



# **POLICY MANUAL**

**FOR**

# **SASKATCHEWAN MUNICIPAL POLICE SERVICES**

**SASKATCHEWAN  
POLICE COMMISSION**

## **INTRODUCTION**

This Policy Manual, which replaces the 1989 edition and its amendments, affords a framework to enable accountability of municipal police services to the community(s), accountability of the police services to the Saskatchewan Police Commission, and the accountability of the Saskatchewan Police Commission to the residents of Saskatchewan.

The Manual provides direction to Saskatchewan municipal police services and, notwithstanding differences that exist from one locality to another, ensures that regardless of the municipality, [except those policed under contract by the RCMP], the policy framework is consistent throughout the province.

Each police service is required to establish procedures that meet the respective standard(s) of each policy in the manual. These minimum standards for the establishment of procedures will also help to ensure uniformity in the application of policing policy in Saskatchewan.

In the spirit of “community policing” and its attendant fundamentals of valued service, accountability and openness, this Policy Manual is public information.



Michael Tochor  
Chairperson  
Saskatchewan Police Commission

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## **AUTHORITY**

The Policy Manual for municipal police services, which have been established further to Sec 26 of *The Police Act, 1990*, is authorized by the Saskatchewan Police Commission pursuant to Section 19(2)g of *The Police Act, 1990*.

## **PHILOSOPHY OF POLICING**

It is the intent of the Saskatchewan Police Commission that police services in Saskatchewan operate in the context of the principles and fundamentals of “community policing.” These principles and fundamentals are:

- a customer/client focus;
- consultation and collaboration with the community;
- quality and valued customer service;
- continuous improvement and change;
- teamwork;
- decentralization of authority and decision making;
- total involvement;
- participative leadership;
- increased communication;
- continuous evaluation;
- outcome focused; and
- internal and external alignment.

Consequently, the policies of this Manual are designed to satisfy these principles and fundamentals. Police services are encouraged to ensure that they have a Business Plan embodying the organizational strategy of “community policing” and that all procedures are designed to be congruent with that strategy.

## **STATEMENT OF PRINCIPLES**

Policing has evolved to the extent that demands on police services sometimes exceed the resources of any particular police service. The Saskatchewan Police Commission supports and encourages cooperation and collaboration between police services, the sharing of resources between police services, and the establishment of necessary mutual assistance protocols.

## **RESPONSIBILITY OF POLICE SERVICES**

It is the responsibility of police services to ensure that each policy is operationalized through written procedures that meet the respective minimum standard and follow accepted policing practices. Subject to meeting the minimum standards, a chief of police may implement supplementary procedures that apply to a specific police service. Protocols and procedures established by a police service should reflect the unique nature of their community without compromising the intent of the policy.

In addition, subject to complying with the policies in this manual, chiefs of police and/or boards of police commissioners may add police service specific policies and develop and implement procedures for such policies. These policies should also be accessible to the public.

## **FORMAT**

To the extent that it is possible, the Manual is broken down into Sections for each major policing function. Each of these functions will be governed by a policy(s) of the Saskatchewan Police Commission and the police service will develop procedures that meet the minimum standard(s) established by the Saskatchewan Police Commission for each policy.

## **AUDIT**

The Saskatchewan Police Commission may audit police services to ensure that procedures are in place which meet the standards for each policy and that these procedures, and thus the policy(s) of the Saskatchewan Police Commission, are followed.

## **REVISIONS**

The Saskatchewan Police Commission, in consultation with the Saskatchewan Association of Chiefs of Police, the Saskatchewan Federation of Police Officers and the municipal boards of police commissioners, may review the policies and the respective standards of this Manual to ensure that they are relevant and meet the needs of the police services and the public.

Chiefs of police, chairs of boards of police commissioners, the president of the Saskatchewan Federation of Police Officers and members of the public are encouraged to submit suggestions, and/or requests to the Saskatchewan Police Commission, relative to revisions as necessary.



## GLOSSARY

**Agent:** a person who assists the police in furthering an investigation or gathering evidence. An agent may be required to disclose his or her identity and may be required to testify in court.

**Apprehended:** to take a person into custody.

**Arrest:** The term “arrest” is not defined in statute law. For the purposes of the *Criminal Code*, the S.C.C. defined it, in R.v. Whitfield (1970), following the common law definition: “*Arrest consists of the actual seizure or touching of a person’s body with a view to his detention. The mere pronouncing of words is not an arrest, unless the person sought to be arrested submits to the process and goes with the arresting officer.*”

**“At risk”:** See *The Child and Family Services Act* and *The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act*.

**Auxiliary:** a volunteer uniformed member of a police service appointed as a special constable pursuant to *The Police Act, 1990*. Auxiliary members of a police service who are appointed as special constables are peace officers when they are carrying out their duties as special constables either accompanied by or under the supervision of a sworn police officer.

**Child:** unless otherwise specified, a person under the age of 18 on the date of the incident.

**Child in need of protection:** as defined by *The Child and Family Services Act* - includes a person under 16 years of age who as a result of an act or omission of the child’s parent “has been or is likely to be exposed to harmful interaction for a sexual purpose, including conduct that may amount to an offence within the meaning of the *Criminal Code*”. This definition includes involving the child in prostitution. Generally, 16 and 17-year-olds cannot be found to be in need of protection; however, the Director of Child and Family Services has discretion, in exceptional circumstances, to find them to be in need of protection and provide services to them.

**CISS:** Criminal Intelligence Service Saskatchewan is an organization that provides the facilities to unite the criminal intelligence units of Saskatchewan law enforcement agencies.

**Confidential Source:** a person who provides information or intelligence to the police. A source may be paid for providing this information.

**Court-based victim/witness services:** services offered to victims and vulnerable witnesses during criminal proceedings. The services include court orientation and support. Crown Prosecutor or police-affiliated victim services personnel generally makes referrals to these services.

**CPIC:** a nationwide computerized police information database managed by the Canadian Police Information Centre.

**Custody:** any circumstance when a person is in the care and control of a police officer such that that person is not free to leave.

**Detention:** the act of restraining of a persons liberty by confining them.

**Hate/bias motivated crime:** crime motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or any other similar factor.

**Industrial Accidents:** See *The Occupational Health and Safety Act, 1993*.

**Informant:** a person who supplies information to police.

**Interpretation piece:** an explanation of something that is not immediately obvious.

**Lethal Force:** any use of force likely to cause death or grievous bodily injury. Police officers are authorized by law to use lethal force to prevent death or grievous bodily harm occurring to a person.

**Non-lethal Force:** any use of force which is not considered lethal.

**OC Spray:** Oleoresin Capsicum Spray: this is deemed to be a weapon, and any use must be justified. OC Spray will only be used in harmony with policy and guidelines on the use of force.

**Peace Officer:** as defined in Section 2 of the Criminal Code.

**Police-Affiliated Victim Services:** respond to the needs of victims throughout the criminal justice process, to provide immediate assistance to victims of crime and their families.

**Police Officer:** a person appointed as a member of a municipal police service.

**Police Service:** means a police department, police service or police force established by a board.

**Policy:** to enable accountability of municipal police services to the residents of Saskatchewan.

**Procedure:** series of actions conducted in a certain order or manner.

**Protective Intervention Order:** means an order issued by a justice under *The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act, 2002*.

**Protocol:** set of rules, principles or laws governing conduct.

**Pursuit:** a vehicular pursuit occurs when a police officer attempts to stop a vehicle the driver of which is aware of this attempt and refuses to stop, and/or takes evasive action, and/or fails to obey the directions of the police officer, following which the police officer pursues for the purpose of stopping the vehicle, and/or identifying the vehicle, and/or identifying/apprehending, the driver and/or passenger(s).

**Special Constable:** a peace officer appointed pursuant to *The Police Act, 1990*, with specific and usually limited police authority and jurisdiction.

**Specialized Services:** those services provided by a police service that require specific skills and training. They include, but are not restricted to: tactical/emergency response or public order response teams, privacy act interceptors, surveillance specialists, technologically based crime investigators, police service dog handlers, forensic identification specialists.

**Standards:** the Standard(s) are the minimum criteria that are necessary to include in procedures in order to satisfy the respective policy. The Saskatchewan Police Commission will consider compliance with these standards when evaluating/auditing police services.

**Sudden Death:** any sudden unexpected death.

**Training:** activity leading to a skilled behavior, the cognitive process of acquiring skill and knowledge.

**Use of Force:** See “Non-lethal Force” and “Lethal Force”

**Volunteer:** a member of the community who volunteers to assist a police service in some aspects of service delivery.

**Violent Crime Linkage Analysis System (ViCLAS):** a computer-assisted linkage system managed by the RCMP. It is designed to assist all police agencies in tracking, coordinating and linking serial type cases involving homicides, sexual assaults, non-parental abductions, missing persons and found human remains where foul play is suspected.

## USER'S GUIDE

### Format

This manual consists of two Parts: Administration/Management and Operations. The original pages are printed on white paper.

### Indexing

Alphanumeric indexing.

### Local Policies

For easy reference, local policies should be printed on coloured paper, formatted consistently with the Manual and, if related to a policy of the Saskatchewan Police Commission, inserted immediately following the relevant Saskatchewan Police Commission policy and respective procedure(s). If the policy is not related to an existing Saskatchewan Police Commission policy, the local policy should be included in the Local Policy Section of Part I or Part II depending on whether the policy is with respect to Administration/Management or Operations.

### Local Procedures

For easy reference, procedures developed by the police service should be printed on coloured paper, formatted consistent with the Manual and inserted immediately following the page on the respective subject.

### Revisions

Revisions will be provided by the Saskatchewan Police Commission in the form of NEW or REVISED pages printed on white paper. An Amendment Log is provided at the front of the Manual to record the receipt and insertion of these pages.

The date that either the policy, standards and/or procedures on that page were established or revised appears in the header at the top right hand corner of each page:

EXAMPLE:

Revised: 8 April 2004

(The use of written dates -- e.g. 8 April 2004-- rather than 04-08-04 is to be used to ensure clarity and consistency.)

**New or Revised Pages**

- (1) List the revision number on the Amendment Log.
- (2) Opposite the revision number, record the number of the Section or Sections amended or added, followed by the date of the revision, and the page #, as shown on the header of the revised or new page.

EXAMPLE: AMENDMENT LOG

REVIS.#      PAGE #      SECTION #(s)      AFFECTED BY REVISION      REV.  
DATE

|   |    |    |                 |              |
|---|----|----|-----------------|--------------|
| 1 | 6  | 14 | NAME OF SECTION | Mar. 3, 2003 |
| 2 | 14 | 27 | NAME OF SECTION | Oct.29, 2003 |

- (3) Insert the revised or new pages in the correct place and destroy the old pages.
- (4) If the latest amendment or addition number indicates that you may have missed a previous amendment or addition, obtain a copy from the office of the Saskatchewan Police Commission to ensure that your Manual is always up to date.

**Ease of Access**

This manual is available on the Internet at:

[www.saskjustice.gov.sk.ca/Police\\_Comm](http://www.saskjustice.gov.sk.ca/Police_Comm)

## **PART ONE ADMINISTRATION/MANAGEMENT**

**AA ADMINISTRATION/MANAGEMENT OF THE POLICE SERVICE**

## **AA ADMINISTRATION/MANAGEMENT OF THE POLICE SERVICE**

### **AA 10 AUTHORITY AND JURISDICTION**

**POLICY:**

Because, pursuant to Section 36(3) *The Police Act, 1990*, a municipal police officer in Saskatchewan has authority to exercise the powers and duties of a peace officer anywhere in the province, police services are encouraged to assist other police services and/or obtain assistance of police officers from other jurisdictions.

**AUTHORITIES:**

Section 36(3) *The Police Act, 1990*



## **AA ADMINISTRATION/MANAGEMENT OF THE POLICE SERVICE**

### **AA 20 STRATEGIC MANAGEMENT**

**POLICY:**

The board of police commissioners and the police service must have a strategic business plan and the means of measuring performance of the police service. The performance measurement should address outcomes as well as authorities.

**STANDARD(S):**

The strategic business plan must clearly articulate the organizational strategy of the police service.

## **AB HUMAN RESOURCE MANAGEMENT**

## **AB HUMAN RESOURCE MANAGEMENT**

### **AB 10 HUMAN RESOURCE MANAGEMENT STRATEGY**

**POLICY:**

The police service must have a human resource management strategy(s) that includes recruitment, selection, hiring, vertical and horizontal mobility, training and education and individual performance development and evaluation. The human resource management strategy should also include a strategy for succession management.

**STANDARD(S):**

The Human Resource Management strategy should follow accepted human resource management structures and be congruent with the organizational strategy of “community policing”.

## **AB HUMAN RESOURCE MANAGEMENT**

### **AB 20 JOB DESCRIPTIONS**

**POLICY:**

The police service must ensure job descriptions and relevant competencies are in place for each job in the police service.

**STANDARD(S):**

The job descriptions must follow accepted human resource management practices and include the means for an employee who aspires to a particular job to identify the qualifications, experience and competencies necessary for the job(s).

## **AB HUMAN RESOURCE MANAGEMENT**

### **AB 30 RECRUITMENT, SELECTION AND HIRING**

**POLICY:**

The police service must ensure procedures, which comply with *The Police Act, 1990* and Regulations and Human Rights Regulations, are developed for recruitment, selection and hiring of personnel.

**STANDARD(S):**

Procedures must ensure that recruitment, selection and hiring processes are clearly articulated and communicated internally and externally.

**AUTHORITIES:**

*The Municipal Police Regulations, 1991*  
*Saskatchewan Human Rights Code*

## **AB HUMAN RESOURCE MANAGEMENT**

### **AB 40 WORKPLACE HARASSMENT**

#### **POLICY:**

The police service must not condone or permit harassment in the workplace.

The police service must be committed to providing a work environment in which all individuals are treated with respect and dignity.

The police service will not refuse to employ, or refuse to continue to employ, or discriminate against, any person because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. All employees must meet bonafide occupational requirements.

#### **STANDARD(S):**

These policies will be observed to:

- prevent harassment in the workplace;
- establish and maintain a healthy work environment;
- comply with Human Rights and Occupational Health and Safety legislation.

Employees are responsible for ensuring and supporting a work environment in which harassment does not occur.

No person in a police service will harass or discriminate against any other person or group of persons because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age.

Procedures must include provisions for reporting, investigating and resolving complaints of harassment in the workplace.

## **AC CONDUCT**

## **AC CONDUCT**

### **AC 10 CONFLICT OF INTEREST**

**POLICY:**

Both on duty and off duty, personnel of Saskatchewan police services must maintain, and be seen to maintain, the highest standards of honesty, integrity and impartiality.

A Conflict of Interest policy is necessary to ensure the public's trust in the integrity of the police services and their personnel.

- Personnel will disclose, in writing, to their chief of police any and all business, commercial and financial interests where such interests might conceivably be construed as being in actual or potential conflict with their official duties.
- Personnel are specifically prohibited from engaging in any of the following situations or activities that have an obvious potential for conflict of interest:
  - personnel will not place themselves under a monetary or other obligation to any person in such a manner that could be construed as having the potential to affect the proper and impartial performance of their duties;
  - personnel will ensure that no conflict exists between their private interests and their official duties;
  - personnel will not use their position with the police service for private advantage;
  - in the performance of their duties, personnel will not give preferential treatment to relatives, friends, or organizations in which they or their relatives or friends have an interest;
  - personnel will not hold outside employment that might place demands on them that could be inconsistent with their police duties, or call into question their capacity to perform those police duties in an objective manner;
  - personnel will not accept gifts, benefits or favours from any person or organization where these might appear to have the potential of improperly influencing them in the performance of their police duties;
  - personnel will not provide gifts, benefits or favours to others where this may be perceived as attempting to influence others in their relations with the individual police officer or the police service; and



- without the approval of the chief of police, personnel will not directly or indirectly solicit or receive any gratuity, reward or compensation, or give any paid or unpaid testimonial.

**STANDARD(S):**

The police service will develop procedures relating to conflict of interest.

## AC CONDUCT

### AC 20 INTERNAL INVESTIGATION PROCESS

#### **POLICY:**

The integrity of police services will be ensured and maintained through an internal system that uses objectivity and impartiality to investigate complaints and concerns to ensure fairness and natural justice.

Under appropriate circumstances as outlined in *The Police Act, 1990*, the police service will consider relief from duty.

In considering whether or not to suspend a member of the police service, consideration of a temporary reassignment of duties must be made.

In accordance with *The Police Act, 1990*, the police service will initiate and maintain liaison with the Crown Prosecutor in any investigations involving alleged criminal conduct on the part of any member of the police service.

#### **STANDARD(S):**

Procedures must be established to ensure:

- the community's continued cooperation, respect and confidence in the police service through the prompt investigation of complaints made by the public against the police service and/or its personnel;
- the integrity of the police service is maintained; and
- accountability for, and direction on, the police service's internal investigation function and process for fairly and thoroughly addressing complaints and concerns.

The police service will develop and implement an internal investigation function that will:

- record, register and conduct the investigations against police service personnel;
- identify the categories of complaints or breaches of discipline that require internal investigation, making the distinction between those that would be handled by the internal investigation function and those that would be routinely handled by line supervisors;
- supervise and control the fair and impartial investigation of alleged or suspected misconduct within the police service;
- investigate all documented complaints in accordance with *The Police Act, 1990*;
- maintain the confidentiality and security of internal investigations and records;
- determine the status of any employee under investigation;

- act as a resource for line supervisors;
- be administered under the authority of the chief; and
- be evaluated regularly and revised if necessary.

**AUTHORITIES:**

*The Police Act, 1990*

**LOCAL POLICY: ADMINISTRATION/MANAGEMENT**

When the local policy is not related to an existing Saskatchewan Police Commission policy, the local policy may be inserted in this Section.

## **PART TWO OPERATIONS**

## **OA EMERGENCY RESPONSE SITUATIONS**

## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 10 DISASTERS AND CIVIL DISTURBANCES**

#### **POLICY:**

The police service will maintain order in situations of disaster or civil disturbance, protecting citizens and property, using only the degree of force that is necessary to maintain or restore order while minimizing physical contact between the police and those involved in the disturbance.

Specifically:

- force of any type will be used only to the legal extent required to control a given situation;
- deadly force will only be used to prevent death or grievous bodily harm;
- deadly force will not be directed at offenders involved in property crimes if lives are not in immediate danger;
- chemical agents will be used only by personnel who are trained and certified;
- when responding to labour disputes, the police service will maintain objectivity and impartiality, fairly enforcing the law as it relates to strikes, lockouts and picketing, while at the same time protecting the rights of individuals;
- when responding to sit-in demonstrations, the police service will provide assistance to the lawful possessor of the property, or to the possessor's agent, using as much force as is reasonable, but no more than necessary, to remove trespasser(s) from the property;
- police response to riot situations will be undertaken only by personnel who have the required, specialized training in riot control with support as necessary;
- in response to blockades, the police service will work to restore order and remove any impediment that obstructs the public's common right to free movement; and
- the police service will comply with provincial emergency preparedness programs.

**STANDARD(S):**

Procedures will be developed, incorporating consultation with appropriate civic and community representatives and organizations, to create suitable preparations for the implementation of planning, preparedness, response, review and reporting of disasters and civil disturbances. At a minimum, with respect to Disaster and Civil Disturbances these must:

- ensure the maintenance of liaison with emergency program authorities;
- be administered under the authority and responsibility of a person identified for this role;
- provide a process for appointing an on-site commander, and specify the duties and responsibilities of the police service in relation to the on-site commander; and
- be evaluated and revised as necessary.

**AUTHORITIES:**

*Criminal Code, Sections 25 & 26*  
National Use of Force Model  
*Labour Standards Act*  
Emergency Preparedness Canada  
SaskEnergy Preparedness

**PROCEDURES:**

Should be developed as a shared plan with other service providers.



## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 20 HOSTAGE/BARRICADED PERSONS**

#### **POLICY:**

Hostage/Barricaded person incidents are volatile, unpredictable events that place the safety of the public, the police, and the involved parties in jeopardy. The policy of the Saskatchewan Police Commission is that police services deliver an organized, safe, methodical response and resolution proportionate to the magnitude of the event.

The police service will have procedures for the planning, preparedness, response, review and reporting of situations involving hostage/barricaded persons.

In a hostage/barricaded person situation, public safety and the safe release of the victim(s) are of equal priority.

#### **STANDARD(S):**

**Procedures for hostage/barricaded person must be developed and tested prior to being used in actual situations. Such procedures must include provisions to cover the following:**

- The prime objective of entering into negotiations with a hostage taker will be to reduce the potential for violence and secure the safe release of hostages.
- Direction on and accountability for the police service's preparedness to respond to hostage taking/barricaded person incidents must be established.
- Police service procedures must establish responsibility for response to hostage taking/barricaded persons incidents, including how the accountability process works.
- In all hostage taking/barricaded person incidents involving injury, death to any of the parties involved or the need for decisions by the Minister of Justice, a report is to be forwarded to the Director of Public Prosecutions as soon as possible after the incident's conclusion. In other hostage taking/barricaded person incidents, the police service involved in the situation may decide whether or not it is necessary to forward a report to the Director of Public Prosecutions as soon as possible after the incident's conclusion.

- Preparatory activities will include the involvement and response of the tactical and hostage negotiation personnel, including:
  - the selection, training and deployment of hostage negotiation personnel;
  - interaction between the tactical personnel, hostage negotiation personnel and on-scene officers;
  - a list of negotiable and non-negotiable items; and
  - authorization for use of force and force options.
- The police service which creates its own plan for responding to hostage taking/barricaded person situations will develop policy and procedures for the planning, preparedness, response, review and reporting of such situations.
- At a minimum, these will address the following:
  - the roles and responsibilities of all parties who may be involved in a hostage/barricaded persons situation;
  - the means of assessing the situation with regard to its origination, persons involved, potential for violence and how to report that information to the appropriate personnel;
  - how and when to notify required personnel, including tactical and/or hostage negotiation personnel, command officers and support personnel;
  - activities to control and contain the immediate situation, and avoid confrontation, pending the arrival of trained tactical and hostage negotiation personnel. These activities will include:
    - establishment of a command post, line of authority and communication between all personnel;
    - establishment of an operational first response plan for on-scene personnel to deal with the situation, pending the arrival of trained tactical and/or hostage negotiation personnel;

- establishment of a perimeter;
  - evacuation of injured victims and bystanders;
  - appropriate use of ambulance, rescue or fire equipment;
  - establishing a means of communicating with the barricaded person;
  - provision of chase/surveillance vehicles and control of travel routes; and
  - appropriate involvement of media.
- debriefing and review of hostage/barricaded person situations, upon their termination, as a means of evaluating the response and identifying areas requiring modification;
  - reporting on hostage/barricaded person situations;
  - involvement in scenario training with tactical personnel, hostage negotiation personnel and other police services and agencies as required;
  - the police service will ensure that personnel involved in specialized response units have been adequately trained and are qualified to perform those duties, and that their training and re-certification are current; and
  - the use of special equipment will only be undertaken by personnel who have been trained in its use, and who's training and re-certification are current.

**AUTHORITIES:**

*The Police Act, 1990*

Canadian Police College

Crisis Negotiators Course

Incident Commander – Hostage/Barricaded Persons Course

National Use of Force Model

## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 30 ALARMS**

**POLICY:**

Safety is paramount when responding to and attending to alarms.

**STANDARD(S):**

Procedures will be developed with respect to the police service's response to alarms, including:

- giving priority to the safety of the public, investigating police officers and occupants/owners of the premises.

**AUTHORITIES:**

*Highway Traffic Act*

OA 30 HOSTAGE/BARRICADED PERSONS

## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 40 EXPLOSIVE DEVICES**

**POLICY:**

The police service will have procedures for the planning, preparedness, response, review and reporting of situations involving explosive devices.

- In the event of an incident involving bomb threat and bomb emergency situations, or situations involving explosives, the protection of life will be of primary importance and must be given first consideration.
- All calls that allege the existence of an explosive device will be assumed to be authentic, until proven otherwise, and investigative action will commence immediately upon receipt of the incident call.

Specifically:

- In the event of a search, the building authority may request the assistance of attending police personnel. Aid will be given whenever possible though there may be situations in which assistance cannot be provided.
- All search activity will be planned and coordinated to ensure safety and thoroughness and will include instructions to the searchers.
- Only trained Explosive Disposal Technicians will handle any material or object believed to be an explosive device.
- Municipal police services without trained resources to deal with explosives should establish procedures for intervention by an appropriate agency that does have these trained resources.
- The police service will ensure that personnel involved in specialized response units have been adequately trained and are qualified to perform those duties.

**STANDARD(S):**

**Procedures for bomb threat and bomb emergency situations or situations involving explosives must be developed and tested prior to use in actual situations.**

At a minimum, procedures must include provisions to:

- establish accountability for, and direction on, the planning, preparedness, response, review and reporting of bomb threats and bomb emergency situations or situations involving explosives; and
- ensure that only suitably trained and equipped personnel are used in bomb or explosives emergency situations;
- the police service will develop a plan to deal with bomb or explosives emergency situations, and test it prior to use in actual situations; and
- the police service will develop procedures for the planning, preparedness, response, review and reporting of bomb threat and bomb emergency situations or situations involving explosives.

At a minimum, procedures will address the following:

- the roles and responsibilities of all parties who may be involved in a bomb threat, bomb emergency, or explosives situation;
- the means of assessing the situation with regard to its origination, validity/potentiality, seriousness and scope, and how to report that information to the appropriate personnel;
- how and when to notify appropriate personnel, including command officers and support personnel;
- activities to control and contain the immediate situation pending the arrival of trained/specialized personnel, including:
  - establishment of a command post, line of authority and communication between all personnel;
  - establishment of an operational first response plan for dealing with the situation by on-scene personnel, pending the arrival of trained/specialized personnel;
  - establishment of a security perimeter;
  - evacuation;
  - request for ambulance, rescue or fire equipment; and
  - appropriate involvement of media.

- the involvement and response of the trained/specialized personnel, including bomb disposal personnel and specialized investigators;
- search requirements, including:
  - search equipment and search process;
  - action taken upon finding a bomb/explosive device or suspicious package.
- debriefing and review of bomb threat and bomb emergency situations or situations involving explosives, upon their termination, as a means of evaluating the response and identifying areas requiring modification; and
- reporting on bomb threat and bomb emergency situations or situations involving explosives.

**AUTHORITIES:**

*The Police Act, 1990*

*The Explosives Act*

Canadian Police College:

Police Explosives Technician Course

Police Explosives Technicians – Electronics Module III Course

PET – Explosives Forced Entry Instructors Course

Post Blast Scene Technicians Course

Radiography

Canadian Bomb Data Centre - Ottawa, Canada

## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 50 CHEMICALS/VOLATILE SUBSTANCES/DANGEROUS GOODS**

**POLICY:**

The police service will have procedures for the planning, preparedness, response, review and reporting of situations involving chemicals/volatile substances/dangerous goods.

In the event of a major incident in which hazardous materials are a potentially dangerous factor, the safety of the community and attending police personnel are of equal and primary importance and must be given first consideration.

**STANDARD(S):**

Appropriate procedures will be developed by the police service with respect to the safe and appropriate response to a hazardous material incident having due regard for the safety of attending personnel and the community.

**AUTHORITIES:**

OB 60 INDUSTRIAL ACCIDENTS

WHMIS (Workplace Hazardous Materials Information System)

Ministry of Transport

CANOTEC - Emergency Response Guide for Dangerous Goods (2<sup>nd</sup> Edition)

Owners of Hazardous Goods

Policy and Procedures of local protective services

Policy and Procedures of manufactures of hazardous goods



## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 60 EMERGENCY VEHICLE OPERATION**

**POLICY:**

When a police officer operates a vehicle in an emergency situation, they will have the safety of the general public as their primary consideration, and will drive with due regard for the safety of other vehicles and pedestrians, and themselves in compliance with the *Highway Traffic Act*.

**STANDARD(S):**

The police service will develop procedures for emergency vehicle operation and for the investigation, reporting, and recording of resulting accidents.

Procedures must also include the reporting of serious injuries or fatal accidents, resulting from the emergency use of a police vehicle to the Saskatchewan Police Commission.

**AUTHORITIES:**

*The Highway Traffic Act*

*The Police Act, 1990*

National Use of Force Model

## **OA EMERGENCY RESPONSE SITUATIONS**

### **OA 70 VEHICULAR PURSUIT**

**There are times when the risk of apprehension of offenders may outweigh the benefits.**

**POLICY:**

Vehicular pursuit may be initiated only when it is believed, on reasonable grounds, that the driver has committed an offence for which he or she can be arrested with or without a warrant, and when the benefits of immediate apprehension outweigh the danger created by the pursuit.

Protecting the public during a vehicular pursuit and the safety of police officers must be the primary concern of the police. Therefore, pursuits will only occur when all other alternatives have been considered, and the danger to public safety which might reasonably be expected to be caused by allowing the offender to flee, outweighs the danger which may result from the pursuit.

Further:

1. Use of firearms to stop a fleeing vehicle must be avoided unless there is a clear danger to the public if the vehicle is not stopped immediately.
2. When police officers are involved in pursuit, they will have the safety of the general public and the safety of other police officers as their primary consideration, and therefore will drive with due regard for the safety of other vehicles and pedestrians, and themselves.
3. No pursuit will be undertaken using a police vehicle unless:
  - that vehicle is equipped with roof-mounted emergency equipment; and
  - the roof-mounted emergency equipment is used throughout the pursuit.
4. Notwithstanding Section 3, in the event that initiation and/or pursuit by unmarked vehicles is deemed necessary, a marked vehicle with roof-mounted emergency equipment will be immediately directed to intercept and take over as the primary unit.

5. Police services may use tire deflation devices (as defined in the Police Act Regulations), as authorized by the Minister of Justice, to stop fleeing vehicles when this is considered by personnel to be the most appropriate.
6. Even when reasonable grounds for a pursuit exist, discontinuance of the pursuit must be considered when:
  - a clear danger exists to the public, the police or the suspect and the risk to anyone is considered too great; or
  - the pursuit has exceeded two (2) minutes; or
  - the apprehension by other means is possible once the driver or an occupant of the fleeing vehicle has been identified.
7. The senior member of the primary unit will be responsible for the decision to commence, continue, or terminate a pursuit. However, the supervisor may order that the pursuit be terminated at any time.

**STANDARD(S):**

The police service will develop procedures for the initiation, responsibilities, accountability, operation of, discontinuation, and follow-up reporting of vehicular pursuits.

- At a minimum, these will address the following:
  - ensuring the safety of the general public as the primary consideration in initiating, continuing and discontinuing any pursuit;
  - the roles, responsibilities and accountability of all parties involved in the pursuit;
  - conducting the pursuit;
  - inter- and intra-jurisdictional pursuits (the jurisdiction that initiates pursuit will maintain responsibility for the initiative);
  - forcible stopping/roadblocks;
  - terminating the pursuit;

- reporting by the police officers involved in the pursuit; and
- review by the chief of police.

**AUTHORITIES:**

*Criminal Code*

*The Highway Traffic Act*

National Use of Force Model

## **OB INCIDENT RESPONSE**

## **OB INCIDENT RESPONSE**

### **OB 10 ANIMALS**

**POLICY:**

The police service will establish procedures to deal with vicious or potentially vicious animals in the community.

**STANDARD(S):**

Procedures will be developed with respect to the police service's function related to animals, including:

- enforcement of bylaws regarding animals; and
- dealing with emergency situations regarding animals.

**AUTHORITY:**

Local bylaws

## **OB INCIDENT RESPONSE**

### **OB 20 CHILD ABUSE**

#### **POLICY:**

Police services will promptly respond to complaints of abuse involving children and will ensure a cooperative approach with appropriate agencies as necessary.

#### **STANDARD(S):**

Procedures will be developed with respect to child abuse, including:

- co-ordinating the areas of responsibility overseen by the Department of Justice, Police, Department of Community Resources and Employment, and other Health and Community Services;
- handling child abuse complaints co-operatively to ensure that the victim, family and offender are afforded the benefit of all the care and treatment available;
- training call takers and dispatchers in appropriate response to child abuse complaints;
- involving the Department of Public Prosecutions as early as possible in the investigation to provide advice as to appropriate legal procedures; and
- ensuring that confidentiality is paramount.

#### **AUTHORITIES:**

*Criminal Code*

*The Child and Family Services Act*

*Canada Evidence Act*

The Department of Justice's Child Abuse Protocol

Saskatchewan Police Commission Child Abuse Policy

*The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act*

*The Highway Traffic Act*

OC 120 Child Exploitation

## **OB INCIDENT RESPONSE**

### **OB 30 SUDDEN DEATHS**

#### **POLICY:**

Sudden deaths without a death certificate signed by a physician will be investigated to determine the circumstances of the death and establish the identity of the deceased. Police services will co-operate with other agencies in the closing of the coroner's case.

#### **STANDARD:**

Procedures will be developed for the investigation of sudden deaths sufficient to determine whether a criminal offence has, or may have occurred, to determine the circumstances leading up to the death and the identification of the deceased. If foul play is suspected or confirmed, procedures must provide for the appropriate resources and or transition to a criminal investigation.

#### **AUTHORITIES:**

*The Coroner's Act, 1999*

*The Occupational Health and Safety Act, 1993*

*The Workers' Compensation Act, 1979*

*Criminal Code*



## **OB INCIDENCE REPOSE**

### **OB 40 DOMESTIC VIOLENCE**

#### **POLICY:**

Assaults arising from situations of domestic violence are considered as a high priority for response and impartial investigations by police services. Charges will be laid when evidence supports a charge.

#### **STANDARD(S):**

Procedures will be developed and implemented to cover at minimum:

- the definition of “domestic violence” as defined in *The Victims of Domestic Violence Act*;
- appropriate training of personnel;
- response to and investigation of domestic violence incidents;
- response where it is known that firearms or other weapons are involved; and
- the use of other agencies and community resources that may be available.

#### **AUTHORITIES:**

OI 10 WITNESS AND VICTIM SUPPORT

*The Victims of Domestic Violence Act*

*The Family Property Act, 2001*

*The Child and Family Services Act*

*Criminal Code*

## **OB INCIDENT RESPONSE**

### **OB 50 FOREIGN DIPLOMATS**

**POLICY:**

Representatives of foreign governments shall be afforded their rights under reciprocal protocols entered into by Canada and foreign governments.

**STANDARD(S):**

Procedures will be developed to include an explanation of the terms Consular and Diplomatic entitlements, and appropriate actions to be taken by a police officer in the event of an offence committed by a foreign representative.

**AUTHORITIES:**

*State Immunity Act*

## **OB INCIDENT RESPONSE**

### **OB 60 INDUSTRIAL ACCIDENTS**

#### **POLICY:**

In the event of an industrial accident, the protection of life will be of primary importance.

#### **STANDARD(S):**

Procedures will be developed with respect to industrial accidents to include:

- if the accident involves a fatality or an injury of life-threatening nature, police units will be dispatched and will control the site, securing the accident scene and ensuring that medical aid is administered as required;
- an investigation will be conducted to ensure criminal action was not responsible for the death or injury;
- if a fatality is involved, a coroner will be called;
- the employer, or a representative, shall be reminded of their responsibility to notify the Occupational Health and Safety Branch; and
- the police service shall facilitate and assist and co-operate with any Occupational Health & Safety personnel.

#### **AUTHORITIES:**

Workplace Hazardous Materials Information System (WHMIS)

*Occupational Health and Safety Act, 1993*

OA 50 CHEMICALS \ VOLATILE SUBSTANCES \ DANGEROUS GOODS

## **OB INCIDENT RESPONSE**

### **OB 70 MISSING PERSONS**

#### **POLICY:**

Appropriate efforts and due diligence will be applied to each report of a missing person to ensure effective investigations and resolutions. Missing person reports will be accepted by the police service with whom they are filed, whether the person is missing from within or outside of the police service's jurisdiction. The police service will take responsibility for referring missing person reports to the appropriate agency or jurisdiction when required.

#### **STANDARD(S):**

Procedures will be developed with respect to the police services response to missing persons including:

- timeliness of response;
- factors determining the status of the case (i.e. opening a case, concluding a case);
- taking responsibility for referring missing persons' reports to the appropriate agency or jurisdiction;
- the type of information required, its collection and dissemination;
- investigation and search process;
- action to be taken upon location of missing person;
- special consideration with respect to particular categories of missing persons (e.g. young persons, adults, ill or disabled, habitual runaways, persons to be located for investigation purposes -- either witness or suspect, possible parental abduction);
- follow-up contact with reporting person;
- communications strategy;
- follow-up investigations;
- resources to assist in a search when necessary; and
- training of persons managing searches of missing persons.

**AUTHORITIES:**

Saskatchewan Search and Rescue Policies and Procedures

## **OB INCIDENT RESPONSE**

### **OB 80 HIGH RISK OFFENDERS - PUBLIC DISCLOSURE**

#### **POLICY:**

Except in unusual and urgent circumstances, notification to the public of the presence of high-risk offenders in the community will be made only on the advice of the Public Disclosure Committee. The nature, scope and timing of notification will be made in a manner best calculated to avoid resulting incidents both of undue concern in the community and actions by others of a retaliatory or vigilante nature.

#### **STANDARD(S):**

Procedures (which comply with the requirements of *The Public Disclosure Act* and *The Public Disclosure Regulations*) will be developed with respect to public notification of high-risk offenders, including:

- the proper officer(s) to determine when application should be made to the Public Disclosure Committee (or if and when notification can be made without application);
- the considerations which should be taken into account in determining the nature, scope and timing of notification following receipt of the advice of the Public Disclosure Committee that notification should be made (or after the decision to notify without application has been made); and
- the circumstances which will be considered to constitute unusual and urgent circumstances justifying notification without application to the Public Disclosure Committee.

#### **AUTHORITIES:**

*The Public Disclosure Act, S.S. 1996, c.P-36.1*

*The Public Disclosure Regulations, S.S. 1996, c.P-36.1, Reg 1*

## **OB INCIDENT RESPONSE**

### **OB 90 UTILITIES - DANGEROUS CONDITIONS**

#### **POLICY:**

The protection of the public and police personnel will be of primary concern when problems with public utilities cause an actual or potential threat to public safety.

#### **STANDARD(S):**

To carry out the Saskatchewan Police Commission's stated policy, appropriate procedures will be developed with respect to the police service's response to dangerous conditions caused by or affecting public utilities, including:

- blocking off or securing affected areas and identifying potential problems;
- providing traffic and spectator control and maintaining surveillance until the problem is resolved; and
- notifying the responsible/appropriate agency about any incident.

#### **AUTHORITIES:**

OA 50 CHEMICALS/VOLATILE SUBSTANCES/DANGEROUS GOODS

SaskEnergy

Policies and Procedures of local protective services

## **OC INVESTIGATION**



## **OC INVESTIGATION**

### **OC 10 COVERT OPERATIONS**

#### **POLICY:**

Covert operations undertaken by police services will:

- be conducted in compliance with constitutional and other legal requirements;
- have supervisory approval; and
- be conducted using appropriately selected and trained personnel.

#### **STANDARD:**

Procedures will be developed with respect to planning, preparedness, implementation, review and reporting of covert operations undertaken by the police service.

#### **AUTHORITIES:**

*Criminal Code Part VI*

*Canadian Charter of Rights & Freedoms*

Canadian Case Law

Bill C-24 Law Enforcement Justification Provisions

## **OC INVESTIGATION**

### **OC 20 CRIMINAL INVESTIGATIONS**

#### **POLICY:**

Police services will ensure they have the capacity to investigate offences, in particular serious and/or complex offences, or are able to access the necessary resources and assistance. Police services will ensure they have the capacity to collect, store, analyze and retrieve intelligence with respect to criminal activity.

Police services will use a case management system for serious and/or complex investigations, which should be the same as or compatible with the case management systems of other Saskatchewan police services.

#### **STANDARD(S):**

Procedures for criminal investigations must include provisions:

- for partnerships and internal and external co-operation that are necessary with respect to administering and conducting criminal investigations of serious and/or complex offences;
- for the investigation of serious and/or complex offences;
- for the availability of, and access to, specialized criminal investigations services;
- for accountability mechanisms for the completion of criminal investigations;
- for the qualifications and training necessary to investigate criminal offences;
- for the criteria regarding the selection of qualified personnel to investigate serious and/or complex criminal offences;
- for the responsibilities of police service personnel responsible for criminal investigations;
- for the coordination and interaction between work areas of the police service in order to conduct criminal investigations;
- to ensure that complete and unedited case files are maintained;

- to ensure the security of case files and to protect the integrity of investigations and to prevent unauthorized access to confidential information;
- to ensure accountability and investigative continuity is satisfied through the assignment of responsibility for criminal investigations to appropriate and qualified persons in the police service;
- for 24/7 coverage to respond to criminal investigations when necessary;
- for a principal investigator or case coordinator to be designated for each “open” case; and
- to ensure the status of each case is updated.

**AUTHORITIES:**

*Criminal Code*

*Canadian Charter of Rights and Freedoms*

Canadian Police College

Major Crime Techniques Course

Forensic Identification Course

Major Case Management Course

Cybercrimes Investigative Techniques

Intelligence Analysis Course

Strategic Intelligence Analysis Course

## **OC INVESTIGATION**

### **OC 30 CRIME SCENE MANAGEMENT**

#### **POLICY:**

The scene of a crime or incident will be secured and protected at the earliest opportunity to preserve its integrity for the collection and processing of evidence.

#### **STANDARD(S):**

Procedures will be developed to include:

- responsibilities and accountability;
- the timely protection of the crime/incident scene by the first persons on the scene;
- availability of crime scene specialists, either on 24-hour coverage or through an on-call schedule;
- accessing and use of forensic specialists from the Royal Canadian Mounted Police Forensic Laboratory; and
- the collection, processing, preservation and continuity of physical evidence.

#### **AUTHORITIES:**

Royal Canadian Mounted Police Forensic Lab Services Manual  
Canadian Police College  
Forensic Identification Course

## **OC INVESTIGATION**

### **OC 40 JOURNALS/NOTEBOOKS**

#### **POLICY:**

Unless exempted by local policy, each police officer will maintain a police notebook, which is the property of the police service, within which a concise, accurate record of daily activities, events and other relevant information will be kept.

The Saskatchewan Police Commission advocates that police notebooks be retained for a minimum of 7 years.

#### **STANDARD(S):**

Procedures will be implemented with respect to the requirement for, and use of, police officer notebooks as well as the safe retention, storage, and disposal of notebooks, including the disposition of notebooks upon termination of employment.

#### **AUTHORITIES:**

*The Limitations of Actions Act*

*Stinchcombe v. R., 1991*

Canadian Police College

Major Case Management Course

Saskatchewan Police College Course Training Standard - Recruit Training

-- Topic page/Notebooks

## **OC INVESTIGATION**

### **OC 50 CONFIDENTIAL SOURCES & AGENTS**

#### **POLICY:**

Confidential sources and agents can be a useful resource in policing, but police officers must not be compromised by agents/confidential sources. At the same time, the protection, security and confidentiality of agents/confidential sources must be ensured.

#### **STANDARD(S):**

Procedures will be developed with respect to the following:

- the necessary training of a manager/handler of an agent/confidential source;
- describing the approved use of agents/confidential sources;
- developing and handling agents/confidential sources;
- ensuring the protection/confidentiality of agents/confidential sources;
- addressing the commission of offences by agents/confidential sources;
- using information provided by agents/confidential sources;
- addressing payment to agents/confidential sources;
- addressing storage of and access to records pertaining to agents/confidential sources and their security and confidentiality;  
and
- risk assessment and motivation of the agent/confidential source.

#### **AUTHORITIES:**

Criminal Code

*Witness Protection Program Act*

## **OC INVESTIGATION**

### **OC 60 INTERCEPTION OF PRIVATE COMMUNICATIONS**

#### **POLICY:**

Part VI – Invasion of Privacy interception of private communication (Section 183 offence) is an authority that may be granted to police by a judge on application for specific cases. This authority is to be used judiciously as an aid to an investigation. Any interception of private communications shall avoid bringing the administration of justice into disrepute.

#### **STANDARD(S):**

To carry out the Saskatchewan Police Commission's stated policy, appropriate procedures will be developed with respect to the police service's interception of private communications.

The interception of private communications by means of any electromagnetic, acoustic, mechanical or other device will be:

- undertaken in full compliance with the legal requirements of intercepting private communications;
- implemented where the circumstances of the investigation warrant such implementation;
- used as an aid to the investigative process;
- have supervisor approval;
- be administered under the authority of existing statutes and regulations;
- be conducted by appropriately authorized and trained personnel; and
- be reviewed regularly to determine whether the activity needs to be continued.

Police services are to develop procedures for the retention, secure storage and disposal of exhibits.

#### **AUTHORITIES:**

*Privacy Act*

*Criminal Code, Part VI Invasion of Privacy*

*Canadian Charter of Rights and Freedoms*

*Access to Information Act*

## OC INVESTIGATION

### OC 70 INTERNATIONAL CHILD ABDUCTION

#### **POLICY:**

Police services will investigate each report of international child abduction and determine if criminal charges are appropriate, consulting with the Central Authority for Hague Applications in Saskatchewan and the Crown Prosecutor.

#### **STANDARD(S):**

- This policy is intended to facilitate cooperation between countries which are signatories to the Hague Convention for the safe return of children who have been illegally removed from their home country.
- Parental child abduction may have criminal as well as civil implications. Saskatchewan may receive requests from foreign jurisdictions to assist with an abduction that has taken place to Canada. The police may be contacted to assist because investigation may be required to determine if criminal charges are appropriate or if there are other risks identified to the child(ren) in question.
- RCMP "Our Missing Children" Registry may also be involved in these cases and can serve as a liaison with foreign police.

General Inquiry: (613) 993-1525  
Investigation: (613) 993-7860  
Border Alerts: (613) 993-7596  
Toll Free: 1-800-THE-LOST (1-800-743-5678)

#### **GUIDELINES:**

In order to ensure compliance with the Crown Prosecutor's policy and standards in this area, and to provide direction for any further procedures developed by local police services, the following guidelines are provided:

- investigate each case pursuant to Child Abduction (Parental) Criminal Code, to determine if criminal charges should be laid in consultation with the Crown Prosecutor;
- regarding all matters relating to International Child Abduction (Parental), contact:  
Executive Director  
Policy, Planning & Evaluation Branch  
Saskatchewan Justice  
(306) 787-8954



or

your local Crown Prosecutor.

**AUTHORITIES:**

Hague Convention on the Civil Aspects of International Child Abduction

*Criminal Code Part VIII S. 282*

National Charging Guidelines

Enforcement of Custody and Access - Civil Law

## **OC INVESTIGATION**

### **OC 80 CHILD ABDUCTION (PARENTAL) AND ENFORCEMENT OF CUSTODY & ACCESS ORDERS**

#### **POLICY:**

Police will investigate allegations of child abduction and lay charges where appropriate.

*The police service will investigate allegations of Child Abduction (Parental) and follow the National Charging Guidelines to determine if charges should be laid under Sections 282 or 283 of the Criminal Code. Recognize the criminal aspects of parental child abduction, and that a case may have criminal, civil and international aspects simultaneously.*

#### **STANDARD(S):**

- A 2000 Saskatchewan case, *R. v. Traves*, restricts the applicability of Section 127 of the Criminal Code (disobeying a court order) for enforcement of family law orders, as there are enforcement options in other legislation. However, child abduction is a criminal offence, not an enforcement action, and the police are obligated to investigate abduction complaints to determine if Sections 282 or 283 are applicable, and charge accordingly.

#### **GUIDELINES:**

*The National Charging Guidelines were developed by the Federal, Provincial, Territorial Family Law Committee and Senior Officials Criminal Law Committee. In 1998, they were adopted by Ministers of Justice representing all Canadian jurisdictions, to provide consistency to the application of Sections 282 and 283 of the Criminal Code.*

In order to ensure compliance with the Crown Prosecutor's policy and standards in this area, and to provide direction for any further procedures developed by police services, the following guidelines are provided:

- obtain the following information in your investigation to determine the applicability of Section 282 or 283 of the Criminal Code using the National Charging Guidelines:
  - age of the child;

- is there a court order or written agreement? Review a copy if one exists. Inquire at the courthouse, ask the solicitor of record for either party, or ask the parties for copies of any agreements/letters to determine if this is the most current court order or agreement;
- if there is no court order or written agreement, determine the status of custodial rights. (Obtain legal advice for the latter determination after obtaining basic information such as child's habitual residence, cohabitation of parties since child's birth, etc.);
- what is the alleged abductor's relationship to the child?;
- was consent to the alleged abduction given by the party who says he or she is being denied custody?;
- what are the facts of the alleged abduction?;
- if there is a court order, is there reason to believe the alleged abductor knows about the court order? (if the alleged abductor isn't aware of the order, steps may need to be taken to have that person served with the order and then a demand made to return the child to the other parent -- police may need to attend to avoid a breach of the peace and to act if the facts then show an abduction has occurred or is occurring.);
- is the complainant being denied custody or access that has some equivalent status to custody in terms of a significant degree of care and control over a child? (Obtain legal advice for the latter determination after obtaining basic information); and
- does the alleged abductor intend to deny the other parent, guardian or person possession of the child?

If there is information that the child is at risk of harm from the abducting parent, Department of Community Resources and Employment may need to be contacted. They can apprehend a child in need of protection and at risk of incurring serious harm. Pursuant to Section 17(2) of *The Child and Family Services Act*, if a peace officer apprehends a child in need of protection and at risk of harm, the peace officer must immediately report the matter to Department of Community Resources and Employment. As well, the Act provides that where a child is recovered in an abduction situation, the child can be taken into the care of the police service, if the custodial parent is not available, without becoming a child in need of protection [Section 7(2)].

Questions about the criminal charges should be directed to a Crown Prosecutor.

Note: consent of a Crown Prosecutor is required to charge under Section 283 of the *Criminal Code*. Questions about civil procedures, including international child abduction, interpretation of custody and access orders or agreements and determination of custody rights for criminal matters can be directed to:

Betty Ann Pottruff, Q.C.,  
Saskatchewan Justice  
(306) 787-8954  
[bpottruff@justice.gov.sk.ca](mailto:bpottruff@justice.gov.sk.ca)  
After Hours (306) 787-5871

**or**

Kim Newsham,  
Saskatchewan Justice  
(306) 787-5709  
[knewsham@justice.gov.sk.ca](mailto:knewsham@justice.gov.sk.ca)  
After Hours (306) 761-1993

**AUTHORITIES:**

*Criminal Code*

*The Child and Family Services Act*

National Charging Guidelines

Crown Prosecutor's Policy and Standards on Child Abduction

## **OC INVESTIGATION**

### **OC 90 LAYING CHARGES**

**POLICY:**

The police service will lay charges as appropriate. The police service is encouraged to consult with the Crown Prosecutor with respect to complex/serious cases.

**STANDARD(S):**

Procedures will be developed to:

- formally consult, whenever reasonably possible, with the Crown Prosecutor before charges are laid in complex/serious cases;
- ensure that an effective liaison exists between the police service and the Crown Prosecutor; and
- provide the Crown Prosecutor with timely, complete and well-organized court briefs and documentation necessary to enable the Crown Prosecutor to provide a timely and complete disclosure.

**AUTHORITIES:**

*Criminal Code*

Local Regional Crown Prosecutor's Policy and Standards

## **OC INVESTIGATION**

### **OC 100 SEARCH OF PERSONS**

#### **POLICY:**

Any and all types of search of a person, whether used as an aid to an investigation or for reasons of safety, must be carried out in a manner that complies with constitutional and legal requirements.

#### **STANDARD(S):**

The police service will have procedures for search of a person, which ensure that such search complies with the law and will protect evidence seized in the search.

Where a police officer intends to conduct a search on the consent of an individual, the officer must be able to demonstrate that it was “informed consent”, and that the individual had the authority to consent to the search.

In order for the police service to be able to demonstrate that informed consent has been obtained to conduct an investigative search, the police are encouraged to have a “Search Consent Form”.

#### **AUTHORITIES:**

*Criminal Code*

*Charter of Rights and Freedoms*

OC 110 SEIZURE OF EVIDENCE

OE EVIDENCE & EXHIBITS

#### **FORMS MANAGEMENT:**

## **OC INVESTIGATION**

### **OC 110 SEIZURE OF EVIDENCE**

**POLICY:**

The police service will ensure procedures are in place to preserve the integrity of evidence.

**STANDARD(S):**

Procedures will be developed with respect to seizure, including:

- the constitutional and legal requirements for seizure of evidence, including:
  - seizure of bodily fluids and DNA evidence;
  - seizure from a lawyer claiming solicitor-client privilege;
  - seizure of firearms;
  - seizure of telephone records;
  - seizure of business records; and
  - evidence seized from suspected/arrested persons.

Procedures will be established for the seizure, receipt, security, preservation, accountability, and disposal of exhibits and property.

**AUTHORITIES:**

*Criminal Code*

OC 100 SEARCH OF PERSONS

OE EVIDENCE & EXHIBITS

## **OC INVESTIGATION**

### **OC 120 CHILD EXPLOITATION**

**POLICY:**

Children involved in the sex trade are being sexually exploited and are victims of child abuse. Exploited children shall be protected and supported to ensure their safety.

**STANDARD(S):**

Procedures will be developed with respect to child abuse, including:

- co-ordinating the areas of responsibility overseen by the Department of Justice, Police Service, Department of Community Resources and Employment, and other health and community services;
- handling child abuse complaints co-operatively to ensure that the victim, the family and the offender are afforded the benefit of all the care and treatment available;
- training call-takers and dispatchers in appropriate response to child abuse complaints;
- involving the Department of Public Prosecutions as early as possible in the investigation to provide advice as to appropriate legal procedures; and
- ensuring that protection and support are provided to the exploited children as necessary.

**AUTHORITIES:**

The Department of Community Resources and Employment  
*The Child and Family Services Act*  
Provincial Child Abuse Protocol  
Regional Child Abuse Protocols  
Public Prosecution Policy Directive on Child Prostitution  
OB 20 CHILD ABUSE



## **OC INVESTIGATION**

### **OC 130.1 INTERVIEWING**

**POLICY:**

To preserve the integrity of evidence a police service should, when practical, electronically record interviews of witnesses, victims and suspects.

**STANDARD(S):**

- Police Services will develop procedures for the recording of interviews from witnesses, victims and suspects.
- Such procedures must provide for the storage, transcription and retention of electronically recorded interviews to preserve the integrity of the evidence.
- Procedures must also be developed for disclosure to the crown of electronically recorded interviews.

**AUTHORITIES:**

*Criminal Code*

The Child & Family Services Act

Child Abuse Protocol

Canadian Police College

Forensic Interviewing Course

Major Crimes Techniques Course

## **OC INVESTIGATION**

### **OC 130.2 INTERVIEWING OF CHILDREN**

**POLICY:**

When interviewing children in cases of suspected child abuse, a police service will be guided by the provincial Child Abuse Protocol.

**STANDARD(S):**

Police services will develop procedures for the objective interviewing of children that includes integrated case management with other agencies.

**AUTHORITIES:**

*Criminal Code*

Child Abuse Protocol

*Child and Family Services Act*

## **OC INVESTIGATION**

### **OC 140 ViCLAS (Violent Crime Linkage Analysis System)**

**POLICY:**

A police service shall make submissions to the Violent Crime Linkage Analysis System (ViCLAS) in accordance with ViCLAS parameters.

The police service shall be involved with ViCLAS through the RCMP Violent Crime Analysis Section (VCAS).

**STANDARD(S):**

- Procedures will be developed to identify and track submissions required for submissions to ViCLAS.
- The police service will ensure a ViCLAS co-ordinator is appointed to be responsible for ViCLAS.

**AUTHORITIES:**

ViCLAS Field Investigators' Guide  
ViCLAS Form  
Canadian Police College  
ViCLAS Specialist Course

## **OD FORENSIC IDENTIFICATION**

## **OD FORENSIC IDENTIFICATION**

### **OD 10 FORENSIC IDENTIFICATION**

**POLICY:**

Forensic Identification is a valuable investigative aid and the Saskatchewan Police Commission encourages police services to make extensive use of this resource.

The Saskatchewan Police Commission encourages the sharing of forensic identification expertise and the development of procedures for assistance and cooperation between police services.

**STANDARD(S):**

The police service will develop procedures to ensure adequate forensic identification services are applied to investigations. Such procedures will include:

- selection and training of technicians;
- parameters for use of forensic identification specialist services;
- seizure, storage and transportation of evidence; and
- use of specialists from the RCMP Forensic Laboratory.

**AUTHORITIES:**

OE EVIDENCE & EXHIBITS

OD 110 SEIZURE OF EVIDENCE

*The Identification of Criminals Act*

RCMP Forensic Laboratory (Lab Services Manual)

Course Training Standard -- Recruit Training (Forensic Identification)

Canadian Police College

Forensic Identification Course

Basic Bloodstain Pattern Recognition Course

Senior Forensic Identification Course

Henry Fingerprint Classification Course

**OE EVIDENCE & EXHIBITS**

## **OE EVIDENCE & EXHIBITS**

### **OE 10 FOUND PROPERTY**

**POLICY:**

A police service shall ensure found property is accounted for.

**STANDARD(S):**

Procedures will be developed to record, process, store, and dispose of found property.

**AUTHORITIES:**

OE EVIDENCE & EXHIBITS  
*The Cities Act*

**OF USE OF FORCE**



## **OF USE OF FORCE**

### **OF 10 USE OF FIREARMS**

#### **POLICY:**

A police service will ensure the responsible use and storage of firearms issued by the police service.

#### **STANDARD(S):**

Procedures will be developed on the use and control of firearms to include:

- training;
- annual qualification standards;
- carrying issue firearms, including:
  - on duty;
  - off duty;
  - in Court;
  - when transporting prisoners; and
  - in holding facilities.
- discharging a firearm, including:
  - appropriateness;
  - reporting the discharge of a firearm;
  - investigating the discharge of a firearm; and
  - reviewing incidents involving the discharge of a firearm.
- security/storage of firearms and ammunition; and
- maintenance of firearms and ammunition.

#### **AUTHORITIES:**

Firearms Training Manual

*Criminal Code*

*Police Regulations*

*Municipal Police Equipment Regulations, 1991*

## **OF USE OF FORCE**

### **OF 20 USE OF FORCE**

#### **POLICY:**

The use of force must be appropriate to the circumstance.

A police service must ensure use of force incidents where baton, OC spray, firearms and/or special weapon, neck restraints, or any incident where the use of force results in injury will be reported and reviewed.

#### **STANDARD(S):**

Procedures will be developed with respect to the use of force by police officers to include:

- training in National Use of Force Model;
- provision of appropriate medical response after use of force;
- decontamination after use of OC spray;
- recertification and training;
- use of force and force options;
- use of special weapons as approved by the chief of police;
- the reporting of use of force;
- review at a senior level of incidents involving the use of force in order to:
  - determine their appropriateness and compliance with legal, policy and procedural requirements; and
  - identify, address and resolve incidents of non-compliance with legal, policy and procedural requirements.
- quarterly statistical report to the Saskatchewan Police Commission where force is used.

#### **AUTHORITIES:**

*Criminal Code*

National Use of Force Model

*Municipal Police Equipment Regulations, 1991*

**FORMS MANAGEMENT:**  
Provincial Use of Force Reporting Form

## **OG PERSONS IN CUSTODY**

## **OG PERSONS IN CUSTODY**

### **OG 10 CARE, CONTROL & TRANSPORT OF PERSONS IN CUSTODY**

**POLICY:**

The police service is responsible for the safety and well being of persons in custody and all those who may be involved in their care, control and transportation. All persons in custody will be treated with respect in a dignified manner, meeting reasonable needs and preserving their rights.

Police officers are responsible for the safety and well being of persons in their custody, who must be released in a manner that does not jeopardize their wellbeing.

*\* See Glossary for definitions of “arrest”, “in custody”, and “detention”.*

**STANDARD(S):**

Procedures will be developed with respect to the care, control and transportation of persons in custody.

**AUTHORITIES:**

*Criminal Code Sections 497 & 499*

## **OG PRISONERS**

### **OG 20 DETENTION FACILITY**

#### **POLICY:**

Police services will ensure that secure, safe, sanitary and appropriate conditions are provided for the detention of persons in custody.

The Saskatchewan Police Commission requires that, where possible, video surveillance of persons in custody should be used.

#### **STANDARD(S):**

- It is the responsibility of the police services to have procedures in place for the provision and operation of appropriate detention facilities including:
  - a plan for emergency situations; and
  - the use of sufficient trained personnel and appropriate equipment.
  
- Procedures will also include comprehensive plans that are prepared, regularly tested, posted where necessary, and maintained ready for use to address any emergencies arising within the detention facility.

#### **AUTHORITIES:**

*Public Health Department Regulations*

*Occupational Health and Safety Regulations*

*The Provincial Building Code*

*The Workers' Compensation Board Act (1979)*

OG 10 CARE, CONTROL & TRANSPORT OF PERSONS IN CUSTODY

OC 100 SEARCH OF PERSONS

*Coroner Inquests Recommendations*

**OH TRAFFIC**

## **OH TRAFFIC**

### **OH 10 TRAFFIC SAFETY**

**POLICY:**

The Saskatchewan Police Commission recognizes that traffic safety includes enforcement as part of a comprehensive strategy of community safety.

**STANDARD(S):**

Procedures will be developed with respect to traffic safety that includes:

- education;
- accident investigation;
- pedestrian safety; and
- enforcement.

**AUTHORITIES:**

OH 20 IMPAIRED DRIVING  
*The Highway Traffic Act*



## **OH TRAFFIC**

### **OH 20 IMPAIRED DRIVING**

**POLICY:**

The Saskatchewan Police Commission recognizes that impaired driving is a social problem as well as a criminal act.

**STANDARD(S):**

Procedures will be developed with respect to:

- the investigation of the operation or the care and control of a motor vehicle and the collection of evidence; and
- the public education and awareness relative to impaired driving.

**AUTHORITIES:**

OC 90 LAYING CHARGES

OE EVIDENCE & EXHIBITS

OH 10 TRAFFIC SAFETY

*Criminal Code*

*Highway Traffic Act*

Canadian Association Chiefs of Police Traffic Safety Initiatives

## **OI SPECIAL SERVICES**

## **OI SPECIAL SERVICES**

### **OI 10 WITNESS & VICTIM SUPPORT**

**POLICY:**

A police service will provide witnesses and victims with information concerning support services available to them.

A police service will endeavor to provide witnesses and victims with protection from intimidation and retaliation.

**STANDARD(S):**

Procedures will be developed to include the means of accessing witnesses and victims support services and the means of accessing witnesses and victims protection programs.

**AUTHORITIES:**

*The Victims of Crime Act, 1995*

*Criminal Code*

*The Witness Protection Program Act*

## **OI SPECIAL SERVICES**

### **OI 20 POLICE SERVICE DOGS**

#### **POLICY:**

The Saskatchewan Police Commission supports the appropriate use of a police service dog.

#### **STANDARD(S):**

Procedures will be developed to include:

- parameters for use of police service dogs regarding the employment of police service dogs by the police service, including:
  - accessing use of police dogs;
  - deployment;
  - adherence to provincial standards (now being developed);
  - qualifications, certification, and training of dogs and handlers;  
and
  - reporting of use of force.

#### **AUTHORITIES:**

OF 20 USE OF FORCE  
National Use of Force  
*Criminal Code*

#### **FORMS MANAGEMENT:**

Provincial Use of Force Reporting Form

## **OI SPECIAL SERVICES**

### **OI 30 EMERGENCY RESPONSE TEAM (ERT)**

#### **POLICY:**

The Saskatchewan Police Commission approves the use of ERT/SWAT to deliver an organized, methodical, safe response and resolution of a situation involving officer and/or public safety.

A police service must ensure they have ERT/SWAT resources, or have agreements in place to ensure access to these resources.

#### **STANDARD(S):**

The Saskatchewan Police Commission encourages police services to share expertise and develop partnerships to train and work together so larger services can assist smaller services with emergency response.

Procedures will be developed to include:

- the selection of personnel taking into account the unique demands of the job in the context of safety and liability;
- that qualifications and training recognize the demands of the job; and
- reporting, debriefing and evaluation of each incident.

#### **AUTHORITIES:**

*National Use of Force*

#### **FORMS MANAGEMENT:**

Provincial Use of Force Reporting Form

## **OJ INTERAGENCY LIAISON**

## **OJ INTERAGENCY LIAISON**

### **OJ 10 LIAISON WITH OTHER AGENCIES**

**POLICY:**

The police service will establish and maintain an effective and mutually beneficial liaison with other agencies.

**STANDARD(S):**

Procedures will be developed with respect to liaison with other agencies, including, but not limited to:

- liaison with:
  - criminal justice agencies;
  - other police services;
  - fire departments;
  - emergency medical services;
  - Department of Corrections and Public Safety; and
  - Department of Community Resources and Employment.
- written agreements describing the terms, conditions and responsibilities of inter-agency relationships;
- provision of services and resources available to witnesses, victims and offenders through the police service and other public and social service agencies; and
- notification to other non-police agencies as required.

## **OK COMMUNITY RELATIONS**



## **OK COMMUNITY RELATIONS**

### **OK 10 RELEASE OF INFORMATION**

**POLICY:**

A police service will have a release of information strategy to provide for the dissemination of appropriate information while ensuring confidentiality and security.

**STANDARD(S):**

Procedures will be developed with respect to the police service's release of information function.

The police services will develop a communications strategy which will:

- be accurate and timely;
- facilitate the dissemination of public information;
- promote a positive relationship between the police and the community;
- direct the manner in which police service personnel will conduct themselves when communicating publicly;
- establish the manner of approval and release of information; and
- be conducted using appropriately selected and trained personnel and the appropriate and required equipment and techniques.

**AUTHORITIES:**

OK 30 MEDIA RELATIONS POLICY

## **OK COMMUNITY RELATIONS**

### **OK 20 VOLUNTEERS**

**POLICY:**

The Saskatchewan Police Commission recognizes that community volunteers can enhance the delivery of services.

**STANDARD(S):**

When a police service uses volunteers, procedures will be in place to:

- establish training programs;
- clearly define the program's role in the police service; and
- identify supervision.

Set out and describe:

- the selection criteria and process;
- the hiring and termination criteria and process;
- compensation and performance considerations; and
- disciplinary considerations.

## **OK COMMUNITY RELATIONS**

### **OK 30 MEDIA RELATIONS POLICY**

**POLICY:**

The Saskatchewan Police Commission encourages all police services to help foster a well-informed, supportive and cooperative community by clearly communicating through the media.

**STANDARD(S):**

Procedures will be developed with respect to the police services media relations policies that includes:

- open, honest and timely communication with the media;
- appointment of a person or persons designated to deal with the media;
- a consistent and approved process for disseminating information to the media;
- ensuring that qualified personnel are available to respond to the news media;
- promoting a positive relationship between the police and the community; and
- directing the manner in which police service personnel will conduct themselves when communicating publicly.

**AUTHORITIES:**

OK 10 RELEASE OF INFORMATION

## **OL COMMUNICATIONS**

## **OL COMMUNICATIONS**

### **OL 10 COMMUNICATIONS: OPERATIONS**

#### **POLICY:**

Police services are to provide and maintain a radio and telephone communications system to provide effective policing services while providing for the safety and security of the public and police officers and ensuring confidentiality and security of information.

#### **STANDARD(S):**

Procedures will be developed with respect to the police service's communication function that includes:

- 24/7 response capability;
- prompt handling and routing of emergency calls;
- communication with persons whose primary language is not English, or who have special needs;
- selection and training of communications personnel; and
- security and confidentiality of information.

#### **AUTHORITIES:**

*The Police Act 1990*

**LOCAL POLICY: OPERATIONS**

**When the local policy is not related to an existing Saskatchewan Police Commission policy, the local policy may be inserted in this Section.**

## APPENDICES

APPENDIX OF-A

**STANDARD(S) FOR USE OF FORCE**

For All Officers:

- Appropriate record-keeping of annual firearm qualifications for all officers who carry a firearm which is authorized under *The Police Act, 1990* and identified in the Firearms Training Manual.

For Operational Officers:

- Appropriate record-keeping of eight hours of instruction every three years to recertify in the use of an expandable baton.
- Appropriate record-keeping of two hours of instruction every three years to recertify in the Koga neck restraint.

For Baton Instructors:

- Appropriate record-keeping of eight hours of instruction to take place every three years to recertify in the use of an expandable baton.

For Firearms Instructors:

- Appropriate record-keeping of initial and recertification training to take place every three years.

For Koga Neck Restraint and OC Spray Instructors:

- Appropriate record-keeping of initial and recertification training to take place every three years.

For Recruits and Experienced Applicants:

- Appropriate record-keeping of initial training in firearms, baton, Koga Neck Restraint and Oleoresin Capsicum Spray as identified in the regulations under *The Police Act, 1990*.

Have available an appropriate record of current Firearms Instructors teaching and certifying within the police service.

Have available an appropriate record of current Baton and Koga Neck Restraint Instructors teaching and certifying within the police service.



**AUTHORITIES:**

- Municipal Police Recruiting Regulation
- Municipal Police Training Regulations
- Firearms Training Manual
- National Use of Force Model
- Provincial Use of Force Reporting Form
- Municipal Police Equipment Regulations 1991