



PETERBOROUGH LAKEFIELD POLICE SERVICES BOARD

LE-006 - Criminal Investigation and Major Case Management and Procedures

Policy Statement:

The Peterborough Lakefield Police Services Board is required by Ontario Regulation 354/04 to establish policies with respect to major cases in accordance with the Ontario Major Case Management Manual.

Application:

This policy applies to the Peterborough Lakefield Police Services Board and the Chief of Police, or designate.

Authority:

In addition to the specific requirements outlined under Policy Statement, the Peterborough Lakefield Police Services Board shall establish policies for the effective management of the police service under the *Police Services Act, 1990, section 31*.

1. Definitions

1.1 In this policy:

- (a) "Major Case" means as defined in Ontario Regulation 354/04;
(Ontario Regulation 354/04 attached as Appendix 'A')
- (b) "Ontario Major Case Management Manual" means as defined in Ontario Regulation 354/04;

- (c) “Board” means the Peterborough Lakefield Police Services Board and shall be composed of such members appointed under Part III of the Act and the Amalgamation Agreement that became effective on January 1st, 1999;
- (d) “Chief of Police” means the Chief of the Peterborough Lakefield Community Police Service, and includes an Acting Chief of Police;

2. Implementation

- 2.1 The objective of Criminal Investigations Management and Procedures is to ensure that investigations into criminal acts:
 - a) Are effectively and efficiently investigated by qualified investigators and investigative supervisors;
 - b) Respect the individuals rights of victims, persons of interest, suspects and witnesses alike and
 - c) Are capable of supporting successful prosecution of the person(s) for the criminal acts in question.

- 2.2 It is the policy of the Peterborough Lakefield Police Services Board with respect to general criminal investigation and Major Case Management that:
 - a) the Chief of Police will:
 - i) periodically review and report back to the board on the occurrences which can be investigated by members of the police service based on their knowledge, skills and abilities, and which occurrences require the services of another police service;
 - ii) prepare a criminal investigation management plan that meets the requirements of the Adequacy Standards Regulation, including identifying the type of occurrences which should be investigated by another police service or through a combined, regional or cooperative service delivery method;
 - iii) develop and maintain procedures on and processes for undertaking and managing criminal investigation;

- iv) establish a selection process for criminal investigators, including ensuring that members who provide this service meet the requirements of the Adequacy Standards Regulation;
 - v) ensure that the police service has one or more members who are criminal investigators;
 - vi) require supervisors to ensure that the member assigned an occurrence listed in the criminal investigation management plan has the knowledge, skills and abilities to investigate that type of occurrence;
 - vii) ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of the Adequacy Standards Regulation; and
 - viii) ensure that persons who provide other investigative supports identified in (b) have the knowledge, skills and abilities to provide that support.
 - ix) shall develop and maintain procedures on and processes for undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual.
- b) scenes of crime analysis, forensic identification, canine tracking, behavioural science, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports will be provided by utilizing members of this Service or through agreement with the Ontario Provincial Police or another municipal Police Service.

2.3 The requirements described in Section 2.2, will be done in conjunction with procedures and processes for undertaking and managing general criminal investigations under Section 12(1) of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services).

3. Annual Report

- 3.1 The Chief of Police shall prepare and submit to the Board, and the Minister of Community Safety and Correctional Services:

- (a) An annual report setting out the number of major cases the Service investigated in the previous year; and
 - (b) Any other information requested for audit purposes by the Minister and/or the Board in respect of the Services' investigation of major cases.
- 3.2 The annual report shall be filed with the First Quarter Criminal Statistics Report.

4. Administration

- 4.1 That Policy LE-006 Criminal Investigation and Major Case Management passed the 9th day of March 2010 be repealed.
- 4.2 That this Policy is hereby enacted by the Peterborough Lakefield Police Services Board on this 6th day of September 2011 and shall take effect on that date.
- 4.3 That distribution of this Policy be unrestricted.

Nancy Martin, Chair
Peterborough Lakefield Police Services Board

Additional References:

Evaluation Date:
Issue Date: March 9th, 2010, September 6th, 2011
Revision Dates: September 6th, 2011 (Ministry revision)

APPENDIX 'A'

THE ONTARIO GAZETTE/LA GAZETTE DE L'ONTARIO

ONTARIO REGULATION 354/04

made under the

POLICE SERVICES ACT

Made: November 3, 2004

Filed: November 5, 2004

MAJOR CASE MANAGEMENT

Ontario Major Case Management Manual to govern investigations of major cases

1.(1) Every board shall establish policies with respect to major cases in accordance with the Ontario Major Case Management Manual.

(2) In developing and maintaining procedures on and processes for undertaking and managing general criminal investigations under subsection 12 (1) of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act, every chief of police shall develop and maintain procedures on and processes for undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual.

(3) Every police force shall use the most recently released version of PowerCase software for the purpose of undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual.

Annual report

2.(1) Every chief of police shall prepare and submit to the Minister of Community Safety and Correctional Services,

(a) an annual report setting out the number of major cases the force investigated in the previous year; and

(b) any other information requested for audit and policy purposes by the Minister in respect of the force's investigations of major cases.

(2) The first annual report shall be filed on or before January 1, 2006.

Access to Ontario Major Case Management Manual

3. The Ministry of Community Safety and Correctional Services shall give to every police force and to the Commission,

(a) a copy of the Ontario Major Case Management Manual; and

(b) the most recently released version of PowerCase software.

Definitions

4. In this Regulation,

"major cases" means,

(a) homicides within the meaning of subsection 222 (4) of the Criminal Code (Canada) and attempted homicides,

(b) sexual assaults, including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching,

(c) non-familial abductions and attempted non-familial abductions,

(d) missing person occurrences where circumstances indicate a strong possibility of foul play,

(e) occurrences, involving found human remains, that are suspected to be homicide,

(f) criminal harassment where the harasser is not known to the victim, and

(g) any other types of cases designated as a major case pursuant to the Ontario Major Case Management Manual;

"Ontario Major Case Management Manual". means the manual developed by representatives of the Ministry of Community Safety and Correctional Services and of the policing community, dated October 1, 2004 that sets out the standards for policies and procedures for undertaking and managing the investigation of major cases, including policies and procedures for linking investigative data and for sharing information between police forces.

Commencement

5. This Regulation comes into force on January 1, 2005.