



# SEXUAL ASSAULT INVESTIGATION LE-034

Effective Date: 2000/09/15

Amended: 2007/03/30

Reviewed: 2014/05/20

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Amended: 2025/03/13

## **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 establishing procedures and processes relating to the undertaking and managing of investigations into sexual assaults.*

## **1. Policy Requirements**

It is the policy of the Board with respect to the undertaking and managing of investigations into sexual assaults the Chief of Police will:

- (a) ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
- (b) ensure that members act with full respect for human dignity and according to professional standards of skill, integrity and accountability;
- (c) maintain both officer and public safety as a priority;
- (d) ensure that members involved in investigations into sexual assaults have the knowledge, skills and abilities to perform this function;
- (e) ensure sexual assault investigations are undertaken in accordance with the Peel Regional Police Criminal Investigation Management Plan;
- (f) ensure complete compliance with the Ministry's designated *Ontario Major Case Management (MCM) Manual*;
- (g) develop and maintain procedures that address:
- (h) develop procedures with respect to communications and dispatch, initial response and investigations relating to sexual assaults;
- (i) develop procedures with respect to community notification;
- (j) ensure provisions for victim assistance;
- (k) maintain relationships with other police agencies, Criminal Justice agencies, hospitals, Boards of Education, social agencies and the community, dealing with the issues relating to sexual assaults; and
- (l) regularly review procedures on investigations into sexual assaults to remain current with case law, inquests, inquiry findings, and amendments to related legislation; and
- (m) conduct ongoing statistical analysis, qualitative and quantitative review of all sexual assault investigations to ensure the integrity of investigative practices and procedures.

## **2. ViCLAS Reports**

- (a) Within 30 days of the start of an investigation into a sexual assault, the investigating officer leading the investigation shall complete and submit one or more ViCLAS Crime Analysis Reports respecting the investigation to the Provincial ViCLAS Centre.
- (b) Within 30 days of a material change or of acquiring information that is significant to an investigation into a sexual assault, the investigating officer leading the investigation shall update the ViCLAS Crime Analysis Report and resubmit it to the Provincial ViCLAS Centre
- (c) An investigating officer who receives a Potential Linkage Report respecting an investigation from the Provincial ViCLAS Centre shall,
  - i. Follow up the potential linkage with the investigation as soon as possible; and
  - ii. Within 60 days of receiving the Potential Linkage Report, submit to the Provincial ViCLAS Centre a Potential Linkage Response Form reporting the results of the follow up.

## **3. Reporting**

As part of the Annual Statistical Report of the police service, the Chief of Police will report on the number of sexual assaults.

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

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

## **4. Authority/Legislative Reference**

*Community Safety and Policing Act, 2019, s. 38(1)(g), s. 38(2)*

O. Reg. 395/23: Investigations, ss. 18, 24

O. Reg. 394/23: Major Case Management and Approved Software Requirements, s. 1 and 2  
Board Minute #191/00

Board Minute #56/07

Board Minute # 44 /14

Ministry of Community Safety and Correctional Services Inspection September 2018

## **5. Linkage to Appropriate Police Service Procedure/Directive**

I-B-402(F) Forensic Identification Services

I-B-719(F) Sex Offence Investigations (Adult and Children)