smiths Falls Police Service;
- V. **Policing Services** - means any function performed by a Police Service or its members in accordance with the *Community Safety and Policing Act (CSPA)* or the *Regulations*; and

VI. **Protocol/Shared Service Agreements** - means any verbal or written contract, agreement or understanding relating to the provision of ongoing policing services by one Board for another, or by the Board for another organization, or for the ongoing sharing of resources in respect of any Policing Services and, for greater certainty, "Protocol/Shared Service Agreements" does not include:

- normal day-to-day cooperation between Police Services or other organizations, and
- unforeseen operational emergencies.

b) **Restrictions:**

- I. The Chief of Police shall ensure that no Member of the Smiths Falls Police Service (the Police Service) enters into any Protocol/Shared Service Agreements except in accordance with the provisions of this Policy; and
- II. The Chief of Police shall not execute any Protocol/Shared Service Agreements on behalf of the Board or the Smiths Falls Police Service unless such Protocol/Shared Service Agreement, and its execution by the Chief of Police, has been approved by the Board.

c) **Current Protocols/Shared Service Agreements:**

This section applies to any Protocol/Shared Service Agreements in effect as of April 1, 2024.

- I. The Board directs the Chief of Police to review each Protocol/Shared Service Agreement and advise the Board of amendments made necessary by the enactment of the *CSPA* and its *Regulations*, and to follow Board direction to negotiate such amendments with the other Board or Police Service which is party to the Protocol/Shared Service Agreement;
- II. The Chief of Police shall provide the Board with a written report concerning all current Protocols/Shared Service Agreements to which the Board or the Police Service is a party and the report shall contain the following information with respect to each Protocol/Shared Service Agreements:
  - a list of all Protocols/Shared Service Agreements in effect as of April 1, 2024;
  - the parties to each Protocol/Shared Service Agreement;
  - the date and duration of each Protocol/Shared Service Agreement;

- the subject matter of each Protocol/Shared Service Agreement, including which policing services are being provided, by whom and for whose benefit;
- the cost consequences of each Protocol/Shared Service Agreement, including those generating revenue for the Police Service and those costing the Police Service money, including personnel costs;
- the date of Board approval, if any, of the Protocol/Shared Service Agreement; and
- confirmation that necessary amendments have been made to the Protocols/Shared Service Agreement as contemplated by Section (c) (II) of this Policy.

**d) Proposed Protocols/Shared Service Agreements:**

This Article applies to any Protocol/Shared Service Agreement which is proposed after April 1, 2024.

- I. At the time a Protocol/Shared Service Agreement is proposed, the Chief of Police shall make a written report to the Board containing the following information:
  - the parties to the Protocol/Shared Service Agreement;
  - the proposed duration of the Protocol/Shared Service Agreement;
  - the subject matter of the Protocol/Shared Service Agreement, including which policing services are to be provided, by whom and for whose benefit;
  - the cost consequences of the Protocol/Shared Service Agreement, including those which will generate revenue for the Police Service and those which will cost the Police Service money, including personnel costs;
  - if available, a copy of the Protocol/Shared Service Agreement for Board approval; and
  - confirmation that the proposed Protocol/Shared Service Agreement complies with *section 2 of Ontario Regulation 398/23 - Alternate Provision of Policing Functions*.
  
- II. Upon receipt of the report set out in Section (d) (I) of this Policy and in deciding whether to approve such Protocol/Shared Service Agreement, the Board shall consider:

- Whether such Protocol is in the public interest;
- The best interests of the Police Service;
- *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*;
- *Ontario Regulation 398/23 – Alternate Provision of Policing Functions*; and
- The *CSPA* and the *Regulations*.

III. The Board may direct the Chief of Police as to any terms or conditions to be included in the Protocol/Shared Service Agreement as the Board thinks appropriate.

**e) Annual Report to the Board:**

The Chief of Police shall make a written Annual Report to the Board on or before June 30th of each year containing the following information:

- I. A list of all Protocols/Shared Service Agreement in effect;
- II. The parties to each Protocol/Shared Service Agreement;
- III. The date and duration of each Protocol/Shared Service Agreement;
- IV. A brief description of the subject matter of each Protocol/Shared Service Agreement, including what policing services are being provided, by whom and for whose benefit;
- V. The cost consequences of each Protocol/Shared Service Agreement including those generating revenue for the Police Service and those costing the Police Service money, including personnel costs;
- VI. The date of Board approval, if any, of the Protocol/Shared Service Agreement; and
- VII. A recommendation as to whether or not the Protocol/Shared Service Agreement should be continued on the same or amended terms or discontinued at the termination of the Protocol/Shared Service Agreement.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-019** Indemnification of Police  
Members for Legal Costs

It is the Policy of the Smiths Falls Police Service Board (Board) that:

Pursuant to *section 47 (2) Liability of the Community Safety and Policing Act (CSPA)*, the Board may indemnify a Member of the Smiths Falls Police Service for reasonable legal costs incurred:

- a) In the defence of a civil proceeding, if the Member is not found to be liable;
- b) In the defence of a criminal prosecution, if the Member is found not guilty; or
- c) In respect of any other proceeding in which the Member's manner of execution of the duties of their employment was an issue, if the Member is found to have acted in good faith;
- d) The Uniform Collective Agreement, the Senior Officers' Collective Agreement and the contracts of the Chief of Police and the Deputy Chief of Police include provisions for which indemnification of Members of the Smiths Falls Police Service for reasonable legal costs incurred may be applicable; and
- e) **Reporting** – as deemed necessary by the Chief of Police.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-020** Legal Indemnification of Board Members and the Board

*Section 48 (1) of the Community Safety and Policing Act (CSPA)* provides that no action or other proceeding shall be instituted against a Member of a Police Service Board for any act done in good faith in the execution or intended execution of any duty imposed or power conferred by the *CSPA*, and the *Regulations* or the *By-laws/Policies*, or for any alleged omission in the execution in good faith of that duty or power.

It is the Policy of the Smiths Falls Police Service Board (the Board) to protect Board Members and its employees from liability for legal expenses incurred in connection with the defense of certain actions referred to in this Policy pursuant to the provisions of the *Municipal Act* and the *Municipal Conflict of Interest Act*, R.S.O. and further to protect Board employees from pecuniary loss or liability in respect of those actions.

- a) In the event that a Board Member incurs any legal expense as a result of any action or other proceeding, except a proceeding brought under the *Municipal Conflict of Interest Act*, arising out of acts or omissions done or made in good faith by that Board Member in their capacity as a Board Member, including while acting in the performance of any statutory duty, the Board shall pay on behalf of or reimburse the Board Member for any such legal expenses, provided that the Board has determined that the acts or omissions were done or made in good faith;

- b) In the event that a Board Member incurs any legal expense as a result of any action or proceeding brought under the *Municipal Conflict of Interest Act*, arising out of acts or omissions done or made in good faith by that Board Member in their capacity as a Board Member, including while acting in the performance of any statutory duty, and in the event that the Board Member is found not to have contravened *section 5* of that *Act*, the Board shall pay on behalf of or reimburse the Board Member for any such legal expenses, provided that the Board has determined that the acts or omissions were done or made in good faith;
- c) This Policy applies to all current Board Members from time to time, and further, applies to any person who was a Board Member at the time the cause of action or other proceeding arose, but who, prior to judgment or other settlement of the action or proceeding, has ceased to be a Board Member;
- d) The provisions of Section (a) of this Policy apply when the necessary modifications to Board employees, and further the Board shall indemnify and save harmless its employees against any risks that may involve pecuniary loss or liability on the part of those employees arising out of the good faith performance or attempted good faith performance of the employee's duties, in accordance with *section 279* of the *Municipal Act*;
- e) Prior to the paying of legal expenses referred to Section (c) of this Policy, the Board may require that the account of the Solicitor acting for the Board Member be assessed by the Assessment Officer of the Superior Court of Justice pursuant to the provisions of the *Solicitors Act*, R.S.O. 1990, ch.s.15 for the Province of Ontario; and
- f) **Reporting** - as deemed necessary by the Board.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



# SMITHS FALLS POLICE SERVICE

## BOARD POLICY

Issued: 2026

Reviewed:

Revised:

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Rescinds:

**GP-021** Critical Point Reporting

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#### 1. **Preamble:**

- a) Information sharing between the Smiths Falls Police Service (the Police Service) and the Smiths Falls Police Service Board (the Board) is foundational to the Board’s effective execution of its oversight responsibilities. Information sharing is crucial during times of elevated organizational risk, when facing large-scale events;

- b) This Policy defines such Critical Points and sets out a process to guide the Chief of Police and the Board in identifying them and ensuring the flow of relevant information from the Police Service to the Board, so that the Board can effectively carry out its oversight and governance role, including creating and amending Board Policies, setting priorities, asking questions, and providing non-binding advice in relation to operational matters; and
- c) This Board acknowledges there are limits to the direction that the Board may give to the Chief of Police. The Board is prohibited by law from directing the Chief of Police with respect to specific investigations, or the conduct of specific operations. The Board may set objectives and priorities for the policing of a Critical Point, the Chief of Police has the authority to determine the methods by which the objective, priority, or outcome will be achieved.

This Policy will not prevent or restrict the Police Service from exercising its policing powers and authorities, in emergent circumstances, to protect community safety.

## 2. **Purpose of this Policy:**

The purpose of this Policy is to:

- a) Define the term Critical Point and provide clear and consistent assessment criteria for use in identifying Critical Points as they arise;
- b) Describe the type of information the Board requires from the Chief of Police in order to assess potential Critical Points;
- c) Describe the information sharing process between the Board and the Police Service when a Critical Point has been identified/confirmed;
- d) Strengthen oversight of the Police Service, consistent with the Board's legislative responsibilities;
- e) Ensure accountability of the Police Service to the Board; and
- f) Ensure that the Chief of Police can discharge their duties according to law.

## 3. **Definitions:**

a) **Critical Point** - means:

- I. **Strategic Significance** - issues that are organizationally significant and require Senior Administrative-level approval;

- II. **Time-Sensitive** - matters that demand immediate attention and/or preparedness to take action; and
- III. **Elevated Risk** – matters that rapidly elevate the Board's operational, financial, reputational, or other enterprise risk, that calls for the Board's immediate attention and/or preparedness to take action.

b) Examples, but not limited to:

- I. Large scale operations for which advance planning and approval by the Chief of Police and/or Deputy Chief of Police is required;
- II. Events or operations that are likely to have a material impact on the Police Service's relationship with, and service to, marginalized and vulnerable communities;
- III. Events or operations that raise significant questions of public policy;
- IV. Credible external or internal complaints, including complaints regarding workplace discrimination or harassment, against individual Police Officers and the Police Service, and findings by other tribunals related to discrimination, where such complaints or findings raise significant systemic issues; or
- V. Major Event - means an exceptional, out-of-the-ordinary policing operation or event that is characterized by one or more of the following, but not limited to:
  - is a federally designated meeting involving international representatives;
  - involves an "internationally protected person";
  - will tax this Police Service's ability to provide regular policing services to the Town of Smiths Falls;
  - requires resources from other Police Agencies; and
  - is a major community event that has the potential to significantly disrupt public peace, order or security.

#### 4. **Policy of the Board:**

It is the Policy of this Board that:

a) The Board shall:

- I. Proactive Oversight - be proactive in its oversight and policy role regarding these types of policing operations. The Board shall report on "critical points" proactively, rather than waiting for a crisis to occur;
- II. Policy Assessment - assess whether existing Policies are adequate and create new ones if necessary to address these types of situations;
- III. Collaboration and Information Exchange - ensure there is a collaboration and information exchange between the Board and the Chief of Police for these situations. The Board shall work collaboratively with the Chief of Police to develop strategies for addressing these situations; and
- IV. Accountability and Transparency - ensure there is accountability and transparency in policing operations. The Board shall ensure clear and concise communication of the situation and its potential risks.

b) Reporting on Critical Points:

- I. The Chief of Police will inform the Chair of the Board (the Chair) or their designate of any situation in which the Chief of Police believes a Critical Point has emerged or is likely to emerge and provide the Chair, in writing, with further information regarding the Critical Point, including, as appropriate:
  - the general nature of the Critical Point;
  - the elevated risk(s) posed by the Critical Point;
  - relevant operational and other information necessary for the Board to understand the details of the Critical Point, including an outline of the operational plan, and continuity of service plans;
  - any plans to involve other organizations, including requests to the Chief of Police for temporary assistance pursuant to *section 19* of the *Community Safety and Policing Act (CSPA)*;
  - an estimate of the financial impact;
  - relevant legislation and other legal requirements that may apply including the need for additional authorities; and

- any ongoing considerations, including resources needed, or Policy impacts.
- II. **Major Event** - The Board is provided, at the earliest possible stage, with sufficient relevant operational and other information to allow it to understand details of the major event, what legislation and other legal requirements may apply to the policing of the major event, the role that other organizations may play, any existing Board Policies that may apply, or any new Policies that might be required;
  - III. The Chair will share the information provided by the Chief of Police with Board members, all of which will be held in the strictest of confidence;
  - IV. The Chair, in consultation with the Board Members, and in accordance with the Board's Policies, will determine whether there is a need to obtain additional information, create or amend Board Policies, and/or provide direction to the Chief of Police in accordance with the Board's Policies, duties and responsibilities, including setting objectives and priorities, and if so, whether to call a special meeting of the Board, or to include the Critical Point as an item on the Agenda of the Board's next regularly scheduled meeting; and
  - V. The Chief of Police will continue to update the Board, through the Chair, on any significant developments, including once the Chief of Police determines that the Critical Point has concluded. In consultation with the Board members, the Chair may call a special meeting of the Board at any time or include an item on the Agenda of a regularly scheduled Board meeting, to discuss the Critical Point.

c) Identification of Critical Points by the Board:

When the Chair believes, or is advised by a Board Member(s) that they believe, that a planned or anticipated event may constitute a Critical Point, the Chair shall request the Chief of Police to consider whether, in their view, the event may meet the definition of Critical Point, and either report to the Board in accordance with this Policy, or, alternatively, provide to the Chair reasons that the event in question does not meet the definition of a Critical Point;

d) Chief's Autonomy:

- I. Once the Board has been given the opportunity to set objectives, ask questions, and provide non-binding advice in relation to operational matters, where applicable the Chief of Police will maintain the autonomy to finalize and execute the plans; and

- II. If, during the duration of a Critical Point, the Board concludes that, in its view, the Board's objectives are not being achieved, the Board will inform the Chief of Police of its conclusion. The Chief of Police will respond by informing the Board on corrective measures or the operational necessity of deviating from the Board's objectives. However, the Chief of Police will remain autonomous in determining the appropriate execution of the plans in order to achieve the mission, objectives and priorities.

e) Training:

- I. The Chief of Police shall provide training to ensure that all Members from the rank of Inspector and above are trained to recognize the circumstances that may lead to a Critical Point, and to inform the Chief of Police when a potential Critical Point is identified; and
- II. The Board will ensure that all new Board members receive training to understand the definition of a Critical Point and effectively understand their responsibilities with regards to the consideration of Critical Points.

f) Public Reporting:

- a) Subject to operational considerations, the *CSPA* and its *Regulations*, this Police Service's Policies, Procedures and the advice of the Chief of Police, the Board will publicly disclose where it is possible to do so without risking the effectiveness of the operation or any other operations, the safety of the Police Service Members or members of the public, or any other operational considerations raised by the Chief of Police:
  - I. The nature of the operational matter related to a Critical Point; and
  - II. Any directions given to the Chief of Police related to a Critical Point.

5. **CSPA, Policies and Procedures:**

- a) It is not the intent that anything in this Policy be in conflict with the *CSPA* or any other Statutes, reporting and publishing requirements; and
- b) It is not the intent that anything in this Policy be in conflict with the Policies and Procedures of this Police Service reporting and publishing requirements.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

**GP-022 Political Activity**

#### 1. **Preamble:**

- a) The purpose of this Policy is to outline the guidelines and restrictions regarding the political activities of Police Officers employed by the Smiths Falls Police Service, pursuant to the *Community Safety and Policing (CSPA)* and *Ontario Regulation 402/23 Political Activity* ; and
- b) In addition, this Policy provides direction on the appropriate use of Board resources during an election campaign in accordance with the *Municipal Elections Act*. This ensures that all candidates are treated fairly and consistently and preserved the integrity of the electoral process.

#### 2. It is the Policy of the Smiths Falls Service Board (the Board) that:

- a) That Police Officers of the Smiths Falls Police Service (the Police Service) have the right to vote in elections, be a member of or hold a position in a political organization, and make contributions to political organizations or candidates;
- b) When off-duty and not in uniform, they may:
  - I. Attend and participate in public meetings, including those with elected representatives, government officials, or candidates;
  - II. Attend and participate in meetings or conventions of a political organization;

- III. Canvass for or act as a scrutineer for a political organization or candidate; and
  - IV. On polling day, transport voters to polling places on behalf of a candidate.
3. Police Officers of the Smiths Falls Police Service must not:
- I. Express views on issues directly related to their responsibilities as Police Officers;
  - II. Associate their views with their police position or represent those views as those of the Smiths Falls Police Service;
  - III. Solicit or receive funds on behalf of political organizations or candidates; or
  - IV. Engage in any political activities that would or could place them in a conflict of interest.
4. On-duty activities are only permissible if authorized by the Chief of Police or, in the case of the Chief of Police, by the Board;
5. Police Officers of the Smiths Falls Police Service may express views on issues not related to election campaigns and may attend public meetings as long as they do not support or oppose candidates or political parties during election periods;
6. Police Officers of the Smiths Falls Police Service may not seek or hold candidacy in Federal or Provincial elections unless on a leave of absence without pay as granted by the Board;
7. Police Officers of the Smiths Falls Police Service may seek candidacy or serve on a Band Council or Municipal Council if the Police Service does not operate within the relevant Band or Municipality, and the candidacy does not interfere with their duties or create a conflict of interest. In such cases, Officers may not need a leave of absence but must apply for one if required.
8. If elected to Federal or Provincial positions must resign immediately;
9. A Police Officer of the Smith Falls Police Service elected to a Band Council or Municipal Council may not need to resign if it does not interfere with their duties or create a conflict of interest. However, they must abstain from discussions or votes related to the Police Service's budget.

10. The Chief of Police will maintain written Procedures on political activities and address any concerns or complaints related to political activities to ensure adherence to this policy.

**11. Use of Board Resources for Election Purposes:**

a) In addition, this Policy applies to all candidates running for election including Board Members, registered third parties and Board employees which includes the Smiths Falls Police Service;

b) Legislative Authority:

The *Municipal Elections Act* prohibits a Municipality or local Board from making contributions towards the promotion of or opposition to the candidacy of a person for an elected office in any form or in support of or opposition to a question on a ballot. This includes assets, resources, services and employees.

c) Definitions:

I. **Act** - means the *Municipal Elections Act, 1996*, as amended, and includes any *Regulation* made there-under;

II. **Campaigning** - means a Municipal election-related activity for the purpose of supporting or opposing the election of a candidate or a question on the ballot;

III. **Campaign-related materials** - means those materials that promote or oppose the candidacy of a person for elected office;

IV. **Employees** - includes full-time, part-time or contract personnel employed by the Board; and

V. **Registered Third Party** - means an individual, corporation or trade union that is registered with a local Municipality under s. 88.6 of the *Act*.

d) It is the Policy of this Board that:

I. No person shall use Board facilities, equipment, supplies, services and employees or other Board resources for election campaign or any campaign-related purposes. No person shall undertake campaign-related activities at Board facilities including displaying campaign signs or materials at any Board facility;

- II. No person shall campaign and/or distribute campaign-related materials during any event hosted by the Board or Smiths Falls Police Service regardless of location;
- III. Communications:
- photographs and videos produced for and/or owned by the Board and the Smiths Falls Police Service shall not be used by candidates, Board Members, registered third parties or Board employees;
  - the Board's and the Police Service's logo, brand and other marks shall not be used in campaigning or included on any campaigning website;
  - the Board's voicemail system and Police Service voicemail system shall not be used to record campaigning messages;
  - websites and social media sites that are funded, owned and operated by the Board and by the Police Service shall not include any election-related campaign material;
  - the Board's and Police Service's communication materials shall not profile (name or photograph), make reference to and/or identify any individual as a candidate; advocate for or against a particular candidate; and
  - Candidates, Board Members, registered third parties and Board employees shall not print or distribute any election campaign materials using board funds or resources.
- IV. Candidates, Board Members, registered third parties and Board employees shall not use Board or Police Service devices for any election-related purposes including computers, cell/smartphones, tablets, printers, scanners, applications, photocopiers, email, social media accounts, telephone systems, network and file storage;
- V. The Board's and Police Service's contact information including facility addresses, telephone numbers and email addresses are not to be used by a candidate or registered third party as their election campaign contact information; and
- VI. Board employees may participate in election-related activities provided that employees do not engage in any political activity during working hours or use the Board's resources in accordance with this Policy; and

VII. That employees do not identify themselves as Board employees when engaged in political activity.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

#### **GP-023** Body Worn Cameras

It is the purpose of this Policy to authorize the Smiths Falls Police Service (the Police Service) to deploy and use body worn cameras. The Chief of Police will ensure the following public interests are served.

1. Improve the transparency of the Police Service with regards to allegations of discreditable conduct, improper conduct, misconduct, biased service delivery and excessive or improper use of force by Police Service Members;
2. Develop and maintain Procedures that require that investigations be undertaken in accordance with the Police Service's criminal investigation management plan;
3. Ensure the accountability of the Police Service and Members through internal and public oversight systems;
4. Protect individuals' right to privacy by limiting access to recordings from body worn cameras to the greatest extent possible and to as limited a number of people as possible;
5. Ensure individuals have access to personal information pertaining to them which is collected by the body worn cameras;
6. Enhance public trust and police legitimacy;
7. Enhance public and Police Officer safety;
8. Enhance the Police Service's commitment to anti-racist, bias-free service delivery;

9. Provide improved evidence for investigative, judicial and oversight purposes;
10. Ensure timely and fair response to misconduct allegations against Service Members, in a manner that enhances public and Member confidence in the Police Service's complaint process, and;
11. Provide information as to the effectiveness of Police Service procedures and training.

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Chair

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Date



## SMITHS FALLS POLICE SERVICE

### BOARD POLICY

Issued: 2026

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

#### **GP-024** Conducted Energy Weapons

It is the Policy of the Smiths Falls Police Service Board with respect to conducted energy weapons (CEWs) that the Chief of Police will:

1. Ensure the use of a CEW must be justified by the *Criminal Code* and the *Community Safety and Policing Act (CSPA)* and *Ontario Regulation 391/23 – Use of Force and Weapons*;
2. Ensure all Members that have successfully completed training in the use of the Conducted Energy Weapon (CEW) may, at the discretion of the Chief of Police, be issued with and authorized to use that weapon;
3. *Pursuant to Ontario Regulation 391/23 – Use of Force and Weapons* ensure Members of this Police Service not use a CEW on a person unless the Member reasonable believes that:
  - a) The person is, without the consent of another person, applying force intentionally to that person, directly or indirectly; or
  - b) Attempting or threatening, by an act or a gesture, to apply force to another person, if the person has, or causes that other person to believe on reasonable grounds that the person has, present ability to affect this purpose; or
  - c) Taking into account the totality of the circumstances, there is an imminent need for control of the person in order to:
    - I. Arrest the person;

- II. Apprehend the person;
  - III. Prevent self-harm; or
  - IV. Prevent the commission of an offence.
4. Ensure that the type of CEW has been approved for use by the Solicitor General;
  5. Ensure procedures are in place with respect to pre-shift and post shift CEW checks and maintenance (e.g., contacts, cartridges, batteries, spark test, etc.) and submit a report in all instances where a CEW is deployed;
  6. Ensure an accurate inventory of all CEW devices, including the operational status and current location of each CEW;
  7. Ensure that prior to Officers using a CEW they will have considered whether de-escalation techniques or other force options have not, or will not, be effective in diffusing the situation;
  8. Train Officers to issue a verbal warning so the subject is aware that a CEW is about to be deployed;
  9. Direct Officers to avoid extended cycling of CEWs unless a single deployment is ineffective in eliminating the risk or in allowing the Officer(s) to gain physical control of the subject;
  10. Develop and maintain Procedures where CEW use should not be used on a persons, who is:
    - a) Subdued and under control in restraints;
    - b) In a precarious position or location where a fall will likely cause serious injury or death, except as a last measure to protect the life of an Officer or member of the public.
  11. Develop and maintain Procedures to ensure Members are aware that using the CEW on certain individuals in the following circumstances may be deemed inappropriate and should be avoided:
    - a) Pregnant Females;

- b) Person who appears to be of an age (e.g., very young, elderly) that would cause concern for the individual's safety, except under extraordinary circumstances where the use of other use of force options would reasonably be expected to cause greater potential for injury;
- c) On a sensitive area of the body (e.g., head, neck, genitals);
- d) On a subject in control of a moving vehicle, bicycle, snowmobile or other conveyance; and
- e) Individuals who may have been doused with, or are in close proximity to, combustible materials;

#### 12. CEW Training:

It is the Policy of the Smiths Falls Police Service Board with respect to conducted energy weapons (CEWs) that the Chief of Police will ensure:

Members who are authorized to carry or use a conducted energy weapon comply with the following training requirements:

- a) Members shall, before carrying or using the weapon, successfully complete the course entitled "Conducted Energy Weapon (CEW) Operator", delivered by the College or by a Certified Trainer in respect of the course;
- b) Subject to Section 12 (c) of this Policy shall, within 12 months after completing the initial training and within every subsequent 12 months, successfully complete the course entitled "Conducted Energy Weapon (CEW) Requalification", delivered by the College or by a Certified Trainer in respect of the course; and
- c) If it is not reasonably possible for a Member to comply with the prescribed training within a 12-month period, the Chief of Police may provide an extension of up to 60 days, during which time the Member shall successfully complete the prescribed course and training;

13. Ensure all CEW training is documented and meets the training requirements established by the Minister;

14. Ensure all CEW training will be conducted by an Instructor who is certified and current on the specific device used by the Police Service. Annually, the Use of Force Trainer will receive recertification training;

15. Reporting:

It is the Policy of the Smiths Falls Police Service Board with respect to conducted energy weapons (CEWs) that the Chief of Police will ensure:

- a) Members complete and submit a Use of Force Report in accordance with *Ontario Regulation 391/23 – Use of Force and Weapons* and the Police Service's Use of Force Reports Procedure.

16. Ensure that any CEW used proximal to an incident resulting in death or serious injury should be immediately sent for testing, while respecting appropriate legislated Police Service obligations or practices related to such investigations; and

- a) Ensure, where operationally feasible and taking into consideration the availability of health care professionals, medical assistance should be sought as soon as practicable when a situation necessitates multiple or extended cycling of a CEW. Medical assistance should be sought when an individual has any apparent injuries, is in obvious distress, or requests medical assistance.

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Chair

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Date