



CRIMINAL INVESTIGATION MANAGEMENT AND PROCEDURES

LE-006

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Policy Statement

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

1. Subject

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

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

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

2. Specific Definitions:

“investigator” – a peace officer who is a member of the police service and who has successfully completed the required Ministry accredited training or acquired the Ministry approved equivalent competencies.

3. Policy Requirements

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

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

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

In accordance with Sections 20 of the Investigation Regulation, the Chief of Police shall prepare:

- (a) Procedures regarding notifying supervisors of missing persons occurrences and matters where there is a reasonable suspicion that an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) has or will be committed
- (b) Procedures for undertaking investigations;
- (c) Procedures for the management of information relating to investigations; and
- (d) Procedures for managing informers and agents and ensuring their security.

4. Consulting with Crown Attorney

The Chief of Police shall consult with the Crown Attorney regarding any concerns raised by the Crown Attorney or judiciary regarding the investigation procedures or the practices of members of the police service related to any aspect of an investigation.

5. Deployment

The Chief of Police shall deploy members of the Police Service as required to undertake or supervise investigations.

6. Number of Members Required

The Chief of Police shall consider at least the following factors when determining the number of members of a police service that are required to undertake and supervise an investigation:

- (a) Data on the workload of members conducting investigations from the previous five years;
- (b) The crime severity index for areas being policed;
- (c) The strategic plan for the Police Service; and
- (d) The geographical characteristics of the community.

7. Measurement Methods/Systems

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

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

8. Reporting

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

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

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

9. Authority/Legislative Reference

Community Safety and Policing Act, 2019, ss. 38(1)(g) and 38(2)
O. Reg. 392/23: Adequate and Effective Policing (General), s. 5(1) 2. iii.,
O. Reg. 395/23: Investigations, ss. 4, 20, 21, 22, 23, 24
Violent Crime Linkage Analysis System Reports (ViCLAS) Regulation
Board Minute #191/00

Board Minute #56/07
Board Minute #69/11
Board Minute #18/14

10. Linkage to Appropriate Police Service Procedure/Directive

I-B-722(F) Criminal Investigations
I-B-413(F) Threat Assessment Unit
I-B-727(F) Video Recording of Interviews
I-B-401(F) Canine Unit
I-B-402(F) Forensic Identification Services
I-B-403(F) Intelligence Services-Tech Support
I-B-708(F) Polygraph Examinations
I-B-301(O)Crime Analysis Unit
I-B-512(F) Breach of Conditional Sentence
Peel Regional Police Criminal Investigation Management Plan and Procedures
I-B-111(F) Corrections Probations & Parole
FIN 99 Criminal Investigation Fund
I-B-118(F) Policing Jurisdiction
I-B-607(F) Suspect Apprehension Pursuit
I-B-721(F) Special Investigations Unit
I-B-736(F) Undercover Operations
I-B-504(F)Ontario Court of Justice Procedure