

Prince Edward Island Policing Standards

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ROLES AND RESPONSIBILITIES (RR)

RR 1 - LEGISLATIVE FRAMEWORK

These standards apply to all police services in Prince Edward Island. Some of these standards also apply to the Atlantic Police Academy and its sworn instructors. The Police Act provides the Minister of Justice and Public Safety and the Attorney General with the authority to assess the level of compliance to standards and address any issues of non-compliance.

PREAMBLE

The *Canadian Charter of Rights and Freedoms* (the *Charter*) states that Canada is founded upon the "rule of law" which means:

- a. We are governed by public rules made by constitutionally authorized lawmakers;
- b. We recognize the processes set out in the law. No one is above the law.

The *Charter* sets out a variety of legal rights, most notably that: "Everyone has the right to life, liberty and security of the person and the right not to be deprived thereof except in accordance with the principles of fundamental justice." Under the Canadian Constitution, the responsibility for enacting criminal law rests with the federal government, while responsibility for the administration of justice and policing rests with the provinces. In conducting their duties, police must ensure their actions are consistent with:

- a. The provisions of the *Charter*.
- b. The Prince Edward Island Human Rights Act.
- c. Any agreements governing the police service.
- d. The provisions of an array of federal and provincial statutes including, for example, those governing freedom of information, protection of privacy and human rights.

Prince Edward Island Police Act

The Prince Edward Island Police Act (the *Police Act*) mandates the Minister of Justice and Public Safety and the Attorney General as responsible for policing in the province and for the administration of the Act and the Regulations. The Act specifies that the Minister shall promote the preservation of peace, the prevention of crime and the efficiency, adequacy and effectiveness of police services and provides that police services shall act under the direction of the Minister.

The Act permits the Lieutenant Governor in Council to enter into an agreement with the Government of Canada for the use or employment of the Royal Canadian Mounted Police (RCMP) for the policing of the province or any part of the province.

According to the Act, eligible municipalities, as noted above, may, depending on their size:

- a. Establish their own police service.
- b. Enter into an agreement with the Government of Canada to have the RCMP provide policing services to the municipality.
- c. Enter into an agreement with one or more municipalities to jointly operate a regional police service that will provide policing services in those municipalities.
- d. Enter into an agreement with another municipality to have that municipality's police service provide policing services in the municipality.

The *Municipal Government Act (Prince Edward Island)* states one of the five purposes of a municipality is to develop and maintain safe and viable communities.

RCMP Act

The *RCMP Act* is federal legislation that provides the authority and mandate for the RCMP. The Act establishes the framework within which the RCMP operates and outlines its authorities, jurisdiction, duties and governance. Unlike police services established under provincial legislation, the RCMP is governed by the *RCMP Act*, which provides the Solicitor General of Canada with the authority to enter into agreements with provinces and municipalities to provide RCMP policing.

While the PEI Police Act provides oversight and standards for police services operating within the province, it does not apply to the RCMP. The RCMP, as a federal police service, is bound by the provisions of the RCMP Act and is subject to federal governance and oversight. There may be rare instances where the PEI Police Act or its associated standards conflict with the RCMP Act. If such a situation arises, the RCMP Act shall take precedence. However, agreements such as the Provincial Police Service Agreement and Municipal Policing Service Agreements ensure that the RCMP endeavors to operate in alignment with provincial and municipal priorities while maintaining its federal mandate. In addition, the Commissioner of the RCMP has committed to harmonizing RCMP standards and procedures to be substantially similar to or exceed the comparable professional police standard or procedure applicable to all police services in the Province.

Provincial Police Service Agreement

The Provincial Police Service Agreement (PPSA) between the Government of Canada and the Government of Prince Edward Island establishes the RCMP as the provincial police service.

Pursuant to the agreement, the Ministry establishes annual provincial policing priorities. The agreement provides that the minimum standard of policing by the provincial police service must meet the standard as determined by the Commissioner of the RCMP in consultation with the Ministry.

Extended Service Agreements

Communities policed under the PPSA have the option to enter into an Extended Service Agreement with Canada for the provision of an enhanced level of policing.

Municipal Policing Service Agreements

Municipal policing service agreements (MPSA) between the Government of Canada and a municipality establish the RCMP as the municipal police service for that community. These agreements provide for the municipal chief executive officer (Note: in a MPSA, the chief executive officer is the mayor, reeve or other designated head of the municipality), to set objectives, priorities and goals for the RCMP municipal police service that are consistent with those set by the Department of Justice and Public Safety for the provincial police service.

MPSAs state the minimum standard of policing by the RCMP municipal police service must meet the standard as determined by the Commissioner of the RCMP in consultation with the chief executive officer.

Community Tripartite Policing Agreements

There are two Community Tripartite Agreements (CTAs) for the provision of police services in the First Nations communities of Lennox Island and Abegweit First Nations. Parties to each agreement include the Government of Canada, the Province of PEI and the First Nations communities.

Atlantic Police Academy (APA)

The Atlantic Police Academy (APA) serves as the primary training facility for police cadets in Prince Edward Island and the Atlantic region. While the APA is subject to the PEI Police Act, its role as a training institution means that its operations are distinct from those of operational police services.

Similarly, the PEI Policing Standards, which are developed under the authority of the Police Act and the Police Act Regulations to ensure the adequacy, effectiveness, and efficiency of police services in the province, may not be fully applicable to the APA because of the nature of the institution and its operations. As a training facility, the APA is not an operational police service. Therefore, many of the standards governing the conduct, administration, and oversight of police services are not applicable to APA or its staff.

However, where applicable, the APA aligns its training programs with PEI Policing Standards to ensure that cadets are equipped with the knowledge and skills required to meet the requirements set out by the province. The specific applicability of standards is determined based on the APA's role as an educational institution supporting the training and development of police officers.

RR 2 – STATEMENT OF PRINCIPLES

Police services, as part of the criminal justice system and in accordance with the Charter, are responsible for maintaining peace and order, protecting lives and property; preventing and investigating crime; and providing policing services that are responsive to community needs.

To be effective, the delivery of policing services must be based on the principles of partnership, ownership, collaborative problem-solving and quality service. Developing, nurturing and sustaining partnerships between communities and the police is essential to success in addressing crime, disorder and other risks to community safety.

Police must seek and preserve public trust, confidence and support by exercising impartial service to the law and providing service to all people without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, gender identity and expression, political beliefs, types of employment, economic or social standing. Police must be sensitive to the needs of victims of crime and all users of policing services.

PREAMBLE

Police officers serve as the front line of the criminal justice system. They are responsible for enforcing federal, provincial and municipal laws; protecting life and property; preventing and detecting crime; and keeping the peace. Law enforcement is a major component of a police officer's broad range of duties and roles. They investigate occurrences and bring evidence before the courts.

Although legislation and the common law define the authority of the police, the ability of the police to perform their duties also depends on the public's support, trust and co-operation.

To be effective, the delivery of policing services must be based on the principles of partnership, ownership, collaborative problem-solving and quality service.

Police must strive to maintain a relationship with the public that embodies the historic tradition: “Police are the public, and the public is the police.” Police officers are members of the public who are specially authorized to perform policing duties on behalf of the public. Developing, nurturing and sustaining partnerships between the community and the police is essential for community safety.

Police must seek and preserve public trust, confidence and support by exercising impartial service to the law, and providing service to all people without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, gender identity and expression, political beliefs, types of employment, economic or social standing. These standards will help foster a policing culture that is accountable, consistent and community focused.

STATEMENT

Police services, as part of the criminal justice system, and in accordance with the Canadian Charter of Rights and Freedoms, are responsible for maintaining peace and order, protecting lives and property, preventing and investigating crime, and providing policing services that are responsive to community needs.

Police services shall be provided in accordance with the following principles:

- a. Delivered effectively, efficiently and impartially to all people.
- b. Delivered on the basis of partnership between the police and the community, and responsive to community needs.
- c. Sensitive to the needs of victims of crime and all users of policing services.
- d. Sensitive and responsive to the diverse character and needs of communities.
- e. Conducted in a manner that maintains the trust and respect of the public (through adherence to strict ethical standards).
- f. Committed to a shared path of reconciliation with the Indigenous peoples of Prince Edward Island.

RR 3 – ADEQUACY AND EFFECTIVENESS

PREAMBLE

The development and refinement of policing standards is a dynamic process. The Department of Justice and Public Safety will continually review and modify the standards in consultation with police services, municipal officials with governance and oversight of policing and other policing stakeholders, to ensure they accurately reflect appropriate benchmarks for the delivery of an adequate and effective level of policing.

STATEMENT

A police service will be deemed adequate and effective if the legislative requirements and policing standards are met, with adherence to the Canadian Charter of Rights and Freedoms and the Prince Edward Island Human Rights Act.

Measures and indicators of an adequate and effective police service may include, but are not limited to legal requirements, compliance with standards, regulations, protocols, policies, guidelines, efficiency (e.g. cost/benefit per unit of service) and timeliness. Once legislative

requirements have been met and standards are fulfilled, a community or region may decide to fund an enhanced level of service.

RR 4 – STANDARDS, GUIDELINES AND DIRECTIVES

Ministerial direction to police services can take the form of standards, guidelines, directives, protocols, and policies depending on the issue. Police services shall comply with issued guidelines, directives, protocols and policies regardless of whether they are specifically referenced in these standards.

PREAMBLE

The Minister of Justice and Public Safety and the Attorney General may provide guidance and direction to police services, for example, in response to new legislation, changes in case law, or to address emerging policing issues. Guidance and direction shall be provided in writing.

STATEMENT

Ministerial direction to police services can take the form of guidelines, directives, protocols, or policies depending on the issue. Police services shall comply with Ministerial direction, whether or not it is specifically referenced in standards.

RR 4.1 Police services shall comply with issued guidelines, protocols, policies and directives, whether or not they are specifically referenced in these standards.

Compliance: Proof.

Interpretation: Police Services shall, upon request by the Minister, provide proof of their adherence to any guidelines, directives or standards issued by the Minister.

RR 5 – SHARED SERVICES / LIAISON WITH OTHER AGENCIES

PREAMBLE

There is a strong spirit of co-operation among police services. They assist each other and share special expertise, even when there are no formal agreements for doing so. Joint planning and the development of formal aid agreements enhance effective police service delivery. Written agreements, discussed and planned ahead of time, clearly establish the roles and responsibilities of the respective parties, enhance communication and remain viable regardless of changes in personnel or other changes that might affect informal arrangements. Formal agreements between police services and individuals or other non-police organizations also provide effective options for addressing specific organizational needs such as training or providing specialized expertise.

STATEMENT

These standards have been developed to provide for flexible implementation at the local level. The resource limitations of police services vary. To ensure the required resources and expertise are available to meet a particular standard, a police service shall provide the service directly; or request assistance from the provincial police service pursuant to the PPSA; or contract with another police service; or a person or organization other than a police service.

The PPSA outlines how assistance may be requested and the circumstances where payment for certain services may be determined, should a police service require the assistance of the provincial police service for specialized services.

RR 5.1 Any agreement/contract for service, or Memorandum of Understanding (MOU), shall be with the concurrence of the chief officer of the contracting police service and the civic authority. It will clearly describe any mutual aid or other specialized police services that they either provide to or receive from another police service or the provincial police service.

Compliance: Proof.

RR 5.2 If an Island police service shares, provides assistance or receives assistance for any of the following specialized services there is a requirement for a formalized MOU governing the arrangement between the police services:

- a. Police dog services
- b. Forensic identification services
- c. Public order unit/tactical support group
- d. Collision reconstructionist or collision analyst
- e. Major/serious crime investigations (including but not limited to special investigations)
- f. Undercover operations
- g. Technological crimes
- h. Explosives disposal
- i. Emergency Response team (ERT) or Tactical Response Team
- j. Critical incident command
- k. Crisis negotiator
- l. Marine operations
- m. Search and Rescue
- n. Communications and dispatch
- o. Internet Child Exploitation (ICE)
- p. Air services

Compliance: Proof.

Interpretation: Copies of MOUs shall be provided to the Minister upon request. The Provincial Police Services Agreement calls for the RCMP, as the contracted provincial police service, to provide assistance as necessary with specialized policing services.

RR 5.3 Personnel who provide specialized police services shall be trained and or certified as required by the Department of Justice and Public Safety. Personnel without the required training or certification may assist in the delivery of specialized police services provided they work under the direct supervision of trained or certified personnel. Chief officers shall endeavor to have personnel trained and certified to deliver specialized police services as soon as practicable.

Compliance: Proof.

Interpretation: Chief officers shall maintain training records for personnel involved in the provision of specialized police services to ensure compliance.

RR 5.4 Personnel who provide specialized police services requiring certification shall maintain that certification as required.

Compliance: Proof.

Interpretation: Chief officers shall maintain training records for personnel involved in the provision of specialized police services to ensure compliance. Upon a request from the Minister, chief officers shall provide training records.

RR 5.5 Copies of written agreements entered into by a police service, such as contracts, MOUs or agreements for specialized police services that involve fee for service or cost recovery arrangements, are to be provided to the Department of Justice and Public Safety.

Compliance: Proof.

RR 5.6 Police services shall endeavor to cooperate in the sharing of certain specialized policing functions to optimize the use of police resources in the province.

Compliance: Proof.

RR 5.7 Police services shall maintain liaison and participate where appropriate with the following organizations and bodies, but not be limited to:

- a. local courts for adults and young persons;
- b. Crown prosecutors;
- c. probation and parole agencies;
- d. Provincial Corrections;
- e. Provincial Sheriff's Services;
- f. Provincial Restorative Justice;
- g. Provincial Conservation and Enforcement;
- h. Commercial Vehicle Enforcement (CVE);
- i. Victim Services;
- j. Provincial Coroner's Office;
- k. Child and family services;
- l. Emergency Management Organization
- m. Provincial High Risk Offender Advisory Committee;
- n. PEI Bridge Table; and
- o. Other police services in the province

Compliance: Proof.

RR 6 – POLICING IN PEI

The PPSA between the Government of Prince Edward Island and the Government of Canada establishes the RCMP as the provincial police service in all communities that do not have an existing municipal police department.

The Municipalities of Alberton, Borden-Carleton, O'Leary, Souris, Tignish and Montague have extended service agreements through the PPSA for enhanced police services.

In PEI, municipal police services are provided by:

- a. Stand-alone municipal police services established by the municipalities of Charlottetown, Summerside and Kensington;

- b. The RCMP, through Municipal Policing Agreements between the Government of Canada and the municipalities of Stratford and Cornwall.

PREAMBLE

There are four types of police services approved to operate in Prince Edward Island: provincial, municipal, regional and federal.

A variety of processes are used to oversee these four types of police services. The Minister is responsible for policing in the province and for the administration of the Police Act and the Police Act Regulations. Pursuant to the Police Act, “the Minister shall promote the preservation of peace, the prevention of crime and the efficiency, adequacy and effectiveness of police services.”

Municipal police are overseen from a governance perspective by their respective municipal governments. Operational command remains with chief officers and the chain of command in each police service.

Federal policing is a core responsibility of the RCMP that is carried out in every province and territory in Canada, as well as internationally.

STATEMENT

Provincial Police Services

The PPSA between the Government of Prince Edward Island and the Government of Canada establishes the Royal Canadian Mounted Police (RCMP) as the provincial police service. The agreement states “the internal management of the Provincial Police Service, including its administration and the determination and application of professional policing procedures, shall remain under the control of Canada.”

The agreement further provides that “in determining the professional police standards or procedures in respect of the Provincial Police Service, the Commissioner of the RCMP will harmonize those standards or procedures to be substantially similar to or exceed the comparable professional police standard or procedure applicable to all police services in the Province [...]”

The Municipalities of Alberton, Borden-Carleton, O’Leary, Souris, Tignish and Montague have extended service agreements through the PPSA for the provision of enhanced police services.

There are two Community Tripartite Agreements (CTA) with the Lennox Island and Abegweit First Nations. Parties to each agreement include Canada, the Province of PEI and the community. Policing to those communities with CTAs shall be delivered by the Provincial Police Service in accordance with the provisions of the Tripartite agreements.

Regional Municipal Police Services

Regional municipal police services may exist in Prince Edward Island to provide policing to two or more municipalities pursuant to an agreement between the municipalities. Municipalities wishing to establish a regional police service must apply to the Minister in accordance with the Police Act Regulations and in the format approved by the Minister.

Municipalities that establish a regional police service shall establish and maintain a regional police oversight body, as constituted and agreed to by the municipalities involved.

Federal Police Services

Federal Policing protects Canada, its people, and its interests against the greatest domestic and international criminal threats, including risks to national security, transnational and serious organized crime, and cybercrime.

Federal Policing is a core responsibility of the RCMP that is carried out in every province and territory in Canada, as well as internationally.

Municipal Police Services

A municipality that has established a stand-alone municipal police service must establish and maintain a municipal police board. For the purposes of this section, a municipal council or committee of council, can serve in the capacity of police board.

In PEI, municipal police services can be provided by a municipality:

- a. Establishing its own police service.
- b. Entering into an agreement with the Government of Canada to have the RCMP provide policing services in the municipality.
- c. Entering into an agreement with another municipality to have that other municipality's police service provide policing services in the municipality.

A council of a municipality intending to act as specified in clause (a), (b) and (c) shall apply to the Minister in accordance with the Police Act Regulations and in the format approved by the Minister.

Municipal Policing Service Agreements (MPSAs)

Municipal Policing Service Agreements between the Government of Canada and municipalities provide that the professional police standards and procedures determined in respect of the Provincial Police Service in accordance with the PPSA will also apply to the Municipal Police Service.

Pursuant to the Police Act, when the RCMP provides policing services in a municipality, the council for the municipality may establish an advisory committee to:

- a. Work with the officer in charge of the detachment that provides policing services in the municipality
 - i. To establish priorities and objectives for policing in the municipality.
 - ii. To ensure that policing services are delivered in a manner consistent with community values, needs and expectations.
- b. Serve as a liaison between the community and the RCMP.

Atlantic Police Academy

The Atlantic Police Academy (APA) is a critical component of the policing framework in Prince Edward Island, serving as the primary training facility for police cadets in the province and the Atlantic region. While the APA is not an operational police service, it plays an essential role in ensuring that police cadets are well-prepared to meet the expectations and standards of policing in PEI.

The APA's collaboration with operational police services ensures that its training reflects contemporary policing challenges and community expectations, contributing to the overall effectiveness and professionalism of policing in PEI.

RR 7 – ACCOUNTABILITY AND COMPLIANCE

This set of standards outlines the roles and responsibilities of chief officers in ensuring adherence to provincial police standards, directives, guidelines, policies and protocols. The Minister may direct at any time compliance audits or directed reviews to evaluate or assess adherence to provincial police standards, policies and protocols.

PREAMBLE

The Department of Justice and Public Safety shall evaluate police performance through compliance audits and directed reviews.

- *Compliance audits*: Broader surveys of police services' compliance with the PEI Policing Standards. These audits are planned in a three-year cycle as required or directed by the Minister.
- *Directed reviews*: A narrow and deeper examination of specific police administrative or operational practices and performance. Directed reviews occur as required or directed by the Minister.

Compliance audits and directed reviews result in four types of findings: compliance, non-compliance, opportunities for improvement and other*.

Issues of non-compliance are deficiencies related to adherence to PEI Policing Standards that must be addressed as soon as possible.

Opportunities for improvement are suggested changes to current policy, procedure or practice and should be considered to improve performance.

Where newly issued or recent changes in Standards and/or Guidelines create a condition of policy or practice non-compliance, police services will be afforded an appropriate amount of time to become compliant.

*There may be instances where a police service may not meet a standard due to circumstances beyond the control of the police service. In those cases, the police service will be afforded an appropriate amount of time to meet the standard.

RCMP Role in Compliance and Accountability

The RCMP is contracted as the provincial police service in PEI under the Provincial Police Service Agreement (PPSA). As a federal agency governed by the RCMP Act, the RCMP adheres to professional standards and operational procedures established by the RCMP Commissioner. The Commanding Officer of L Division has reiterated the Commissioner's commitment to harmonizing RCMP standards and procedures to be substantially similar to or exceed the comparable provincial policing standards.

Compliance and accountability for the RCMP in PEI are assessed through collaborative mechanisms between the Commanding Officer of RCMP L Division and the Department of Justice and Public Safety. Directed reviews and compliance audits may involve oversight of RCMP

services in their provincial and municipal policing roles to ensure alignment with the Department of Justice and Public Safety's expectations.

Atlantic Police Academy

The APA plays a unique role in policing within Prince Edward Island as the primary training institution for police cadets. While the APA is subject to the Police Act and PEI Policing Standards, its function as a training facility means that accountability and compliance measures apply differently than they do to operational police services. The APA must ensure its training programs align with PEI Policing Standards and PEI Police Training Guidelines to prepare cadets to meet expectations. Audits or reviews of the APA would focus on compliance of APA to the applicable requirements of the PEI Police Training Guidelines and these standards.

STATEMENT

Police services shall comply with all standards, guidelines, protocols, policies and other directives issued by the Minister of Justice and Public Safety. Where necessary, it is the responsibility of police services to ensure that any service provided through contracts, memorandums of understanding or mutual aid agreements with other organizations or police services comply with the relevant standards.

The Department of Justice and Public Safety recognizes that chief officers may be required to temporarily deviate from the requirements of a standard, guideline or other direction to adapt their organizational practices to effectively function within the exceptional internal or external challenges. Such challenges may include but are not limited to:

- Environmental disasters, epidemics and pandemics
- Sudden financial and legal changes
- Sudden internal organization changes (i.e. personnel, management systems)

Where a chief officer determines it is necessary to temporarily deviate from the requirements of a standard, protocol, guideline or other Ministerial direction, the chief officer shall submit a formal written request for temporary exemption to the Director of Public Safety. The request must include:

- Statement of the problem
- What temporary exemptions are being sought to address the problem?
- How will the organization manage the risks created by the temporary exemptions?
- How long will the exemption be required?
- If the exemption period is longer than 30 days, the chief officer shall provide the Director of Public Safety with a monthly update and review of the situation, unless the Director mandates a different reporting period.

The Department of Justice and Public Safety considers temporary exemptions as emergencies. A request for a temporary exemption will be reviewed and acted on as swiftly as possible. The Department will provide a written response to the request.

RR 7.1 Chief officers shall ensure their police service meets all standards.

Compliance: Proof.

RR 7.2 Chief officers shall ensure that any contracts, mutual aid agreements or integration of specialized services with other police services, meet all standards.

Compliance: Proof.

RR 7.3 Should a police service be found to be non-compliant with any standard, the chief officer shall implement corrective actions to achieve compliance within a specified period as directed by the Minister.

Compliance: Proof.

RR 7.4 Chief officers shall discuss concerns resulting from a review with the Review Leader. If this fails to resolve the concerns to the chief officer's satisfaction, the chief officer may request that the Director of Public Safety attempt to mediate a resolution to the dispute.

RR 7.5 If mediation is unsuccessful, the chief officer may request the Deputy Minister of Justice and Public Safety review the matter. The Deputy Minister may act independently or, on a case-by-case basis, establish a committee to review the matter and make recommendations. The decision of the Deputy Minister is final and binding.

ORGANIZATIONAL MANAGEMENT (ORG)

ORG 1 - COMMUNITY POLICING

This set of standards describes the policies police services shall have and the practices they shall employ to adequately engage and consult with the communities they serve to enhance the responsiveness of policing.

PREAMBLE

Community policing, which is based on the principles of partnership, ownership, collaborative problem solving and quality service, allows police services to respond to the unique policing needs of their communities. Effective community policing requires ongoing dialogue and a proactive evidence-based approach.

STATEMENT

Strategies to implement community policing vary according to community needs and available resources.

ORG 1.1 Police services shall:

- a. Identify communities in their jurisdiction.
- b. Establish community consultative committees as deemed appropriate and necessary.
- c. Work with schools, community organizations and groups.
- d. In consultation with the communities they serve, develop annual policing plans to address the identified public safety priorities and objectives.
- e. When building policing plans, consider the Province's Annual Policing Priorities.

- f. Consider incorporating performance measures in Annual Policing Plans.
- g. Ensure all personnel are aware of their roles and responsibilities in relation to the Annual Policing Plans.
- h. Provide an annual report to their communities on the results and progress made towards achieving the identified public safety priorities and objectives.

Compliance: Proof.

Interpretation: This standard requires police services to identify and engage with their communities, to identify public safety and policing priorities and build annual plans to work to address those priorities where appropriate.

ORG 1.2 Police services shall formally survey the communities they serve at a minimum of every four years to identify community safety needs, concerns and expectations regarding policing. The survey will request community input on the following:

- a. The performance of the police service.
- b. Police conduct while performing their duties.
- c. Police engagement with community and residents.
- d. Public perceptions regarding safety and security.
- e. Recommendations for improving policing and community safety.
- f. The general level of community satisfaction.

Compliance: Proof.

Interpretation: A community survey must contain, at minimum, questions that address each of the aforementioned bullets. The survey can take the form of phone, mail-out, interview, or forum and should address a statistically significant proportion of the population.

ORG 2 – ORGANIZATION AND DIRECTION

This set of standards outlines the minimum that police services shall have in place in terms of formal organizational structure and documented policies.

PREAMBLE

These policing standards are intended to ensure the police services establish formal structures to organize, define, direct and coordinate their organizational components and functions. The standards also apply to direction and supervision.

STATEMENT

All personnel of a police service must have a clear understanding of their respective roles and responsibilities and must carry out their duties in accordance with the law, policy, procedures and regulations.

ORG 2.1 Police services shall ensure that all personnel have access to a current organizational chart with a written description of the organization's structure and policy describing each organizational component or function.

Compliance: Policy along with a written description and organizational chart.

Interpretation: This standard requires the production of an organizational chart to show structure and reporting lines. The organizational chart must be maintained and approved by the chief officer. Written descriptions and roles and responsibilities of organizational components shall be contained in policy.

ORG 2.2 Police services shall have a policy that addresses command protocol:

- a. In the absence of the chief officer.
- b. Involving its personnel in a joint force operation or integrated services.
- c. Day-to-day operations.

Compliance: Policy.

Interpretation: Bullet (a) – policy clearly identifies how an identified officer in the chain of command is appointed into an acting capacity as chief officer.

Bullet (b) – policy identifies who has primary jurisdiction and what chain of command will be used for reporting when there is more than one enforcement agency involved during an investigation or incident.

Bullet (c) – who officers report to and take orders from on a day-to-day basis. This would detail who would assume responsibility if officers of equal rank are at an incident, i.e. the officer with the most seniority in that rank will immediately assume responsibility for investigation of the occurrence, unless instructions to the contrary are given.

ORG 2.3 Police services shall have policy that requires police officers to obey any lawful direction or order received from a supervisor. Procedures shall also be in place to address situations where the police officer receives a conflicting or unlawful direction or order.

Compliance: Policy.

Interpretation: Policy shall require police officers to:

- a. Carry out lawful orders.
- b. Prohibit the issuance of intentional unlawful orders.

ORG 2.4 Police services shall have policy and procedures that include:

- a. Maintenance of the policy and procedures.
- b. A process for establishing new policies and procedures.
- c. A process for disseminating policy.

Compliance: Policy.

Interpretation: Formal policies are established to keep employees informed and should be readily accessible. Processes should be established to ensure that changes to policy are distributed to all employees.

ORG 2.5 Police services shall have and display a mission and values statement.

Compliance: Policy and proof.

Interpretation: The mission statement and separate values statement of the police service shall be embedded in policy. Proof for this standard could include observation of the mission statement prominently displayed in the police service facility.

ORG 2.6 Should a police service adopt its own Code of Conduct, it shall be consistent with the Prince Edward Island Police Act Code of Professional Conduct and Discipline Regulations.

Compliance: Proof.

Interpretation: Proof is a copy of the Code of Conduct.

ORG 3 – PLANNING

This set of standards outlines the minimum planning processes that police services shall have in place to ensure they remain prepared to meet the changing organizational needs, and the Minister is kept apprised of any significant organizational changes.

PREAMBLE

The planning process is essential to effective management. Police services shall have clearly defined objectives and detailed plans for achieving them.

STATEMENT

A strategic/multi-year plan should cover successive years beyond the current budget and contain provisions for frequent evaluation and updating.

ORG 3.1 Police services shall develop a multi-year plan that includes, but is not limited to:

- a. Operational objectives.
- b. Expected fluctuations in population and workload.
- c. Anticipated staffing requirements.
- d. Future capital improvements and equipment requirements.
- e. Provisions for annual review and revision by the police service.

Compliance: Proof.

Interpretation: Establishing long-term goals is an essential component of good planning. Strategic plans should extend over multiple fiscal years and be regularly validated and updated. Compliance would be a copy of the multi-year plan.

ORG 3.2 Police services shall submit an annual report to the Minister covering their operations for the previous fiscal year. The report shall include, but not be limited to:

- a. Highlights of significant policing events and accomplishments.
- b. A list of complaints against the police service and/or its officers.
- c. Mandatory training summary.
- d. An overview of police officer staffing levels that includes, but is not limited to:
 - i. An organizational chart of the police department.
 - ii. The number of vacancies.
 - iii. The number of retirements.
 - iv. The number of new hires.
 - v. The breakdown of gender and cultural diversity.

Compliance: Proof.

Interpretation: Compliance is provision of the annual report to the Minister. Police services may also choose to make the report available to the public.

d. (v.) Where available and self-reported, the breakdown of gender and cultural diversity should reflect the composition of police officers in terms of gender identity and cultural background. Cultural diversity may include self-identified race, ethnicity, Indigenous identity, language, or other aspects of cultural heritage.

ORG 4 – FINANCIAL/ASSET MANAGEMENT

This set of standards outlines the minimum policies, processes and practices that police services shall have in place to ensure sound management of their finances, assets, equipment and supplies.

PREAMBLE

A police service's accounting system should be compatible with, or a part of, the central accounting system of the municipality. In the case of the RCMP, in accordance with Treasury Board regulations.

STATEMENT

The accounting system should follow generally accepted accounting principles and follow formal financial control procedures which establish authority and responsibility, as well as alert management to problems that may require remedial action.

ORG 4.1 If police services have an independent accounting system, it shall comply with generally accepted accounting principles.

Compliance: Proof.

Interpretation: For the purposes of this standard, a municipality's annual audited financial report is sufficient.

ORG 4.2 The chief officer is responsible for presenting a detailed annual budget based on organizational requirements and objectives. The chief officer of a municipal police service submits the budget recommendations to the civic authority in accordance with the approved municipal process.

Compliance: Proof.

ORG 4.3 Civic authorities should have an established policy that controls maintenance of all cash funds handled by its police service and the police service shall abide by the policy. Police services shall have policy that controls maintenance of all cash funds handled by its employees.

Compliance: Policy.

Interpretation: Policy should outline a process to ensure accountability for cash funds including signature requirements, authorities, and auditing of disbursements. Appropriate municipal policy or process would apply.

ORG 4.4 Civic authorities should have an established policy governing external fundraising activities by the police service that generate funds. All such funds should be recorded as separate from any other municipal account and require a minimum of two signatories, other than the chief officer, having signing authority on behalf of the police service for any such funds. Police services shall establish policy pertaining to any external fundraising activities that generate funds for the good of employees or charitable organizations.

Compliance: Policy.

Interpretation: Policy should outline the establishment of a separate account with a minimum of two signatories having authority. Appropriate municipal policy or process would apply.

ORG 4.5 A civic authority's finance department is responsible for all disbursements other than petty cash and investigative fees paid to confidential informants and covert operations, which are completed through the chief officer, or designate, who is reimbursed by the finance department.

Compliance: Proof and policy.

ORG 4.6 Receipts of expenditures paid out by petty cash shall be available for municipal audits.

Compliance: Proof.

Interpretation: Receipts and record of expenditures shall be maintained.

ORG 4.7 Police services shall have policy that stipulates internal procedures for acquisition, disposal and control of police uniforms, equipment and other assets assigned to the police service.

Compliance: Policy.

Interpretation: Appropriate municipal policy would apply. Disposal policy shall ensure that items such as police uniforms and emergency vehicle/equipment markings are not accessible to or by anyone outside of law enforcement.

ORG 4.8 The chief officer shall ensure that effective internal controls are in place for personal issue and common equipment and that such equipment is maintained in a state of operational readiness. Equipment will include but is not limited to:

- a. Personal issue firearms.
- b. Conducted Energy Weapons (CEWs).
- c. Oleoresin Capsicum (OC) Spray.
- d. Shotguns, rifles, carbines and other intervention equipment.
- e. Body armour.
- f. Police radios.
- g. Body-worn cameras (if applicable).
- h. Other equipment used by specialized units.

Compliance: Proof.

Interpretation: Proof is provision of records pertaining to issuance and maintenance of equipment.

ORG 4.9 The chief officer shall ensure police motor vehicles, and other mechanized equipment such as boats, all-terrain vehicles, motorcycles and others are kept in good working order in

accordance with manufacturer's recommended regular maintenance schedules and that maintenance records are maintained.

Compliance: Proof.

Interpretation: Proof is provision of maintenance records.

ORG 5 – QUALITY ASSURANCE

This set of standards outlines required policies and procedures that police services shall have in place to perform regular risk-based quality assurance reviews to ensure sound management in accordance with the PEI Policing Standards.

PREAMBLE

Risk-based quality assurance reviews ensure objective reviews of operations, administration, facilities, equipment, personnel and activities outside normal supervision and the chain of command.

STATEMENT

Responsibility for the internal quality assurance function shall be outlined in police service policy.

ORG 5.1 Police services shall have written policy which describes the authority and states the requirement for a risk-based quality assurance program, including the necessity to:

- a) Develop a risking process.
- b) Prescribe the frequency and criteria for reviews.
- c) Have directives on how, when and who will take responsibility in ensuring any identified corrective measures are implemented.
- d) Assess follow-up procedures to ensure corrective actions have worked effectively.

Compliance: Policy and proof.

Interpretation: Quality assurance reviews evaluate performance as well as the processes a police service has in place to mitigate risk.

Bullet (d) – outlines how the remedial action will be completed to ensure any concerns identified in the review have been corrected. May provide timelines for the completion of any follow-up action. Compliance would be the completed review/inspection report.

ORG 5.2 Police Services shall have policy facilitating external reviews of the adherence to the PEI policing standards by the Department of Justice and Public Safety.

Compliance: Proof.

Interpretation: Facilitating would include the provision of requested information and access to facilities in order for the Department of Justice and Public Safety staff to perform reviews.

PERSONNEL (PER)

PER 1 – RECRUITMENT AND SELECTION OF POLICE OFFICERS

This set of standards outlines the minimum that police services should have in place to manage the process of recruitment and selection of police officers.

PREAMBLE

Police services are required to provide adequate and effective policing that meets the needs of the communities they serve. To fulfill this requirement, police services must recruit officers through a process that is sensitive to the principles of transparency and equity.

STATEMENT

The following standards are intended to ensure organizational needs and community expectations are met.

PER 1.1 Responsibility for the recruitment of candidates as police officers shall be outlined in the police service's policy.

Compliance: Policy.

Interpretation: Policy should outline which position(s) have the responsibility (i.e. chief officer, delegate, Recruiting Section) for recruitment of officers.

PER 1.2 Police services shall ensure that the people responsible for recruitment have the skills and competencies required to fulfil their duties.

Compliance: Policy and proof.

Interpretation: Personnel assigned to recruitment of police officers shall possess or acquire the skills and competencies required to fulfill their responsibilities. Proof may be determined through job descriptions, resumes, and academic and training records.

PER 1.3 If a police service has a formal recruiting process in place, it shall include:

- a. Police service personnel requirements, including consideration of community diversity.
- b. Detailed strategies for attracting personnel to fulfil organizational requirements.
- c. Defined and documented special requirements or restrictions for employment, including level of fitness, education, knowledge and integrity.
- d. A documented description of the recruiting process.

Compliance: Proof.

Interpretation: Proof of compliance is a documented recruiting process.

Bullet (a) – should address the diverse needs of the police service and community considering cultural, gender and underrepresented groups.

Bullet (b) – the plan should outline what will be done to acquire the appropriate personnel (i.e. upgraded driving skills, educational training).

Bullet (c) – this bullet outlines specific requirements, objectives or benchmarks, as well as any restrictions, that are associated to employment.

Bullet (d) – this bullet is an overall description of how a police service will address their recruiting requirements (i.e. case-by-case as needed or continuous recruiting). This would also include recruitment methods such as posting of opportunities and active recruitment within or outside the local community.

PER 1.4 Police Services shall, at the time of receiving an application, provide written information to the applicant about the recruiting process and any costs associated with the application process that must be borne by the applicant.

Compliance: Proof.

Interpretation: Proof will be a sample of the recruitment package, including hard copy, on-line, or in any other electronic recruiting formats.

PER 1.5 Police Services shall select qualified individuals and have a selection process based on the principles of fairness and transparency.

Compliance: Policy.

PER 1.6 Police service policy shall outline who has the responsibility for the selection of police officers.

Compliance: Policy.

PER 1.7 Police services shall ensure that persons responsible for selecting police officers, including those conducting background investigations of applicants, have the skills and competencies required to fulfill the responsibilities.

Compliance: Policy and proof.

Interpretation: Persons assigned to the selection of police officers shall possess or acquire the skills and competencies required to fulfill their responsibilities. Proof may be determined through job descriptions, resumes and academic and training records.

PER 1.8 Police Services shall have a policy ensuring that their selection process complies with the Police Act and its qualification requirements as specified in the PEI Police Act General Regulations.

Compliance: Proof.

Interpretation: Proof may be provision of a vetted copy of an applicant's file.

PER 1.9 Police services shall have a written selection process that includes, but is not limited to:

- a. Pre-requisites to be met prior to selection; list of pre-requisites shall be available to the public.
- b. Written procedures for rewriting, reapplying or having test results re-evaluated, if permitted.
- c. A procedure for notifying unsuccessful candidates of their ineligibility.
- d. A thorough background investigation including, at a minimum:
 - i. Fingerprinting.
 - ii. CPIC criminal records checks (vulnerable sector).
 - iii. Local records checks.

- iv. References.
- v. Interview of applicant.
- vi. An assessment of the applicant's overall suitability.
- vii. A credit check.

Compliance: Proof for each bullet.

Interpretation: Selection requirements may be posted on the police service's internet job posting board or in recruiting information that is sent to applicants. All applicants are to receive the same information and have accessibility to it in the same form at each stage of the application process. Background investigations do not need to be conducted on all applicants, only on those who have progressed in the selection process.

PER 1.10 Successful applicants for appointment to police officer status under the PEI Police Act shall receive, on appointment, copies of:

- a. The PEI Police Act.
- b. The PEI Police Act General Regulations.
- c. The PEI Police Act Code of Professional Conduct and Discipline Regulations.
- d. The PEI Policing Standards.
- e. The PEI Police Act Training Regulations.

Compliance: Proof.

Interpretation: Every officer shall receive a copy of the above noted documentation (electronic access to the documents is acceptable).

PER 2 – TRAINING

This set of standards outlines the minimum policies, processes and practices that police services shall have in place to govern the training and orientation of police officers and civilian employees.

PREAMBLE

Police services are required to provide police orientation training, in-service training and professional development to personnel to ensure they have the skills and competencies to effectively discharge their duties and responsibilities. This training commences upon hiring and continues throughout the careers of officers, civilians and volunteer personnel.

STATEMENT

The following standards address the minimum requirements for promoting skill development and maintenance in police services. The standards recognize the variety of designations of personnel as well as unique requirements. These standards provide for regular education and training about developments in statute and case law as well as changes in technology and community expectations. These standards do not limit police services from designing and delivering enhanced training to meet the needs of the communities they serve.

PER 2.1 Police Services shall have policies and processes to support:

- a. Planning and developing training programs.

- b. Informing personnel of required and available training.
- c. Maintaining training records of personnel.
- d. Managing attendance at required training sessions.
- e. Implementing training courses.
- f. Selecting instructors and participants.
- g. Coordinating and evaluating training programs.
- h. Maintaining records of instructor qualifications.

Compliance: Policy and proof.

Interpretation: Relevant documentation shall be provided to the Minister upon request.

PER 2.2 To support the training function, police services or the training provider shall:

- a. Specify a person within the police service who will be responsible for the training function.
- b. Establish an annual process for evaluating and updating the police service's in-house training programs, if they exist.
- c. Maintain training standards for each in-house training course which include provisions for the following:
 - i. Goals and objectives of the training course.
 - ii. Guidelines and format for lesson plans.
 - iii. Statement of performance objectives.
 - iv. Content overview of the course.
 - v. Training records of each in-house training course and, at minimum, such records are to include the course content, names of participants and their performance where tests are administered.
 - vi. Ensure that the police service's directives and policies identify the qualifications required for instructors conducting in-house training.

Compliance: Policy.

PER 2.3 Police services shall have policy with respect to a field training (on the job) program for probationary officers and cadets with provisions for:

- a. The selection process for field trainers/coaches.
- b. The supervision of field trainers/coaches.
- c. All required training for field trainers/coaches.
- d. Orientation to activities within the police service.
- e. Rotation of probationary constables and cadets in assignments.
- f. A specified timeframe for completing a field training program.
- g. Evaluation guidelines for probationary officers to be used by field trainers/coaches, and reporting responsibilities for field trainers/coaches.
- h. Documentation of officer progress and readiness for completion of field training.
- i. Authorization in writing by the chief officer or delegate when an officer in field training has met the required competencies for completion of field training.

Compliance: Proof and policy.

Interpretation: Relevant documentation shall be provided to the Minister upon request.

PER 2.4 Police Services shall maintain training programs that ensure officers become and remain certified in the following provincially mandated training

- a. Firearms
- b. Use of force model approved by the Canadian Association of Chiefs of Police (CACP) and/or the Commissioner of the RCMP. This includes recertification on intermediate weapons and physical control techniques.
- c. Crisis Intervention and De-escalation
- d. Diversity and Bias Awareness.
- e. Motor vehicle pursuits/Emergency Vehicle Operation.
- f. Gender based violence investigations including, intimate partner violence (IPV) and sexual violence investigations (SVI) that include trauma informed training (new – under development).
- g. First Aid and CPR.
- h. Active Threat / Immediate Action Rapid Deployment

Compliance: Proof.

Interpretation: Specific requirements are detailed in the PEI Police Training Guidelines.

PER 2.5 Police services shall maintain a training program for all officers who may be permanently assigned to conduct complex investigations of serious criminal offences.

Compliance: Proof.

Interpretation: An officer who conducts, or is assigned to a unit that conducts, complex investigations of serious criminal offences (major crimes) shall have the required training. Officers without the required training or certification may assist in conducting complex investigations provided they work under the supervision of trained or certified personnel. Chief officers shall endeavor to have officers trained and certified to deliver this type of specialized police service as soon as practicable.

PER 2.6 If a police service provides specialized police services, the officers performing those duties shall be trained and certified to a level approved by the Minister. Those specialized police services include, but are not limited to:

- a. Serious/major crime investigations.
- b. Forensic identification services.
- c. Underwater recovery team.
- d. Explosive disposal unit.
- e. Critical incident response teams, including emergency response teams and public order teams.
- f. Incident Command.
- g. Hostage negotiators.
- h. Technical collision investigation.
- i. Technological crime investigation.
- j. Police Dog Unit.
- k. RPAS operator (drones).
- l. Marine Operations.

Compliance: Proof.

Interpretation: The Police Training Committee regularly reviews and makes recommendations to the Minister on minimum training requirements for specialized police services. Provision of training logs for officers assigned to specialized police services shall be provided to the Minister upon request.

PER 2.7 Police services shall establish an orientation program for new officers with provisions for:

- a. Familiarization with police service policies, facilities, equipment, duties and responsibilities.
- b. Performance expectations.
- c. Initiation of orientation training within 30 days of assignment.

Compliance: Policy and proof.

PER 2.8 If not articulated in the Collective Agreement, police services shall establish policy that will describe the procedure for application to any rotating or temporary assignment, including naming the available positions, their duration, requisite qualifications and criteria.

Compliance: Policy and proof.

PER 2.9 If not articulated in the Collective Agreement, police services shall establish policy that dictates that the chief officer controls the appointments and secondments to specialized duties, and the chief officer conducts periodic reviews to determine the ongoing validity, requirement for, and time limit for same.

Compliance: Policy and proof.

Interpretation: Policies and processes should facilitate fairness and transparency in the selection process.

PER 2.10 If not articulated in the Collective Agreement and where there is an actual application process, police services shall ensure that proper notice is provided to all employees of the police service in relation to any upcoming secondments or specialized duty openings in anticipation of applying for the above.

Compliance: Proof.

Interpretation: Provision of the notice to all employees.

PER 2.11 Police Services shall maintain a training program for civilian personnel to include, but not be limited to:

- a. An orientation to the police service's mission/vision, mandate, purpose, goals, policies, procedures, organizational structure, working conditions and employee rights and responsibilities.
- b. Specific skill development to fulfill their responsibilities.
- c. Internal training for personnel being transferred or promoted, or as deemed necessary.

Compliance: Proof.

Interpretation: Civilian employees shall receive this orientation and training as soon as practicable after their appointment. Proof may include training records.

PER 2.12 If a police service has a volunteer program, the police service shall maintain a training program that will include an orientation to the police services' mission/vision, purpose, goals, policies, procedures, volunteer responsibilities and safety.

Compliance: Proof.

Interpretation: Volunteers shall receive this orientation and training as soon as practicable after commencing their volunteer function. Proof may include training records.

PER 3 – ANNUAL PERFORMANCE EVALUATION

This set of standards outlines the essential components of a performance evaluation process that police services shall have, recognizing that the process may be governed, in whole or in part, by the terms of a collective agreement.

PREAMBLE

Police services are required to regularly evaluate the performance of their personnel. These evaluations are conducted to provide feedback on performance, reinforce and reward positive performance, acknowledge and rectify marginal performance and address unacceptable performance in a timely fashion.

STATEMENT

Performance evaluations must measure observable and relevant behavior and be applied fairly and equitably. The following standards are intended to promote a performance evaluation system which responds to the needs of the police service while ensuring fairness for employees.

PER 3.1 If a comprehensive performance evaluation process is not articulated in a police service's collective agreement or associated policy, the police service shall describe in policy, its evaluation procedures which include, but are not limited to:

- a. Annual and periodic written performance evaluations of every officer and civilian employee.
- b. Defined responsibilities of evaluators.
- c. A procedure for the use and submission of forms.
- d. Performance measurement criteria specific to the roles and duties required of police personnel.
- e. A statement of the police personnel's right to acknowledge and respond to an evaluation in writing.
- f. The requirement of briefing employees on the conclusion of their performance assessment.
- g. The requirement for setting performance goals and objectives for the employee.
- h. The requirement of a provision of a copy of the assessment to the employee.
- i. An appeal process.

Compliance: Policy and proof.

Interpretation:

Bullet (a) - annual and periodic; meaning at any other time during the year, such as semi-annual.

Bullet (b) - what the evaluator is evaluating and the guidelines for it.

Bullet (c) - description on how to use the performance appraisal forms and submission of them to appropriate and identified authorities.

Bullet (d) - personnel be evaluated on the duties specific to the position and not in general.

Bullet (e) - the appraisal has evaluation criteria known to both the evaluator and the employee. Qualitative narrative assessment is acceptable as well.

PER 3.2 Police services shall ensure probationary personnel are provided with regular feedback.

Compliance: Policy and proof.

Interpretation: This standard applies to all personnel of police services. The length of time personnel are on probation can vary. Policy should outline which forms and what criteria are to be used to provide written feedback for regular assessment and evaluation purposes during the probation period. Proof could be an example.

PER 3.3 Police services shall have a written performance evaluation system which sets out the use of remedial measures to improve unsatisfactory performance.

Compliance: Policy and proof.

Interpretation: Policy should address the process to improve marginal performance. Proof could be an example.

PER 3.4 Police services shall have a written performance management system which includes an “early intervention” component that proactively addresses potential performance issues.

Compliance: Policy and proof.

PER 4 – PROMOTION

This set of standards outlines the essential elements of a promotional process, recognizing that the process may be governed, in whole or in part, by the terms of a collective agreement.

PREAMBLE

Personnel who are selected to assume greater responsibility must have demonstrated the skills, knowledge and competencies they require to perform at the next level. A promotional system must be based on the principles of fairness and equity.

STATEMENT

The following standards ensure important principles are maintained in order to meet the needs of the police service, its officers and the communities they serve.

PER 4.1 If not articulated in a collective agreement, the responsibility for the administration of the promotion system shall be outlined in the police service policy.

Compliance: Policy.

Interpretation: Policy will outline which position is responsible for the promotion system. It may involve several levels of the police service.

PER 4.2 If not articulated in a collective agreement, police services shall have a documented promotion process which includes but is not limited to:

- a. A written description of its promotion system to identify individuals who have demonstrated the skills, knowledge and competence to perform at a higher level. It must be available to police officers.
- b. Identification of and selection of the most suitable applicant.
- c. Identification and selection of individuals who have demonstrated the potential to assume additional responsibility.
- d. Evaluation of candidates through performance appraisals.
- e. An appeal process for unsuccessful applicants.
- f. Control of promotion evaluation documents.
- g. Posting of promotional opportunities.
- h. Identifying the criteria for meeting eligibility requirements.
- i. Describing the process used to select successful applicants.
- j. Process to provide feedback to unsuccessful applicants.

Compliance: Policy and proof.

Interpretation: Transparency and fairness of the process and its results. Proof could be a completed advertisement and promotion package.

PER 4.3 Police services shall endeavor to have newly promoted police officers complete appropriate training courses to prepare them for their new roles.

Compliance: Proof.

Interpretation: Promoted police officers shall be orientated to their new roles and responsibilities. If a newly promoted police officer requires further training to fulfill their duties, police service policy should define what training may be required. A police officer may be promoted and not need any additional training. This does not apply to temporary acting positions.

PER 4.4 Police service policy shall include provisions for updating the promotional process, as required.

Compliance: Proof.

Interpretation: Recent documented analysis. There is no specific time requirement for this standard (evaluation of the system). What worked, what did not work during the last hire or promotion(s)? For a small police service this may be answered by Not Applicable (N/A).

PER 5 – GRIEVANCES

This set of standards outlines the policies and processes that police services shall have in place to govern grievances, recognizing that the policies and processes may be governed, in whole or in part, by the terms of a collective agreement.

PREAMBLE

Police services are required to respond to personnel grievances. Conflict resolution must adhere to the principles of fairness, equity, consistency and predictability.

STATEMENT

The following standards address the needs of the police as a whole, as well as the needs and expectations of personnel. The responsibility for grievance resolution shall be outlined in police service policy.

PER 5.1 If a police service has not articulated a comprehensive grievance process in its collective agreement, it shall describe its grievance procedures in policy. The procedures shall include, but not be limited to:

- a. Matters that may be filed as a grievance.
- b. Procedures to submit a grievance, including timelines.
- c. Procedures used to resolve a grievance, including mediation.
- d. Limitation of action.
- e. Details for personnel representation.
- f. Procedures for appeal.
- g. Available remedies.
- h. The responsibility of supervisors and management in the grievance process.
- i. A “no fear of reprisal” clause.

Compliance: Policy or proof.

Interpretation: Proof would be a copy of the collective agreement or policy.

PER 5.2 Police services shall maintain records of grievances in order to identify and respond to evolving trends.

Compliance: Policy and proof.

PER 6 – PROFESSIONAL STANDARDS

This set of standards outlines the policies and procedures that police services shall have in place to govern issues of officer conduct and service delivery, and to ensure adherence to provisions of the Police Act and the Police Act Code of Professional Conduct and Discipline Regulations.

PREAMBLE

Police officers are required to administer the law in a just and impartial manner. They are also required to exercise self-discipline and respect the dignity of all people.

To maintain public confidence, police services are required to thoroughly and promptly investigate complaints relating to officer conduct, service delivery and policy. They must fully inform the respective parties, on an ongoing basis, as to the status of investigations of complaints.

Police services are required to maintain public confidence by identifying and effectively responding to unacceptable conduct by police officers. Police services must embrace a variety of strategies to modify the behavior of officers, including counseling, training and discipline. Each party must understand the degree and nature of sanctions. Additionally, those employees who are responsible for modifying behavior must be given authority and be accountable in the discharge of their duties.

STATEMENT

The following standards provide for the effective administration and investigation of complaints against a police service or its police officers. They ensure that the principles of timeliness, equity and transparency remain an integral component of the police service's response to complaints. The standards also assign responsibility for modifying behavior.

PER 6.1 Police services shall have policy consistent with the Police Act and the Police Act Code of Professional Conduct and Discipline Regulations outlining the responsibility for the administration and investigation of complaints against officers.

Compliance: Policy.

Interpretation: This standard deals with complaints against police officers, not the police service itself.

PER 6.2 Police services shall thoroughly and promptly investigate complaints relating to officer conduct and service delivery, keeping in mind the nature and scope of the complaint, the required resources and capacity of the investigating police service.

Compliance: Proof.

Interpretation: Chief officers shall endeavor to assign investigations to complaints against officers in a timely manner and ensure that investigations are thorough and complete.

PER 6.3 Police services shall have policy that clearly defines a complaint process that complies with applicable legislation, including but not limited to the Police Act, Code of Professional Conduct and Discipline Regulations and Provincial Policing Services Agreement. This shall include but not be limited to:

- a. Provision of an initial response to the complainant within 15 days, from the date when the complaint was received by the police service and the provision of follow up status reports to the complainant every 45 days thereafter.
- b. Information describing the complaint process, including options such as informal resolution and mediation.
- c. Requirement to provide a written copy of the complaint to the officer subject to a non-criminal complaint.
- d. Provision of follow-up status reports to the officer subject to the complaint every 45 days.
- e. Requirement to provide all officers under investigation the opportunity to respond to the complaint.
- f. Procedure for the authorized officer to reach a disposition, provide reasons for the disposition and notify all affected parties in a timely manner of the results and their right of appeal.
- g. The nature and type of complaint that is available for informal resolution.
- h. The citizen's preference for method of resolution.
- i. The officer's preference for method of resolution.
- j. The nature and type of complaint to be investigated by a supervisor.
- k. Requirement that the police service maintain a record of the nature and resolution of all formal complaints, regardless of how they were resolved.

Compliance: Policy.

PER 6.4 Police services shall have policy that stipulates that written information explaining the complaint process be available to the public. This information shall be made available to the public online and in the lobby/front counter area of a police service building.

Compliance: Policy and proof.

PER 6.5 Police services shall have policy stating that every officer is required to inform the chief officer of the conduct of another officer, whether the conduct occurs on or off duty, when such conduct is likely to constitute a statutory (criminal) offence.

Compliance: Policy.

PER 6.6 Police services shall have policy to ensure that no person may discriminate or retaliate against any police officer who makes a complaint about the conduct of another police officer or who acts in the capacity of a designated union or association representative.

Compliance: Policy.

PER 6.7 Police services shall provide the Minister with an annual summary report of all public complaints made to the police service against officers and the police service. The report shall detail the nature of the complaint and the outcome of the investigation or resolution so that the Minister may respond to evolving trends. The summary report shall be provided in the format approved by the Minister.

Compliance: Proof.

Interpretation: Proof would be a copy of the summary report to the Minister.

PER 6.8 Police services shall have a policy to ensure the people assigned to investigate the conduct of any officer, the quality of police service, or policy, have the skills and competencies required to fulfill their responsibilities.

Compliance: Policy and proof.

Interpretation: Skill, knowledge and competencies are acquired through investigative experience and training. Proof would be a job description, copy of selection process, resumes, or training records.

PER 6.9 Police services shall have position(s) with the authority and accountability to administer corrective action in accordance with applicable legislation.

Compliance: Proof.

PER 7 – EMPLOYMENT CONDITIONS

This set of standards outlines the minimum basic supports that police services shall have available for employees, recognizing these matters may be governed, in whole or in part, by the terms of a collective agreement.

PREAMBLE

Police services are required to provide defined compensation plans and conditions for employment. Police services are required to ensure the provision of professional and confidential

assistance with a broad range of personal and work-related programs. These shall meet the needs of personnel, insofar as those needs affect the ability of employees to perform their duties.

STATEMENT

The following standards ensure that employees are aware of the conditions of their employment as well as the range of programs available to respond to their personal needs.

PER 7.1 If not contained in the collective agreement, police services shall have comprehensive policy describing the benefits and supports available to employees. The policy shall include, but not be limited to:

- a. Pay and compensation.
- b. Leave and vacation entitlement.
- c. Health care benefits.
- d. Disability benefits.
- e. Insurance benefits.
- f. Retirement benefits.

Compliance: Policy and/or proof.

Interpretation: Proof would be a copy of the collective agreement with benefits highlighted.

PER 7.2 Police services shall ensure employees have access to an employee assistance program or available services to effectively respond to various situations, including but not limited to the following:

- a. Critical incident stress management.
- b. Anger management.
- c. Substance abuse management.
- d. Physical and mental wellness.

Compliance: Policy and proof.

PER 7.3 Police services shall have policy in relation to off-duty and extra duty employment that includes but is not limited to:

- a. Conflict of interest guidelines for off duty employment.
- b. Provisions for extra duty employment.

Compliance: Policy.

PER 8 – VOLUNTEERS AND AUXILIARY CONSTABLES

This set of standards outlines the policies and practices that police services shall have in place to ensure proper screening, training and administration of volunteer and auxiliary constable programs (if they exist).

PREAMBLE

Volunteers and auxiliary constables can play an important role in the delivery of police services. The use of volunteers and auxiliary constables should not be intended to replace personnel or

diminish their roles. Auxiliary constables may be provided peace officer status under specified conditions.

STATEMENT

There is an expectation that volunteers and auxiliary constables will be properly trained and oriented.

PER 8.1 Police services shall have a policy that outlines the responsibility for the coordination and supervision of volunteers and auxiliary constables.

Compliance: Policy.

PER 8.2 Police services shall maintain a written description of the duties of volunteers and auxiliary constables.

Compliance: Policy and proof.

Interpretation: Proof would be a copy of the description of duties.

PER 8.3 Police services recruiting volunteers and auxiliary constables should consider the diversity of the community, the nature of the program for which they are recruiting, and the availability of volunteers and auxiliary constables.

Compliance: Policy and proof

Interpretation: Example of recruitment documents or brochures which express inclusion.

PER 8.4 Police service policy shall direct a screening process be completed on auxiliary constables prior to appointment that includes but is not limited to:

- a. CPIC criminal records check (vulnerable sector).
- b. Local indices check.
- c. Reference checks.
- d. Interview of applicants.
- e. Assessment of overall suitability.

Compliance: Policy.

Interpretation: Example of a vetted application process document.

PER 8.5 Should volunteers or auxiliary constables be required to wear a uniform, a proper designation shall be worn by the volunteer or auxiliary constable identifying them as a volunteer or auxiliary constable and distinguishing them from a regular police officer.

Compliance: Policy and proof.

Interpretation: Identification may be in the form of an ID card containing the volunteer or auxiliary constable's name/photo/number. Policy should include a description of the uniform to be worn by uniformed volunteers and auxiliary constables.

PER 8.6 Should a volunteer or auxiliary constable position require training to fulfil any requirement, the police service shall provide the volunteer or auxiliary constable with sufficient training to ensure

they can perform the role in a safe and acceptable manner and in accordance with applicable standards.

Compliance: Proof.

PER 8.7 Police service policy shall ensure all records for volunteers or auxiliary constables are maintained for a period consistent with their internal retention schedule.

Compliance: Policy.

Interpretation: Retention schedules.

PER 8.8 – Police service policy shall ensure volunteers and auxiliary constables acknowledge an Oath of Office and secrecy agreement, if appropriate.

Compliance: Policy and proof.

PER 8.9 Police service policy shall ensure that auxiliary constables are provided feedback on their performance.

Compliance: Policy and proof.

PER 8.10 Police services which employ auxiliary constables shall ensure those auxiliary constables are indemnified against personal liability while performing their roles. Additionally, police service policy shall require auxiliary constables to sign waivers acknowledging their understanding of potential risks associated with their role as an auxiliary constable.

Compliance: Policy and proof.

OPERATIONS (OPS)

OPS 1– PREVENTING AND REDUCING CRIME

This set of standards outlines the basic strategies and policies that police services shall have in place to promote crime reduction and crime prevention.

PREAMBLE

Preventing crime is the most effective way to promote safe communities. Consistent with the philosophy of community policing, crime prevention extends beyond the concepts of personal safety. Crime prevention engages the community in defining issues, establishing priorities, building problem-solving coalitions, and accepting responsibility for preventing crime and enhancing public safety. Crime Reduction focuses on how to reduce crime and victimization by implementing pro-active policing initiatives such as targeted enforcement on prolific and priority offenders, monitoring of court- imposed conditions, focusing on crime hotspots, early intervention strategies and intelligence sharing.

STATEMENT

Police services have a responsibility toward achieving short and long-term crime prevention and crime reduction goals. Strategies should incorporate a broad spectrum of crime prevention and crime reduction approaches.

OPS 1.1 Police service policy shall outline responsibility for crime prevention, as well as the relationship among all organizational elements of the police service in pursuing crime prevention.

Compliance: Policy and proof.

Interpretation: Policy should ensure all officers understand:

- a. The direction of the crime prevention programs in their police service.
- b. Their role in crime prevention.
- c. The benefits of working together with stakeholders in crime prevention.
- d. And have awareness of available resources.

OPS 1.2 Police services shall establish crime prevention priorities, goals, objectives, evaluation criteria and timelines.

Compliance: Proof.

Interpretation: The establishment of priorities and objectives shall be at minimum, an annual exercise and involve consultation and collaboration with community stakeholders.

OPS 1.3 Police Services shall develop and maintain strategies to reduce crime and victimization by focusing on known crime hotspots, timely intervention and enforcement on the known individuals and groups that are at the highest risk of offending.

Compliance: Proof.

Interpretation: Strategies should be fluid with the objective of maintaining focus on the individuals in communities who are at the highest risk to offend and re-offend.

OPS 1.4 Police services shall endeavor to address community safety and policing issues raised by the public they serve. Police should report on actions they take to address specific concerns.

Compliance: Proof.

Interpretation: Proof can be when a community concern is identified to the police that a record be created and the actions that are taken are detailed and reported back to complainants.

OPS 2 – PROMOTION OF UNBIASED POLICING

Police agencies, governments and communities throughout Prince Edward Island share a commitment to ensuring policing is delivered in an equitable manner throughout the province. Efforts are underway to recognize and address inequities, protect rights, and improve responsiveness of the criminal justice system for people from under-represented and marginalized communities. These standards aim to assist in the promotion of unbiased policing in PEI.

PREAMBLE

Several guiding principles relate to the establishment of these standards. They include;

- Individuals and communities have the right to receive unbiased and equitable policing.
- Dialogue and collaboration are key to building trust and achieving unbiased and responsive policing.
- History continues to impact trust and relationships today.

- It is important to recognize and overcome conscious and unconscious bias, racism, and discrimination in policing.
- Unbiased policing must also include efforts to remove barriers to justice and police services.
- Promoting inclusion and diversity within police services is important.
- Promoting equitable and unbiased policing is an ongoing process.

STATEMENT

The duty of all employees of Island police services and the Atlantic Police Academy is to deliver services impartially and equitably, in a manner that upholds human rights, and without discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, gender identity and expression, political beliefs, types of employment, economic or social standing is communicated to all employees of the police force.

OPS 2.1 The chief officer shall ensure the police service's commitment and expectation that all employees will provide services in a culturally safe, responsive, and trauma-informed manner is communicated to all employees of the police service.

Compliance: Proof.

OPS 2.2 Chief officers shall establish policy and procedures are examined annually to ensure consistency with legislative amendments and applicable case law. This includes adherence to the right to equal treatment, protection and benefit under the law, including the Canadian Charter of Rights and Freedoms, as well as the obligations of police related to:

- a. Informing persons of the reason for their arrest or detention;
- b. Informing a detained or arrested person of their right to counsel and providing that person with access to the same;
- c. Detaining a person; and
- d. Gathering of evidence, including search and seizure.

Compliance: Policy and proof.

OPS 2.3 Chief officers shall establish policy and procedures governing personal searches, ensuring they incorporate the right to equal treatment, protection and benefit under the law, including the Canadian Charter of Rights and Freedoms. These policies shall address the obligations of police, including, at a minimum:

- a. Providing direction on recognizing and handling items of cultural or religious significance in a culturally sensitive way;
- b. Providing direction on accommodations to be offered and/or made when conducting searches, in a manner that is responsive to the gender identity or expression of the person being searched; and
- c. Outlining criteria and procedures for conducting, authorizing, documenting, and monitoring the use of strip searches and internal searches.

Compliance: Policy and proof.

OPS 2.4 Chief officers shall establish policy and procedures that govern the decision to use interpreters or translation services and provide guidance on how to access these services to support individuals who speak other languages.

Compliance: Policy and proof.

OPS 2.5 Chief officers shall establish policy and procedures for officers and supervisors, consistent with current case law, outlining the limits of and obligations related to the authority to detain a person, including:

- a. A description, consistent with case law, of the elements or personal circumstances contributing to a person subjectively experiencing psychological detention; and
- b. The steps an officer should take to fulfill their duty of care to ensure a person understands their rights.

Compliance: Policy.

OPS 2.6 Chief officers shall establish policy ensuring that an officer's decision to stop a person is not based solely on identity factors, including but not limited to: economic or social status, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Compliance: Policy.

OPS 2.8 Chief officers shall establish policy prohibiting officers from requesting, demanding, collecting or recording a person's identifying information without a justifiable reason.

Compliance: Policy.

Interpretation: Justifiable reasons referred to in the policy include circumstances where the request or demand for identifying information is consistent with existing legal authorities and related limitations granted to officers, such as:

- a. As permitted or required by provincial or federal legislation or regulations;
- b. A traffic stop, consistent with statutory and common law;
- c. An arrest;
- d. An attempt to execute a warrant against the person; or
- e. An investigation of an offence, or reasonable grounds to believe that an offence has occurred or is about to occur, or an imminent public safety threat.

OPS 2.9 Chief officers shall establish policies that may permit interactions in which a person is asked to voluntarily provide identifying information, provided that:

- a. The officer reasonably believes the interaction, and any information requested, serves a specific public safety purpose, including:
 - i. Assisting in locating a missing person,
 - ii. An objectively reasonable concern for a person's immediate safety,
 - iii. Assisting a person in distress to refer them to health, substance use, mental health or other supports or services, or
 - iv. As part of the response to a call for service.
- b. The officer informs the person of the reason or purpose of the interaction or the request; and
- c. The officer takes steps to ensure the information is provided voluntarily, including but not limited to advising the person that they are not required to answer any questions.

OPS 2.10 Police Services shall have a policy establishing that police interactions with a person where there is no lawful authority to detain or arrest the person are voluntary, and the person is free to go and their refusal to stay or answer questions does not justify further law enforcement action.

Compliance: Policy.

OPS 2.11 All Island police shall undertake diversity and bias awareness training in the format outlined in the Police Act Training Regulations.

Compliance: Proof.

Interpretation: This training is required training for all police personnel including sworn and civilian personnel.

OPS 3 – ROAD SAFETY

This set of standards outlines the minimum a police service shall have for a road safety program, including preventive patrol, active enforcement, investigation of traffic collisions and providing education and awareness.

PREAMBLE

Police services have a responsibility to provide traffic services by enforcing traffic laws, investigating traffic collisions, providing education and awareness and facilitating safe traffic flow.

Related issues include impaired driving, intersection safety, use of occupant restraints, aggressive driving, distracted driving and speeding. Traffic enforcement practices must be designed to encourage compliance with the laws so as to reduce the likelihood of collisions and the injuries that result from collisions.

STATEMENT

Police services must establish partnerships with appropriate stakeholders to work toward making the roadways safer. For example, provincial highway safety authorities can assist by providing collision and road engineering information that the police services can use to establish sound road safety strategies.

OPS 3.1 Responsibility for the traffic safety and enforcement function shall be outlined in police service policy.

Compliance: Policy.

OPS 3.2 Police services shall have an efficient and effective traffic law enforcement program. This program shall include, but not be limited to:

- a. A selective traffic enforcement function (STEP);
- b. The use of approved speed measuring, and access to breath and drug testing instruments and devices;
- c. Access to trained Drug Recognition Experts (DREs); and
- d. Access to trained technical traffic collision investigator capabilities.

Compliance: Proof.

OPS 3.3 Police services shall have policy which describes the traffic function to include, but not be limited to the following:

- a. The position(s) that is responsible for the traffic function.
- b. Responding to and investigating motor vehicle collisions when applicable.
- c. Address tactical enforcement of, but not limited to, the following:
 - i. Impaired driving
 - ii. Distracted driving
 - iii. Aggressive driving
 - iv. Use of occupant restraints.
- d. Education and awareness efforts.
- e. The provision of traffic control.

Compliance: Policy and proof.

OPS 3.4 Police Services shall develop an annual road safety plan which addresses the following:

- a. Enforcement.
- b. Education and awareness.

Compliance: Proof.

Interpretation: Plans should be developed in consultation with community stakeholders, relevant public safety stakeholders and should be reviewed and updated annually.

OPS 4 – PRIMARY RESPONSE AND PATROL

Primary response refers to the uniformed front-line service delivery component of a police service. This set of standards outlines the functions of primary response as it relates to general patrol, crime reduction and prevention, community policing, traffic enforcement and investigations.

PREAMBLE

Primary response “patrol” refers to the uniformed front-line service delivery component of a police service. Patrol officers engage in a wide variety of activities and respond to requests for service in a variety of ways.

STATEMENT

Officers assigned to patrol actively participate in crime prevention, crime reduction, community policing, traffic enforcement, and criminal investigations. The functions of patrol as related to these separate activities are addressed in various sections of standards. Police services shall respond to community needs for preventive patrolling by incorporating community policing practices which include consultation and collaboration with communities.

OPS 4.1 Police services shall establish policy and procedures for communication, coordination and cooperation between primary response and other support services and specialized units, if they exist.

Compliance: Policy and proof.

Interpretation: Written policy and SOPs establish the guidelines for communication, coordination, and cooperation within a police service and between police and other organizations.

OPS 4.2 Police services shall be capable of providing 24-hour emergency service.

Compliance: Proof.

Interpretation: Police services are required to provide 24-hour emergency service through their own police service or through an agreement with another service provider. A police service without the capability shall demonstrate when and how they shall access the necessary resources through another police service. If the service is through another police service, that arrangement shall be governed through an MOU.

OPS 4.3 Police service policy shall outline how calls for service are prioritized and how response will be made.

Compliance: Policy and proof.

Interpretation: Proof can be a copy of dispatch guidelines and SOPs.

OPS 4.4 Police services shall have policy describing the circumstances that require the presence of an on-scene supervisor for the purposes of effective scene management and investigative supervision. The policy shall include requirements for a supervisor/acting supervisor to be consulted in cases of sudden deaths and serious persons crimes. Depending on the risk assessment, the supervisor/acting supervisor should attend the scenes of sudden deaths and serious persons crimes.

Compliance: Policy and proof.

OPS 4.5 Police service policy shall require the presence of an on-scene supervisor following an officer-involved serious incident resulting in serious injury or death to a person.

Compliance: Policy.

Interpretation: Chief officers should ensure that front line supervisors have the knowledge and skills on the critical aspects of immediate scene command and control to ensure the integrity of evidence and witnesses.

OPS 4.6 Police services shall ensure that every police officer engaged in primary response has access to radio communication. Where radio communication is limited or non-existent, police services shall have policy describing the measures to be taken to mitigate risks to police officer safety.

Compliance: Policy and proof.

Interpretation: Police service policy and contingency plans should consider the reality that communications may be limited or nonexistent (dead zones) in some patrol areas. Communications policy must provide for contingencies.

OPS 4.7 Police services shall ensure that vehicles used in routine or general patrol, whether noticeably marked or not, are equipped with approved emergency equipment. Approved emergency equipment will include, but not be limited to, emergency lights and sirens.

Compliance: Proof.

Interpretation: Proof would be observation of a police vehicle.

Note: not applicable to administrative vehicles.

OPS 4.8 Police service policy shall specify the equipment to be included in every police vehicle to address safety and liability issues for police officers and the public.

Compliance: Policy and proof.

Interpretation: Policy should itemize equipment to be included in each vehicle. Equipment could include, but not be limited to: first aid kit, emergency blankets, flares, fire extinguisher, shovel and axe. Proof would consist of observation of police vehicles.

OPS 4.9 Police service policy shall specify the personal equipment to be available for officers.

Compliance: Policy and proof.

Interpretation: Policy should include protective equipment such as ballistic vests and intervention equipment. Proof would be observation of the protective equipment.

OPS 4.10 Police service policy shall address the handling and storage of personal issue firearms. Policy shall include criteria for carrying firearms off-duty; taking firearms home; proper maintenance and storage of firearms and ammunition; and transportation.

Compliance: Proof.

OPS 5 – MOTOR VEHICLE PURSUITS

This set of standards outlines the essential policy that police services must have governing motor vehicle pursuits, the use of roadblocks and deployment of spike belts.

PREAMBLE

Motor vehicle pursuits occur when an officer follows a vehicle with the intent to stop or identify the driver, and the driver, being aware of the officer's actions, fails to stop, initiates evasive action or ignores directions to avoid apprehension. Motor vehicle pursuits present risks to the public, to the driver being pursued, and to the involved officers.

STATEMENT

The following standards mitigate these risks by ensuring motor vehicle pursuits occur only in situations where the seriousness of the offence and the necessity of immediate apprehension of the suspect outweigh the level of risk created by the pursuit.

OPS 5.1 Police services shall have a written vehicle pursuit policy.

Compliance: Policy.

OPS 5.2 All police officers will conform to the provincially approved training requirements for vehicle pursuits and emergency vehicle operation.

Compliance: Proof.

Interpretation: Chief officers shall maintain training records and provide them to the Minister upon request.

OPS 5.3 Police service policy governing pursuits of motor vehicles shall also cover the use of roadblocks and deployment of vehicle arresting equipment (spike belts).

The policy shall address:

- a. Evaluation of the circumstances;
- b. Management and control of the pursuit including communications protocols and standard operating procedures;
- c. Responsibilities of police officers, dispatchers and supervisors;
- d. Forcible stopping;
- e. Ending the pursuit; and
- f. Inter-jurisdictional and intra-jurisdictional pursuits.

Compliance: Policy and proof.

OPS 5.4 Police services shall provide the Minister with an annual report on the number of vehicle pursuits in the approved format.

Compliance: Policy and proof.

OPS 5.5 Police services shall have policy that requires a timely review of every hazardous pursuit incident.

Compliance: Policy and proof.

OPS 5.6 All Island police shall undertake the Emergency Vehicle Operation training in the format outlined in the Police Act Training Regulations.

Compliance: Proof.

Interpretation: This training is required training for all sworn police officers. Proof of training can include training records and inclusion of the training records in the annual report to the Minister.

OPS 6 – INVESTIGATIONS

This set of standards relates to the investigation function as performed by patrol officers and officers assigned to specialized units.

PREAMBLE

One of the core functions of a police service is to investigate crime. These standards take into account that police services have discretion in determining the degree of specialization they commit to and identifying elements that are common to investigations.

STATEMENT

The following standards relate to functions performed by patrol officers and officers assigned to specialized units. A police service may enter into a mutual aid or shared service agreement with another police service to ensure the availability of resources required to meet a particular standard.

OPS 6.1 Police services shall establish policy and procedures to be used in criminal investigations that include, but not be limited to:

- a. Initial information gathering;

- b. Interviews and statement taking;
- c. Use of judicial authorizations;
- d. Management and protection of crime scenes;
- e. Collection, preservation and use of physical evidence;
- f. Surveillance;
- g. Use of electronic monitoring; and
- h. Use of tracking devices.
- i. Use of investigative checklists

Compliance: Policy and proof.

OPS 6.2 Police services shall establish policy and procedures:

- a. Relating to officer note taking including the secure storage and retention of police officer notes, including those of retired and transferred officers.
- b. Ensuring the ongoing training of officers with regards to effective note taking.
- c. Ensuring regular supervisory review of police officer notebooks.

Compliance: Policy and proof.

Interpretation: Notes are the foundation of an investigation and can often come into play months or years after an incident. No longer a means of simply refreshing an officer's memory, notes play a critical role in judicial proceedings where there is a direct link between an officer's notes, their report, and their testimony. Regular supervisory review would include, at minimum, an annual review by a supervisor of police officer notes. A best practice would be a minimum of bi-annual reviews.

OPS 6.3 Police services shall have policy governing the appropriate and lawful use of police restricted databases.

Compliance: Policy.

Interpretation: Policy would apply to all restricted databases, including but not limited to ACIS, CCIS, CPIC, NSOR, CFRO, RMS and DVS.

OPS 6.4 Police services shall have policy for assuring compliance with the Charter of Rights and Freedoms during investigations.

Compliance: Policy and proof.

OPS 6.5 Police services shall have policy on arrest and detention of individuals which complies with the requirements of the Charter and Criminal Code of Canada. Policy shall cover the following:

- a. Reasonable grounds;
- b. Detention;
- c. Arrest;
- d. Reason for arrest or detention notification;
- e. Right to counsel, including availability of duty counsel and legal aid;
- f. Police caution;
- g. Young persons.

Compliance: Policy and proof.

OPS 6.6 Police services shall establish policies and procedures in relation to the release of a person charged with an offence, for the following:

- a. Interim release
- b. Judicial interim release

Compliance: Policy.

OPS 6.7 Police services policy and procedures respecting the release of a person charged with an offence, shall ensure:

- a. Compliance with fundamental rights and principles of common law and the Charter of Rights and Freedoms and Criminal Code
- b. Timely provision of all necessary information to the public prosecution service and addressing all issues of public safety and crime prevention that may affect the interim release of a person in custody.

Compliance: Policy.

OPS 6.8 Police services shall establish policy requiring that upon receipt of a complaint where there is a question of jurisdictional responsibility, that an investigation be commenced, a file opened on the police service's RMS and maintained until such time as it is determined primary jurisdiction resides elsewhere.

Compliance: Policy and proof.

OPS 6.9 Police services shall have policy governing joint forces/integrated investigations and the sharing of information with other police services.

Compliance: Policy and proof.

Interpretation: Where JFOs are funded partially or in whole by the Government of PEI, police policy shall align with the provincial framework for the establishment of JFOs.

OPS 6.10 Police service policy shall govern the use of polygraph or any other truth verification systems.

Compliance: Policy.

Interpretation: Policy should specify the situations when truth verification system(s) may be used, the limitations thereof and consent requirements.

OPS 6.11 Police Services shall establish policies and maintain procedures on and processes for undertaking and managing/supervising general criminal investigations and investigations into:

- a. physical and sexual abuse of children;
- b. child exploitation;
- c. criminal harassment;
- d. intimate partner and family violence;
- e. gender-based violence;
- f. sexual violence;
- g. drug-related offences other than simple possession;
- h. elder abuse and vulnerable adult abuse;
- i. fraud and false pretense;

- j. hate or bias motivated crime;
- k. homicides and attempted homicides;
- l. found human remains;
- m. missing persons;
- n. parental and non-parental abductions;
- o. offences involving firearms;
- p. property offences, including break and enter;
- q. robberies;
- r. cyber crime; and
- s. or involving persons who are emotionally disturbed or have a mental illness, a developmental disability or are in crisis as the result of substance abuse.

Compliance: Policy and proof.

Interpretation: Proof would be observation that a management system for investigations is in place and that it incorporates regular supervisory review of investigations.

VIOLENT CRIME LINKAGE ANALYSIS SYSTEM (ViCLAS)

OPS 6.12 Police service policy shall require compliance with the reporting requirements of the Violent Crime Linkage Analysis System (ViCLAS).

Compliance: Policy.

Interpretation: Policy should identify occurrences requiring ViCLAS submissions to be reported within the prescribed timeframe. Initial ViCLAS reports shall be submitted within 30 days.

OPS 6.13 Police service policy shall address the necessity of maintaining confidentiality of all aspects of information pertaining to ViCLAS Crime Analysis Reports.

Compliance: Policy.

OPS 6.14 Police service policy shall ensure appropriate review and supervision of all incidents that meet the current guidelines of ViCLAS reporting.

Compliance: Policy and proof.

COMPLEX INVESTIGATIONS

Complex investigations typically involve intricate and sophisticated elements that make them more challenging, often requiring the use of specialized expertise and requiring significant time and/or resources to conduct.

OPS 6.15 Police service policy shall outline its capability to respond to complex investigations in a timely manner.

Compliance: Policy.

Interpretation: Policy alone is sufficient if a police service has the capability to conduct its own complex investigations. A police service without certain requisite capabilities shall demonstrate in

policy when and how it shall access the necessary resources through another police service, i.e. a formalized MOU.

OPS 6.16 Police service policy respecting serious and complex investigations shall include the requirement for all permanently assigned serious crime investigators to complete training from an accredited police training institution approved by the Department of Justice and Public Safety. Requisite training includes at a minimum, Major Case Management for Unit Commanders and Major Crime Investigative Techniques for all permanently assigned investigators. This training shall be provided as soon as practicable after an officer begins in a serious/major crime unit.

Compliance: Policy and proof.

OPS 6.17 Police service policy shall require the use of the major case management model (MCM) where the application of those principles is necessary to manage investigations that are serious or complex in nature.

Compliance: Policy and proof.

Interpretation: The MCM model may also be used in cases where the complexity, risk and resources require the application of the model.

OPS 6.18 Police services, in coordination with the Workers Compensation Board, shall establish policy defining the responsibilities and procedures for conducting criminal negligence causing death or bodily injury investigations where a death or serious injury takes place in the context of a workplace.

Compliance: Policy.

HATE/BIAS MOTIVATED CRIME INVESTIGATIONS

OPS 6.19 Police services shall establish policy governing the investigation of hate/bias motivated crime which can be against a person, organization or property. Hate/bias motivated crime is defined as crime motivated by a bias, prejudice or hate against an identifiable group.

Compliance: Policy.

Interpretation: Identifiable groups could include, but not be limited to: race, national or ethnic origin, colour, religion, sex, age, mental or physical disability, sexual orientation or gender identity or expression, or any other similar factor.

OPS 6.20 Police services shall use the definition of hate crime as defined in the Uniform Crime Reporting Survey (UCR) Manual in determining whether or not an offence should be coded as a hate motivated crime. ([Hate Crimes in Canada – Victims of Crime Research Digest No. 16 \(justice.gc.ca\)](https://www.justice.gc.ca/eng/rp-pr/cj-jp/victim/rd16-rr16/p1.html) <https://www.justice.gc.ca/eng/rp-pr/cj-jp/victim/rd16-rr16/p1.html>)

Compliance: Policy.

Interpretation: The Uniform Crime Reporting Survey (UCR) Manual defines Hate crime as a criminal violation motivated by hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or gender identity or expression, or any other similar factor.

LOST/MISSING PERSONS INVESTIGATIONS

OPS 6.21 Police service policy and practice in missing persons investigations shall comply with the provisions of the Prince Edward Island Missing Persons Act.

A missing person means:

- (i) a person whose whereabouts are unknown and who has not been in contact with those persons who would likely or normally be in contact with the person, or
- (ii) a person whose whereabouts are unknown despite reasonable efforts to locate the person, and whose safety and welfare are feared for given the person's age, physical or mental capabilities or the circumstances surrounding the person's absence.

OPS 6.22 All police services will assess lost/missing person cases for the following vulnerability factors:

- a. Age.
- b. Gender.
- c. Ethnicity.
- d. Physical health.
- e. Mental health and competency.
- f. Emotional state.
- g. Lifestyle factors.
- h. Circumstances.
- i. Prior involvement with police.
- j. Environmental conditions.

Compliance: Policy and proof.

OPS 6.23 Police service policies and procedures respecting lost and/or missing persons shall recognize the primary focus is the safety and security of the public and police personnel at all times when providing timely response to incidents of lost or missing persons.

Compliance: Policy.

OPS 6.24 Police services shall establish policies and procedures which meet the expectations of relevant standards in relation to lost or missing persons, for all the following:

- a. Pre-incident planning
- b. Appropriate response and investigation of incidents of lost or missing persons
- c. Police supervision and management of police response to incidents of lost or missing persons
- d. Post-incident debriefing.

Compliance: Policy.

OPS 6.25 Police service policies and procedures respecting pre-incident planning established under OPS 6.24(a) shall include:

- a. identification of areas of concern and establishment of appropriate response plans
- b. regular review of identified areas of concern and response plans.

Compliance: Policy.

OPS 6.26 A missing person complaint will be accepted and acted on by any police service, regardless of jurisdiction and considering the vulnerability factors of the missing person. If a police service receives an initial complaint and does not have jurisdiction:

- a. Immediately commence an initial investigation and communicate the missing person information and any investigational steps taken, to the police service of jurisdiction. Continue to assist as required.
- b. Open a file and document the transfer of information.
- c. Inform the complainant if the investigation has been transferred to another jurisdiction and provide the contact information of the receiving jurisdiction.

OPS 6.27 As long as a case remains a missing person investigation, the police service of jurisdiction will remain where the missing person was last confirmed at the time of the complaint.

Compliance: Proof.

Interpretation: The police service with jurisdiction may change as new facts come to light about a subject's last known whereabouts. Police services may also choose to enter into a joint/combined investigation depending on the circumstances.

OPS 6.28 Policies and procedures respecting police response and investigation of lost or missing persons established under subsection OPS 6.24(b) shall include:

- a. an initial lost or missing person complaint, including, establishing criteria:
 - i. for determining whether the initial complaint requires police action
 - ii. for a reasonable assessment of the immediacy of required police action
 - iii. to use lawful, appropriate investigational techniques to search for the missing person and to obtain information to further the investigation, including record-access orders and search orders
 - iv. for a reasonably based deployment of resources to address the complaint
 - v. for a reasonable determination of required support services at the outset and during the investigation
 - vi. with respect to the person's vulnerability factors.

Compliance: Policy.

Interpretation: Vulnerability factors could include, but not be limited to, age, physical, mental or sensory disabilities and medical or mental illness.

OPS 6.29 Police services shall establish policies and procedures respecting the supervision and management of responses to incidents of lost or missing persons shall address the following:

- a. internal and external communications, including,
 - i. the victim's family, relatives or caregiver
 - ii. liaising with the media
 - iii. other police or enforcement agencies
 - iv. other support agencies; and
- b. establishing criteria to provide for current information briefings to be forwarded to the Minister where circumstances warrant governmental notification.

Compliance: Policy.

PARENTAL AND NON-PARENTAL CHILD ABDUCTION INVESTIGATIONS

OPS 6.30 Police services shall establish policy and procedures that meet relevant standards in relation to child abductions, for all the following:

- a. Abduction where parents, family members or foster parents appear to be involved
- b. Abduction where parents, family members or foster parents do not appear to be involved
- c. Police supervision and management of the police response.

Compliance: Policy.

OPS 6.31 Policies and procedures respecting child abductions shall address all the following:

- a. Timely community notification
- b. Area specific Amber Alerts
- c. Provincial and national border crossings
- d. Liaison with local, regional, and national agencies involving transportation centers
- e. Coordination with criminal intelligence resources such as ViCLAS.

Compliance: Policy.

OPS 6.32 Where it appears parents, family members, or foster parents may be involved in the abduction, policies and procedures shall address all of the following:

- a. Custody and access orders
- b. Determination of the extent of jurisdiction of an access, custody, or apprehension order
- c. Involvement of appropriate social services
- d. Any statutory or regulatory reporting requirements.

Compliance: Policy.

OPS 6.33 Where it does not appear parents, family members, or foster parents are involved in the abduction, policies and procedures shall address all of the following:

- a. The geographical analysis of known offenders, with attention to child sexual offenders and child predators
- b. Coordination of information with agencies involved in child protection.

Compliance: Policy.

TECHNOLOGICAL AND CYBERCRIME INVESTIGATIONS

OPS 6.34 Police services shall establish policies, procedures or protocols, or have a formalized agreement with a police service that has the capabilities which meet the relevant standards for investigations of technological and cybercrimes. These policies shall cover the following:

- a. Training of technology-related criminal investigation personnel including utilization of advanced technological skills and knowledge.

- b. Deployment of technology-related criminal investigation resources.
- c. Compliance with criminal law.
- d. Current state of available technology, including the use of Artificial Intelligence.

Compliance: Policy and proof.

OPS 6.35 Police services shall establish policies, procedures and protocols in relation to a cybercrime/technological crime investigation unit which address the following:

- a. The unit's ability to provide investigative support to other police units, including technical assistance for evidence search and seizure requirements.
- b. The unit's ability to provide basic investigative training on technology-related crime to frontline officers.
- c. Establishment of an agreement between police services regarding provision of technology-related criminal investigation support.
- d. Conducting pro-active and reactive investigations in accordance with the established mandate of the technology-related criminal investigation unit.

Compliance: Policy and proof.

OPS 6.36 Police services shall establish policies, procedures and processes for undertaking and managing investigations regarding child pornography and internet child exploitation.

Compliance: Policy and proof.

OPS 6.37 Chief officers shall, through policy and practice, ensure support is provided to manage the psychological well-being of employees to acknowledge risks associated with long-term effects from exposure to child pornography and internet child exploitation investigation-related activities.

Compliance: Policy and proof.

Interpretation: It is the intent of this standard to ensure the psychological well-being of employees investigating these crimes is addressed.

ORGANIZED CRIME INVESTIGATIONS

OPS 6.38 Police services shall establish policies, procedures, protocols, or formalized access to an accredited and approved law enforcement service, which meets the expectations of relevant standards related to organized crime investigations, including the following provisions:

- a. Any arrangement reviewed and approved by the Department of Justice and Public Safety.
- b. Addressing risks associated with infiltration of organized crime, including vulnerable and marginal members of society, justice system participants, and the financial community.
- c. Ensuring an appropriate police response and investigation of organized crime.
- d. Maintaining the security of sensitive information.
- e. Supervising and managing police responses to, and investigations of organized crime.

Compliance: Policy.

OPS 6.39 Police services shall have policies, procedures or protocols, or formalized access to an accredited and approved law enforcement service, which meets the expectations of relevant standards related to investigations of:

- a. drug-trafficking, prostitution, human trafficking
- b. criminal extortion, financial crimes.

Compliance: Policy.

UNDERCOVER INVESTIGATIONS

OPS 6.40 Police services shall have policies, procedures or protocols, or formalized access to an accredited and approved law enforcement service, which meets the expectations of relevant standards related to undercover investigations for the following:

- a. Training of undercover operators and cover officers of an undercover team by an accredited police training institution, or by an accredited instructor within another police service, or by another organization as approved by the Department of Justice and Public Safety.
- b. Deployment of undercover investigation resources which are conducted in a safe and appropriate manner.
- c. Management, supervision, and review of police undercover investigations.
- d. Necessary support staff as appropriate for an undercover investigation.

Compliance: Policy and proof.

Interpretation: Undercover investigations include online undercover investigations.

OPS 6.41 Police service policy for undercover investigations shall include the requirement for the following:

- a. An operations plan with requirements for an undercover investigation, including:
 - i. Overall objectives of the undercover operation
 - ii. seriousness of the offence(s)
 - iii. impact of an undercover investigation to the overall investigation
 - iv. whether other investigative techniques are required prior to the deployment of undercover operators
 - v. whether other investigative techniques could sufficiently address investigational goals
 - vi. risk analysis and threat assessment to the deployment of the undercover operators, cover team, and agent(s), as applicable
 - vii. risk analysis and threat assessment associated with infiltration by an undercover operator
 - viii. resource requirements
 - ix. availability of qualified undercover operators, cover officers, cover team, and undercover coordinator
 - x. any other factors that may raise issues of concern specific to the investigation under consideration
- b. Prior planning of undercover investigations, including,
 - i. the scope of the investigation in relation to specific, related, and collateral targets and/or offences

- ii. expected duration
- iii. required resources
- iv. threat and risk assessments
- v. security measures to ensure strict confidentiality, including the protection of undercover operators' identities in disclosure and court proceedings, to ensure officer safety and to protect ongoing and or future investigations from being compromised
- vi. takedown plans
- vii. any other pertinent operational plans that may be specific to the investigation, including de-confliction if appropriate.

Compliance: Policy and proof.

OPS 6.42 A policy, procedure, or protocol shall require undercover investigations to be compliant with law.

Compliance: Policy and proof.

OPS 7 – SUPERVISION OF INVESTIGATIONS

This set of standards covers the requisite training for supervisors. It also covers supervisory availability and responsibilities with respect to adequate supervision of investigations.

PREAMBLE

Sound policing requires that officers understand what is expected of them, are assisted in fulfilling those expectations, and are fairly and consistently held accountable for their actions and performance. Strong supervision is central to this process. Effective supervisors proactively teach, support, mentor, and guide officers in their day-to-day work and investigations. They are also responsible for ensuring members of their team are conducting their investigations in compliance with policies and legal standards.

STATEMENT

Supervisors should support the delivery of effective investigations by proactively supervising and undertaking quality reviews of their team's investigations and providing meaningful feedback and guidance.

OPS 7.1 Chief officers shall ensure there is a supervisor available to officers 24 hours a day.

Compliance: Proof.

OPS 7.2 Chief officers shall ensure that police supervisors have the knowledge, skills and competencies to effectively supervise.

Compliance: Proof.

Interpretation: Proof could be regular evaluations of the supervisors' performance, observations of on-the-job performance, offering opportunities for continuous education and skill enhancement, and formal leadership and management training.

OPS 7.3 Police services shall establish policies, procedures and processes to ensure effective investigation management that include the following:

- a. Lists of occurrences for which a police officer is required to contact a supervisor as soon as practicable;
- b. Lists of occurrences for which a supervisor is required to be consulted and/or attend the scene of an incident; and
- c. Addresses the monitoring by supervisors of investigations.

Compliance: Policy and proof.

OPS 8 – INTIMATE PARTNER VIOLENCE

This set of standards outlines the policies, practices and training police services shall have in place in order to effectively investigate incidents of intimate partner violence and to ensure a victim focused response.

PREAMBLE

Intimate partner violence occurs when there is any use of physical or sexual force, actual or threatened, in an intimate relationship, or past intimate relationship. It may be a single act or a pattern of abuse which may include physical, emotional, psychological, or sexual abuse. It may also include stalking and threats to children, other family members, pets or property.

STATEMENT

Victims of intimate partner violence often feel fear, shame and self-blame and humiliation. This trauma extends to other family members. This makes it difficult for victims to disclose the crime and assist in the investigation. Victims who report intimate partner violence often experience further trauma during investigation of their complaint.

Police services are required to consistently adhere to recommended and best practices in the area of intimate partner violence investigations, in accordance with the PEI Intimate Partner Violence Protocol.

OPS 8.1 Police services shall ensure their policies and investigations comply with the Intimate Partner Violence Police Protocol including but not limited to:

- a. Communications and dispatch.
- b. Initial response procedures and use of the Ontario Domestic Assault Risk Assessment (ODARA) Tool.
- c. Safety planning, children at risk and access to firearms.
- d. Occurrences involving police officers.
- e. Investigative guidance including interview protocols.
- f. Trauma informed support to victims.
- g. Charges, breaches of conditions and court orders.

Compliance: Policy and demonstrated compliance with the PEI Intimate Partner Violence Protocol.

OPS 8.2 Police services shall establish policy and processes that assign the following responsibilities in Intimate partner violence investigations:

- a. Review all intimate partner violence files for compliance with policy and practice.
- b. Ensure all appropriate referrals and follow-ups are conducted.

- c. Maintain records of issues related to policy or practice.
- d. Liaise appropriately with Crown, Corrections, Victim Services and appropriate child protection services agency.
- e. Establish and maintain police and community partnerships to identify and work to resolve intimate partner violence issues.

Compliance: Policy and proof.

Interpretation: There should be standard operating procedures (SOPs) established that provide guidance to investigators that are aligned with the provisions of the PEI Intimate Partner Violence Protocol.

OPS 8.3 Police services shall ensure all appropriate personnel receive applicable training on delivering trauma-informed services to all victims of intimate partner violence in accordance with the PEI Intimate Partner Violence Protocol.

Compliance: Policy and proof.

Interpretation: Appropriate personnel shall include primary responders and investigators. Applicable training shall include the trauma-informed training prescribed by the Department of Justice and Public Safety.

OPS 8.4 Police services shall collect and report data to the Department of Justice and Public Safety on intimate partner violence occurrences including but not limited to:

- a. Number of intimate partner violence incidents reported, investigations.
- b. Number of victims and nature of IP relationship.
- c. Victim support offered, accepted.
- d. Number of offenders (including high risk, other categories) and charges.
- e. Confirmation the ODARA form was submitted.
- f. Use of conditions, orders, firearm/weapon seizures.

Compliance: Policy and proof.

Interpretation: The Department of Justice and Public Safety will establish reporting guidelines and format for police in the protocol.

OPS 8.5 Police services shall establish policy requiring supervisors to review early and often all intimate partner violence investigations to ensure, at a minimum:

- a. Reports taken for other jurisdictions are actioned expeditiously and appropriate referrals have been made.
- b. Compliance with policy, procedures and training.
- c. Investigation quality.
- d. Review and revise safety issues as required.

Compliance: Policy and proof.

OPS 9 – SEXUAL VIOLENCE

This set of standards outlines the policies, practices and training police services shall have in place in order to effectively investigate incidents of sexual violence and to ensure a victim focused response.

PREAMBLE

Sexual violence means an assault of a sexual nature that violates or threatens to violate the sexual integrity of the victim. Sexual offences can be committed by acts or gestures without words, physical contact, or verbal threats so long as the actions intentionally create an apprehension of imminent harm or offensive contact in the victim.

STATEMENT

Victims of sexual violence often feel violation, fear, shame and humiliation. Victims' reactions and memory can be affected by the associated trauma of sexual violence.

Police services are required to adhere to consistent practices in investigations of sexual violence in accordance with the PEI Sexual Violence Protocol.

OPS 9.1 Police service policy shall comply with the Sexual Violence Protocol. Police service policy and procedures shall address but not be limited to:

- a. Communications and dispatch.
- b. Initial response procedures.
- c. Conducting a comprehensive investigation:
 - i. Interview procedures.
 - ii. Interviewing victims.
 - iii. Interviewing offenders.
 - iv. Interviewing witnesses including child witnesses.
- d. Evidence collection:
 - i. Victim.
 - ii. Suspect.
 - iii. Scene.
- e. Review and securing of the 911/Emergency Operational Communication Centre Recording.
- f. Seizure and disposition of firearms and weapons.
- g. Making appropriate referrals.
- h. Verifying the following databases:
 - i. Canadian Police Information Centre (CPIC)
 - ii. Violent Crime Linkage Analysis System, (VICLAS)
 - iii. National Sex Offender Registry (NSOR).
- i. Outlining charge policy.
- j. Outlining file scoring requirements.
- k. Utilization of Major Case Management (MCM) principles if required.

Compliance: Policy and proof.

OPS 9.2 Police services shall ensure all appropriate personnel receive applicable training on delivering trauma-informed services to all victims of sexual violence.

Compliance: Policy and proof.

Interpretation: Appropriate personnel shall include, but not be limited to call-takers and dispatchers, front counter staff, primary responders and investigators. Applicable training shall include the trauma-informed training prescribed by the Department of Justice and Public Safety.

OPS 9.3 Police services shall collect and report data to the Department of Justice and Public Safety on sexual violence occurrences including but not limited to:

- a. Number of SV incidents reported, investigations.
- b. Victim support offered.
- c. Number of victims, offenders.
- d. Charges, founded/unfounded, trials.
- e. ViCLAS submissions.

Compliance: Policy and proof.

Interpretation: The Department of Justice and Public Safety will establish reporting guidelines and format for police.

OPS 9.4 Police services shall establish policy requiring supervisors to review early and often all sexual violence investigations to ensure, at a minimum:

- a. Reports taken for other jurisdictions are actioned expeditiously and appropriate referrals have been made.
- b. Compliance with policy, procedures and training.
- c. Investigation quality.
- d. Review and revise safety issues as required.

Compliance: Policy and proof.

OPS 9.5 Police services shall accept and support third party reports by community-based victim services (where these exist) on behalf of victims of sexual assault.

Compliance: Proof.

OPS 9.6 Police Services shall establish policy permitting an external review process of complaints of sexual assault that are deemed unfounded and investigations resulting in no approved charges.

Compliance: Policy.

Interpretation: This review process was endorsed by the Canadian Association of Chiefs of Police in 2020 and shall apply to all police services in PEI.

OPS 10 – GENDER-BASED VIOLENCE (Under development)

Gender-based violence refers to any act of violence directed at someone based on their gender, gender expression, gender identity or perceived gender. While it is often thought of as solely physical violence, gender-based violence generally falls into these four categories: emotional violence, physical violence, financial violence and sexual violence. These forms of abuse can be interrelated and cause significant harm to individuals across various aspects of their lives.

OPS 11 – CHILD SEXUAL ABUSE

This set of standards governs police responses to incidents of child sexual abuse.

PREAMBLE

The Child Sexual Abuse Protocol provides guidelines and procedures for a coordinated response to child sexual abuse in Prince Edward Island. The protocol is intended to provide assistance to a network of professionals including child protection workers, law enforcement, justice system personnel, child and youth care providers, school and early childhood personnel, the medical profession, mental health, addictions, and other health care providers. The overriding goal is the protection of children.

The model supports a system of intervention that:

- highlights the natural support system of child sexual abuse victims and their families that will achieve safety from abuse, healing from the effects of abuse, prevention of future abuse; and
- promotes a coordinated and collaborative approach to intervention.

STATEMENT

Investigation of suspected child sexual abuse is considered a high priority by police and Child Protection Services. Both agree on the importance of working collaboratively to meet the requirements of the *Criminal Code* and the *Child Protection Act*. Response and intervention must be rapid and coordinated.

OPS 11.1 Police services shall establish policy that makes response to instances of child sexual abuse high priority. Responses shall be immediate and in accordance with the provisions of the PEI Child Sexual Abuse Protocol.

Compliance: Proof.

OPS 11.2 Police services shall have policies for the response to instances of child sexual abuse that align with the provisions of the PEI Child Sexual Abuse Protocol. Policies shall cover the following: communications, joint interviews, investigational processes, protection measures, notifications to Victim Services, appropriate referrals, information sharing and police training.

Compliance: Policy.

OPS 11.3 Recognizing that there may be circumstances where it may not be possible, police investigators who are conducting interviews of victims of child sexual abuse should have the requisite training as prescribed by the Minister.

Compliance: Proof.

Interpretation: Requisite training shall include Child Interviewing Course and Trauma Informed Training.

Vulnerable Adults

OPS 11.4 Police services shall have policy requiring officers who become aware of vulnerable adult abuse or neglect, to immediately make a referral to the Adult Protection Program.

Compliance: Policy.

Interpretation: Vulnerability may include, physical or cognitive impairment, or dementia. (Alzheimer's Korsakoff's, vascular dementia, etc.) Types of abuse can include sexual, physical,

emotional, verbal, financial, caregiver neglect. Referrals shall be made in instances where officers suspect self-neglect.

OPS 12 – CRIMINAL INTELLIGENCE AND MANAGEMENT OF HUMAN SOURCES OF INTELLIGENCE

This set of standards relates to the collection, processing, safeguarding, and dissemination of information relating to specified crimes and criminal activities.

PREAMBLE

Police services are required to collect, analyze, evaluate and exchange information and intelligence relating to criminal activity.

STATEMENT

Police Services shall have a criminal intelligence process consistent with the Criminal Intelligence Service of Canada (CISC), Criminal Intelligence Service of Prince Edward Island (CISPEI) mandates and the Canadian Criminal Intelligence System (CCIS) requirements. Police services shall abide by the Security Classification and Protection of Information systems described in the CISC Regulations.

OPS 12.1 Police service policy shall ensure criminal intelligence is only shared with authorized recipients.

Compliance: Policy.

Interpretation: Third party rule applies.

OPS 12.2 Police services shall designate a position within their organization to be responsible for the overall management of the organization's criminal intelligence process.

Compliance: Proof.

OPS 12.3 Police services shall ensure personnel assigned to the criminal intelligence function have the training, skills and competencies required to fulfill their responsibilities.

Compliance: Policy and proof.

Interpretation: Personnel who are assigned to criminal intelligence roles shall possess or acquire the skills and competencies to fulfill their responsibilities. Proof may be demonstrated through Chief's memo, job description, resumes, academic accreditation, or training records. Minimum required training shall include the following courses offered by the Canada Police Knowledge Network (CPKN): ACIIS Query Online; Introduction to Criminal Intelligence; or equivalents.

OPS 12.4 A CISPEI Level I police service's policy shall ensure its intelligence process will:

- a. Maintain a human source management system as compliant with CISPEI.
- b. Describe the security clearance requirements of police personnel who have access to sensitive information, databases and intelligence.
- c. Complete and maintain human source debriefing reports for all confidential human sources, in the CISPEI format.

- d. Share a vetted copy of all human source debriefing reports using a secure electronic system (i.e. CCIS) as supported by CISPEI and its executive committee.
- e. Designate a position as the police service's Criminal Intelligence Liaison.
- f. Cover the use of any person under the age of 18. Cover the use of in-custody sources.
- g. Cover the use of agents.
- h. Cover the appropriate consultations with the public prosecution service.
- i. Cover supervision of all interactions with confidential sources, informants and agents, including the management of the records of those interactions.
- j. Cover records of payments to sources and agents.
- k. Cover annual reviews of source administrative files for compliance to policy.

Compliance: Policy.

Interpretation: Applicable to Level I members only.

OPS 12.5 Police service policy shall ensure the protection of information sources.

Compliance: Policy and proof.

Interpretation: Proof would be a description within policy of the steps to be taken to protect the identity of human sources and the review of personal safety concerns, if any, regarding informants. Policy shall include requirements for the safeguarding of information that may reveal the identity of human sources.

OPS 12.6 Police service policy shall ensure the "Third Party Rule" is used to control the release of all criminal intelligence.

Compliance: Policy and proof.

Interpretation: Procedures, training syllabus and logs.

OPS 12.7 Police service policy shall outline the necessary provisions for the secure handling and storage of sensitive information, including intelligence documents.

Compliance: Policy.

Interpretation: Storage includes electronic storage and storage of any physical records or documents.

OPS 13 – BRINGING EVIDENCE BEFORE THE COURT

This standard outlines police services' requirements for policy and practices with respect to the preparation and submission of complete prosecution packages for presentation in court.

PREAMBLE

Police services are required to conduct investigations and enable evidence to be properly admitted in court.

STATEMENT

The preparation and submission of timely and complete prosecution packages and other documentation supports quality prosecutions and can enhance the opportunity for early case resolution, in appropriate circumstances.

OPS 13.1 Police service policy shall establish formal and informal mechanisms to ensure:

- a. Effective liaison between the police service and the office of the Crown prosecutor.
- b. Proactive identification, consultation and resolution with the Crown regarding aspects of investigations that may result in difficulties in prosecution.
- c. Appropriate use of alternatives to having witnesses attend court.
- d. Crown prosecutors having timely, complete and well-organized initial disclosure packages to enable preparation, disclosure and prosecution.

Compliance: Policy and proof.

Interpretation:

Bullet (a) - proof could be in a form of correspondence between police services and Crown demonstrating ongoing dialogue.

Bullet (b) - proof could be in a form of correspondence between police services and Crown demonstrating ongoing dialogue.

Bullet (c) - proof could be in the form of other methods that do not require the attendance of a witness in court.

Bullet (d) – for the purposes of meeting this standard, police service policy shall require officers to provide completed initial disclosure packages to the Crown, a minimum of seven business days in advance of the first appearance date, unless there are extraordinary circumstances preventing this deadline from being met.

OPS 14 – RESTORATIVE JUSTICE AND ADULT ALTERNATIVE MEASURES PROGRAM

This standard outlines the policies and procedures police services shall have in place to promote appropriate diversion of criminal cases and ensure adherence to the Provincial Restorative Justice Protocol (Under Development).

PREAMBLE

The PEI Restorative Justice Program is an integrated program for adults and young persons in conflict with the law. The program may be used by justice partners and the judiciary at their respective stages of the criminal justice process as contemplated in the protocol and pursuant to their authority and discretion under the law.

Alternative Measures is a program that diverts adults from the criminal court system while still holding them accountable for a criminal code offence. Referrals may be made pre-charge by the police or post-charge by the Crown.

STATEMENT

In relation to the criminal justice system, Restorative Justice is an approach to justice that focuses on addressing the harm caused by crime by providing an opportunity for those harmed and those who take responsibility for the harm to identify and address their needs in the aftermath of a crime. Restorative Justice seeks to repair the harm caused by crime and violence by:

- Addressing victims' needs

- Holding offenders meaningfully accountable for their actions without unnecessarily criminalizing them
- Engaging the community in the justice process.

In order to be eligible for the Alternative Measures program, adults must accept responsibility for the crime and be willing to participate in the program.

OPS 14.1 Police service policy shall require that prior to the laying of any criminal charges against a person, police shall consider if the matter can be appropriately addressed by making a referral to the Restorative Justice Program or the Adult Alternative Measures Program. That consideration shall be documented in the operational files.

Compliance: Policy and proof.

Interpretation: In determining whether a matter can be referred to the Restorative Justice Program, police should consult with the victim(s). To be eligible for the Alternative Measures program, adults must accept responsibility for their crime/s and be willing to participate in the program.

OPS 15 – EMERGENCY AND BUSINESS CONTINUITY PLANNING

This set of standards addresses the administrative and operational measures a police service shall take in developing and preparing to respond effectively to emergency situations. These standards also address what measures or provisions police services shall have in place to ensure business continuity in the event of a significant disruption.

PREAMBLE

Police services are required to respond to many types of emergency events. Effective planning is of paramount importance for effective response.

STATEMENT

Police services shall act in accordance with applicable legislation and the affected municipality's emergency plan and/or the provincial emergency plan. In the event of a natural disaster or other emergency where a state of local emergency or a provincial state of emergency has been declared, the police service shall take direction from the overall Incident Commander.

OPS 15.1 Police service policy shall designate a position(s) that is responsible for coordinating the planning of the police response to natural disasters and other general emergencies.

Compliance: Policy and proof.

OPS 15.2 Police services shall have emergency/contingency plans relevant to the communities they serve.

Compliance: Proof.

Interpretation: Proof would be a plan prepared in consultation with the local governing authority. Police services shall have a written plan as to their specific duties and obligations in a disaster or general emergency, which outlines their role as part of a community mobilization response to an emergency.

OPS 15.3 Police services shall establish policy that requires a review of its emergency/contingency plans on an annual basis and following activations for real events or exercises.

Compliance: Policy and proof.

Interpretation: Proof would be documentation of reviews.

OPS 15.4 Police services shall have a business continuity plan.

Compliance: Proof.

Interpretation: In the event of a disruption or a partial disruption to an essential function of the police service, plans shall exist to ensure business continuity. Plans shall be provided to the Minister upon request.

OPS 16 – SCHOOL SAFE PLANS

This set of standards addresses the measures a police service shall take in liaising with school officials to develop SAFE (School Action For Emergencies) plans. SAFE plans ensure the effective deployment of police resources in the event of a critical incident at a school such as an: active threat, bomb threat or barricaded person(s).

PREAMBLE

Effective planning and support tools are crucial to help respond to serious incidents at schools. The development of SAFE plans by school officials and police helps effectively prepare for the responses to critical incidents and enhances the safety of students and staff.

STATEMENT

SAFE (School Action For Emergencies) plans contain site-specific information about schools. Through SAFE plans, front-line and emergency tactical response personnel have timely access to the information, allowing them to respond to critical incidents more safely and effectively. The establishment and maintenance of SAFE plans promotes collaborative planning between police and school officials.

OPS 16.1 Police services shall liaise with school officials for the purpose of ensuring school SAFE plans are completed and validated annually.

Compliance: Proof.

Interpretation: Police may formally identify liaison officers for schools. At a minimum, records of meetings and contact with school representatives shall be maintained by police services. Records of school SAFE plans shall be provided to the Minister upon request.

OPS 16.2 School SAFE Plans must include the following:

- a. Training requirements
- b. Pre-incident planning
- c. Appropriate police response to a threat of safety at schools
- d. Supervision and management of police response to a violent school incident
- e. Communications strategy
- f. Post-incident recovery plan.

Compliance: Proof.

Interpretation: Police services shall work closely with school officials and the Department of Education and participate in exercises and debriefs as required. The communications strategy should include details of when public alerts are to be issued.

OPS 16.3 Police service policy respecting school safety shall include the following:

- a. The creation, use, and distribution of School SAFE Plans, which are to be accessible in real time to all employees of the police service of jurisdiction who may be expected to respond.
 - i. Available School SAFE Plans shall be shared with neighboring police services in the event assistance is being sought from another service during an emergency.
- b. The identification of local, regional, and provincial support agencies and police units which would be reasonably expected to be required to assist in an emergency response.
- c. School familiarity exercises should include:
 - i. Lockdown and hold and secure procedures.
 - ii. New officer orientation.
- d. Mandatory active threat training for police must be provided and reviewed in accordance with the schedule contained in the Provincial Police Training Guidelines.
- e. Annual review and validation of police plans.

Compliance: Policy and proof.

Interpretation: The Minister may request proof that annual reviews of plans are being performed.

OPS 16.4 Police services shall participate on the Provincial Education Emergency Management Steering Committee and comply with the provincial reporting requirements respecting School SAFE Plans.

Compliance: Proof.

Interpretation: Reporting may include reporting to the Manager of Policing Services as well as annual reporting to the Minister.

OPS 17 – PUBLIC ALERTING

This set of standards outlines the policies and practices police services shall have in place for public alerting to ensure timely, effective and efficient public communication in the event of civil emergencies, terrorist threats/activities, dangerous animals or missing persons.

PREAMBLE

The Alert Ready system is designed to deliver critical and potentially life-saving alerts through television, radio and on wireless devices. Police may use the public alerting system to provide timely, clear instructions on how the public should respond in emergency events to ensure safety and mitigate risk to the public.

STATEMENT

Police, along with other public safety partners, play a critical role in public alerting by ensuring timely and accurate communication to the public during emergencies.

OPS 17.1 Police services shall have policy respecting the Alert Ready system which recognizes that the primary focus is always the safety and security of citizens and police personnel. Chief officers shall ensure the establishment of policies and procedures to access the Alert Ready system in accordance with the Broadcast Intrusive Public Alerting System policies and procedures.

A Broadcast Intrusive alert (BI) for a critical incident can only be activated by an Authorized User or Delegated Authorized User. A critical incident alert can only be cancelled by an Authorized User or Delegated Authorized User when the critical incident is determined to be contained or ended.

- a. The four types of emergency events where a BI alert could potentially be issued are:
 - i. Civil Emergency
 - ii. Terrorist Threat/Activity
 - iii. Dangerous Animals
 - iv. Amber Alert

Compliance: Policy.

OPS 17.2 Police Services shall establish strategic communications policies and procedures with respect to Alert Ready use to ensure that the police service has the capability to monitor, process and respond to information received after the issuance of a public alert. If a police service issues a “Broadcast Intrusive” Alert, including an Amber Alert, the police service must:

- a. Implement its communications strategy.
- b. Ensure availability of sufficient resources to handle a high volume of inquiries and information received from the public.
- c. Ensure the role of media spokesperson is filled.
- d. Coordinate with the investigate team to determine the need for updates or cancellations of the Broadcast Intrusive Alert.
- e. Monitor and respond to information received as a result of the alert.

Compliance: Policy.

Interpretation: It is expected that police services will have established strategy for communications so that in a real event, the strategy can be enacted.

OPS 17.3 After the use of the Alert Ready system, police services shall follow the reporting procedures as specified in the Broadcast Intrusive Public Alerting System Policies and Procedures User Agreement.

Compliance: Proof.

OPS 17.4 Police services shall establish policies and procedures with respect to the issuance of Amber Alerts in accordance with the Broadcast Intrusive Public Alerting System Policies and Procedures.

Compliance: Policy.

OPS 17.5 Police service policies and procedures shall ensure the following criteria are met prior to an Amber Alert being issued:

- a. There are reasonable grounds to believe an abduction has occurred.

- b. There are reasonable grounds to believe that the child or person with proven mental or physical disability is in danger of serious harm or injury.
- c. There is enough descriptive information on one or more of the following factors to reasonably believe that an Amber Alert will assist with the safe return of the child or person with proven mental or physical disability:
 - i. the child or person with proven mental or physical disability
 - ii. abductor
 - iii. vehicle, if one is involved and;
 - iv. that the Amber Alert can be issued within a timeline that would provide a reasonable expectation that the child or person with proven mental or physical disabilities could be returned.

Compliance: Policy.

OPS 18 – MENTAL HEALTH, SUBSTANCE USE AND ADDICTIONS

This set of standards outlines the policies and practices police services shall employ when dealing with persons suffering from a mental health crisis and addictions.

PREAMBLE

Police are increasingly being called upon to deal with people in crisis or to check on the well-being of individuals, resulting in increasing numbers of high-risk situations. Comprehensive training for all police personnel is required to enhance their understanding and skills to effectively interact with, de-escalate and assist at-risk clients. Police must employ a client-centered approach, particularly when dealing with individuals who are in crisis and using substances and/or suffering from mental health problems.

STATEMENT

The objectives for police should be to promote interactions that are respectful and compassionate and mitigate risk to the individual, police and the public.

OPS 18.1 Police services shall establish policy with respect to the response, care and protection of persons experiencing substance use, addiction and mental health crisis.

Compliance: Policy.

OPS 18.2 Police services shall ensure that frontline/patrol personnel undergo required training with respect to responses to individuals in mental health crisis and suffering from addictions.

Compliance: Proof.

Interpretation: Required training currently includes Trauma-Informed Approach and Crisis Intervention and De-escalation (CID) and should address the use of force in situations involving persons who may be emotionally disturbed or may have a mental illness or developmental disability. See the Provincial Police Training Guidelines. A best practice would be for all personnel who may interact with persons experiencing substance use, addiction and mental health crisis, including those working in victim services and those answering calls and dispatching officers, to undergo this required training. For dispatch personnel and those taking calls, it means that they need to be able to ask the necessary questions and recognize signs that mental illness may be a factor in the case.

OPS 18.3 Police services shall have information available that provides descriptive and contact information for mental health agencies in the area for employees as well as persons experiencing substance use, addiction and mental health crisis and their families.

Compliance: Proof.

OPS 18.4 Police services shall establish policy governing responses to requests for wellness checks. The policy shall outline the procedures to be followed to ensure a thorough police response. It shall also outline the requirements for thorough file documentation of the actions taken to confirm the safety and wellness of the subject(s) of the request.

Compliance: Policy.

OPS 19 – RECORDS MANAGEMENT

This set of standards outlines the records systems that police services shall have in place to ensure adequate control, storage, retrieval, security and disposition of records.

PREAMBLE

To meet its management, operational and information needs, a police service must have a system for keeping records organized and easily retrievable. Privacy and security precautions shall be in accordance with police service policy, relevant legislation and Ministerial requirements.

STATEMENT

Records systems shall be designed to ensure proper access to records as well as control, storage, maintenance, retrieval, security and disposition of records.

OPS 19.1 Police services shall maintain an operational records management system approved by the Minister that addresses:

- a. Types of records to be maintained;
- b. Administrative format;
- c. Minimum security of information requirements, including those required for interface with the Police Information Portal (PIP);
- d. The requirement to meet National Uniform Crime Reports (UCR) requirements including processes for updating UCR as well as Stats Canada requirements;
- e. Real-time access to the records by all Island police services. Real-time access refers to records that are available as soon as they are created;
- f. Minimum requirements for data back-up and recoverability;
- g. Ability to interface with the PIP;
- h. Retention and purging of operational records, legacy issues;
- i. The requirement to have comprehensive policy for all aspects of operational records management available for review by the Minister upon request; and
- j. The ability to restrict access and policy approved by the Minister governing the circumstances under which that is permissible.

Compliance: Policy and proof.

OPS 19.2 Police service records management policy shall include the provision for annual external quality assurance reviews of police records to assess data quality and adherence to policies and applicable PEI police standards.

Compliance: Policy and proof.

Interpretation: External reviews are conducted by the Provincial Operational Records Manager.

OPS 19.3 Police service policy shall outline the position(s) responsible for the records management function.

Compliance: Policy and proof.

OPS 19.4 Police services shall establish records management policy that requires files containing reports and documents, electronic or hard copy, to be secured at all times.

Compliance: Policy and proof.

Interpretation: Policy shall outline the means and circumstances to secure records and documents. Policy shall cover the handling and destruction of records and documents.

OPS 19.5 Police service policy shall ensure operational records are maintained in relation to:

- a. Reports of crime.
- b. Requests for service when officers are dispatched.
- c. Incidents involving arrests or prosecution.
- d. Investigations initiated by the police service and/or police officers.

Compliance: Policy and proof.

Interpretation: Proof can be copies of reports which satisfy each bullet. (i.e. Bullet (a) – an occurrence report). Policy shall outline the information to be recorded on an arrest report. (i.e. prisoner biographical data, effects).

OPS 19.6 Police service policy shall include procedures for handling currency.

Compliance: Policy and proof.

Interpretation: Policy shall include the requirement for two employees to be present for the disposition of any currency, including digital.

OPS 19.7 Police service policy shall address the maintenance and disposition of records on all cases where criminal charges have been laid.

Compliance: Policy and proof.

Interpretation: Policy should outline the process for ensuring the disposition of charges is properly documented on case files. (i.e. who is responsible for recording the disposition on investigational files, timely submission of updated C-216, fingerprint forms to Ottawa RCMP for inclusion on criminal records).

OPS 19.8 Police service policy shall address the procedures for maintaining warrants of arrest.

Compliance: Policy.

Interpretation: Policy shall outline responsibility for entering/removing warrants on CPIC, the process to ensure warrant confirmation and attempts to execute.

OPS 20 – BODY WORN CAMERAS

This set of standards outlines the policies a police service shall have in place if it employs body worn cameras.

PREAMBLE

Should a police service choose to deploy body-worn cameras, frontline police officers may be required to use them during interactions with the public as part of their law enforcement duties. Body worn cameras are generally recognized as a useful tool that enhances police accountability and transparency. They also work to improve interactions between police officers and the public, support the collection of evidence, and often reduce the time it takes to resolve complaints.

STATEMENT

If police services choose to deploy body worn cameras, they shall do so in a transparent manner when engaging with the public, in alignment with operational requirements and in accordance with the following standards.

20.1 Police services, should they choose to deploy body worn cameras, shall establish policies regarding their use. At a minimum, these policies shall address the following:

- a. Public awareness and transparency.
- b. Police officer responsibilities.
- c. Supervisor's responsibilities.
- d. IT support responsibilities.
- e. Activation/Deactivation.
- f. Unit malfunction.
- g. Maintenance and servicing.
- h. Use of audio and visual recordings.
- i. Sharing of body worn cameras video files, both internally and externally.
- j. Redaction of audio and visual recordings.
- k. Evidence and disclosure handling of audio and visual recording.
- l. Quality assurance reviews that include body worn camera equipment, files, users and overall body worn camera systems.
- m. Privacy considerations for frontline police officers, accused and third-party individuals captured on body worn cameras.
- n. Use of body worn cameras in sensitive locations (i.e. hospitals, lawyer offices, etc.).
- o. Breach of policy.
- p. Activation compliance tracking.
- q. Training.
- r. Issuance and inventory control.
- s. Requirements for note taking and report writing.

Compliance: Policy and proof.

Interpretation:

Bullet (a) – To promote transparency and accountability by ensuring person's privacy rights and protecting vulnerable, victim and cultural sensitivities. Police services shall make reasonable efforts to inform the public that officers are equipped with body worn cameras and that person's actions and words may be recorded during an interaction.

Bullet (b) - Responsibilities as it pertains to the use of body worn cameras before, during and after shift and includes prohibitions.

Bullet (c) – Pertains to use of body worn cameras by their subordinates in accordance with their respective policies and this Standard.

Bullet (d) – IT support shall ensure any data related to body worn cameras is stored in a manner pursuant to applicable policies and legal requirements.

Bullet (e) – Police services shall have policy identifying when recording must be activated and when recording can be deactivated. To ensure there are no misunderstandings, specific circumstances/scenarios should be made available to the officer during training.

Bullet (h): Viewing, circumstances, data mining, public/media requests, limiting access, recording access, etc.

Bullet (i): How body worn camera videos are shared and for what purposes they can be shared.

Bullet (j): Law enforcement agencies must adhere to legal and ethical guidelines when redacting body worn camera recordings through the purposeful omission of information involving sensitive or personal information any audio and visual recordings by body worn cameras.

Bullet (k): A digital evidence management system and the need to identify required vetting and redaction through cooperation between police services and Crown.

Bullet (l): Quality assurance reviews refer to the internal audits required by each police service in ORG 5.

Bullet (m): The protection and privacy of those captured on body worn camera video must be a priority to all police services.

20.2 Police services, should they choose to deploy body worn cameras, must establish policies regarding the storage and retention of audio and visual recordings produced by these cameras. At a minimum, these policies shall address the following:

- a. Server must have the capacity to store an appropriate amount of data storage to accommodate a large volume of audio and visual recordings for an extended period.
- b. The server/servers must have the capacity to be encrypted and restrict access. Access shall also have a "logged" feature to track who accessed the respective audio and visual recordings by badge number (civilian number), name and date/time.
- c. Servers must have the capability to limit access to recordings as well as be able to track those who accessed the recordings.
- d. If a police service is utilizing a Cloud based server, the server must be in Canada.
- e. Have a technological obsolescence/succession plan for long term maintenance/storage of evidentiary data.
- f. Retention categorization shall be automated based on applicable current and future legislation or policies.

The records retention schedule for digital evidence (video, images and audio recordings) shall, at a minimum, align with the police service's current record retention policy, ensuring digital evidence is available for public complaints (within the timeframe allotted under the Police Act) and for any Ministerial/Judicial review.

Compliance: Policy and proof.

Interpretation:

Bullet (a): Servers can be direct-attached storage (DAS), network-attached storage (NAS), storage area networks (SAN), and cloud storage (must be in Canada).

Bullet (c): Retention schedule for audio and visual recordings must include a "automated" purge system for the above-mentioned retention schedule.

Bullet (f): if provincial legislation changes as it relates to the storage and retention of information, police services must ensure their current policies reflect the new changes.

20.3 Police services, should they choose to deploy body worn cameras, must ensure that training standards and lesson plans related to the administration, use, maintenance, access, and disclosure of body worn cameras are approved by the chief officer. The following minimum standards for lesson plans will include:

- a. Performance and job-related behavioral objectives.
- b. Teaching points for content.
- c. Delivery techniques.
- d. A process for evaluating the competencies of the officers.
- e. Maintenance of training records/logs that indicate when and what training the police officer has received as it relates to body worn cameras.

Compliance: Policy and proof.

Interpretation: Approval from the chief officer stating the training curriculum meets the requirements for body worn camera training for police officers. Lesson plans shall have all the necessary points as outlined in bullets (a) to (d). Bullet (d) – refers to evaluations such as, but not limited to, formal testing, class participation, boards, and practicum

OPS 21 – SEARCH AND SEIZURE/MANAGEMENT OF EVIDENCE AND PROPERTY IN POLICE CONTROL

This set of standards outlines the policies, procedures and protocols that police services shall have in place with respect to search and seizure and the control of property in police custody.

PREAMBLE

Police services must have established policies, procedures and protocols that ensure compliance with law and precedence with respect to search and seizure and the management of seized property. This is to ensure the integrity of evidence and the handling and disposition of property that comes into their possession. This is crucial to police investigations and criminal prosecutions.

STATEMENT

The following standards relate to search and seizure and the care and control of evidence and property in police custody.

Search and Seizure

OPS 21.1 Police services shall have policies, procedures and protocols relating to search and seizure that address the following:

- a. Section 8 Canadian Charter Rights and Freedoms of all persons against unreasonable search and seizure, including a person's expectation of privacy in circumstances established by the common law.
- b. responsibility of the police to apply for judicial authority prior to conducting any search and seizure action that may contravene a person's privacy rights unless exigent circumstances exist.
- c. evidence seized by police and possession of exhibits for a specific lawful purpose, for a specified period.
- d. compliance with current Canadian law.

Compliance: Policy and proof.

OPS 21.2 Police service policies, procedures and protocols in relation to search and seizure shall address the following:

- a. searches without a search warrant
- b. consent searches
- c. searches incident to arrest
- d. protective searches pursuant to investigative detention
- e. searches in exigent circumstances
- f. judicial authorizations.

Compliance: Policy and proof.

OPS 21.3 Police service policies, procedures and protocols in relation to the search of a person shall address the following:

- a. searches incident to arrest
- b. searches for police officer safety
- c. searches involving intrusion on bodily integrity, including strip searches, body cavity searches and searches to obtain bodily samples and/or impressions
- d. the need for a qualified medical practitioner
- e. gender identification
- f. persons with disabilities
- g. young persons
- h. recognition of specific cultural and/or religious sensitivities.

Compliance: Policy and proof.

OPS 21.4 Police service policies, procedures and protocols in relation to the search of a place, shall address the following:

- a. multiple-unit residences
- b. corroboration of civic addresses

- c. areas not commonly recognized as living quarters
- d. areas of property bordering a dwelling
- e. outbuildings.

Compliance: Policy and proof.

Interpretation: Police service policy shall cover entry and searches of a dwelling house for the purpose of arresting a suspect.

OPS 21.5 Police service policies, procedures and protocols in relation to the search of a mode of transportation, shall address all the following:

- a. whether prior judicial authorization is required
- b. whether any specific logistical equipment and/or personnel are required to safely and successfully search a mode of transport
- c. the potential for loss or destruction of evidence due to the transient nature of the transportation.

Compliance: Policy and proof.

OPS 21.6 Police service policies, procedures and protocols in relation to the execution of a search with or without warrant, shall address all the following:

- a. the safety and security of all persons possibly involved in the search
- b. confirmation by all police personnel involved in the search of their personal knowledge in relation to the search warrant, including,
 - i. issuing authority of the warrant
 - ii. scope of the warrant
 - iii. authorized time period for the search
 - iv. item(s), information, or data sought pursuant to the warrant
 - v. any legal parameters regarding seizure of evidence outside the scope of the warrant
- c. availability of appropriate personnel and equipment
- d. compliance with occupational health and safety practices or policies
- e. compliance with safe and secure practices for seizing evidence to ensure proper recording, handling, and maintenance of such evidence
- f. reporting to the issuing authority any exhibits seized and held for the court, and, if necessary, application to the judicial authority to maintain control of the seized exhibits subject to conditions the judicial authority thinks appropriate.

Compliance: Policy and proof.

OPS 21.7 Police service policies, procedures and protocols in relation to the supervision of a search warrant, shall address all the following:

- a. review, scrutiny, and approval by a police supervisor prior to the application for a search warrant, or in exigent circumstances, as soon as practicable thereafter
- b. preparation of complete and accurate search warrant applications
- c. any security requirements required during the application process, in accordance with common law and statutory requirements
- d. recording of police supervisor review.

Compliance: Policy.

OPS 21.8 Police service policies on search and seizure shall address the following:

- a. procedures for maintaining an inventory of property;
- b. the chain of custody of physical evidence;
- c. the return of property to its rightful owner; and
- d. disposal of property

Compliance: Policy.

Management of Evidence and Property in Police Control

OPS 21.9 Police service policies, procedures and protocols in relation to property handling and seized property management shall address the following:

- a. control and management of the property;
- b. supervision of control and management of the property; and
- c. quality assurance reviews of property management and control.

Compliance: Policy.

OPS 21.10 Police service policies, procedures and protocols in relation to property handling and seized property management shall have the following parameters:

- a. the primary focus is always the safety and security of the public and police personnel;
- b. reasonably ensuring that all property lawfully and securely held by police respect evidentiary standards to maintain admissibility of the property for purposes of the administration of justice; and
- c. recognition that to be lawfully and securely held by police, all property shall be retained upon specific statutory or common law authority.

Compliance: Policy.

OPS 21.11 Police service policies, procedures and protocols in relation to appropriate control and management of all property by police shall address all the following:

- a. initial seizure of property, including criteria to provide documentation for all information necessary to ensure complete identification of seized property, including all the following:
 - i. date, time, and place of seizure
 - ii. identification of seizing police officer(s)
 - iii. description of the article being seized
 - iv. information if custody of seized property was turned over to other police officer(s) or other authorized personnel at the time of the initial seizure.
 - v. electronic recording of the exhibit, as required
- b. storage of the seized property requiring enhanced storage requirements, including one or more of the following:
 - i. larger than routine storage
 - ii. off-site storage
 - iii. enhanced security
 - iv. on-going maintenance to preserve asset value
 - v. other asset-specific requirements necessary to secure and preserve seized property

- c. establishing criteria to provide documentation for all the following:
 - i. the transport, reception, and storage of the exhibit to the secure exhibit facility
 - ii. any subsequent handling of the exhibit during storage, sampling for further analysis, or audit processes
- d. examination or analysis of the seized property and establishing criteria to provide documentation for all the following:
 - i. all investigational contact with the seized property during detention, including sampling, direct analysis and use for copying, photography, demonstration, or measurements
 - ii. all third-party contact with the seized property during detention, including contact with or viewing of the exhibit by defense counsel as approved through the relevant office of the Public Prosecution Service
- e. disposition of the seized property and criteria to provide documentation for final disposition of the seized property from police detention, including all the following:
 - i. submission of the seized property to a court during a criminal prosecution
 - ii. return to the rightful owner, as confirmed and/or determined by the court
 - iii. ordered turned over to a new, rightful owner, as determined by the court
 - iv. forfeiture of the seized property to the Crown
 - v. destruction of the seized property
 - vi. any other lawful court order or statutory authority regarding ownership and possession

OPS 22 – GROUND SEARCH AND RESCUE (GSAR)

This set of standards outlines the policies and procedures police services shall have in place to ensure they are adequately trained and equipped to manage ground search and rescue operations.

PREAMBLE

Police services are responsible for searches for missing persons including those who are lost or overdue on land or inland waters.

STATEMENT

These standards have been developed to ensure the required resources and expertise are available to police services to manage ground search and rescue operations.

OPS 22.1 Police services shall establish a working relationship through an MOU with a ground search and rescue organization capable of aiding in lost or missing person incidents. Police services shall have policies governing this relationship.

Compliance: Proof and policy.

Interpretation: Working relationships may entail the identification of a liaison person within the police service. MOUs should be kept on file and updated as required. Policies should outline roles, responsibilities and procedures.

OPS 22.2 Police services shall establish policies, procedures and protocols in relation to Ground Search and Rescue (GSAR) that address the following:

- a. The training of Incident Commanders through an accredited training institution.
- b. Establish written agreements with a GSAR organization in their policing jurisdictions.
- c. The criteria for deployment for search and rescue operations, and evidence recovery operations.
- d. Reporting requirements for GSAR activation and use.

Compliance: Policy.

Interpretation: Policy shall recognize that the primary focus is always the safety and security of civilians and police personnel.

OPS 23 – USE OF FORCE

This set of standards outlines the policies and procedures that police services shall have in place to ensure officers are adequately trained and equipped and have the requisite understanding of the legal parameters for arrest and detention of individuals and for the lawful application of force. These standards also outline the reporting requirements on the use of force.

PREAMBLE

Police services are required to provide officers with an clear understanding of the legal parameters for the lawful application of force.

STATEMENT

An officer's duty to enforce laws may require the use of force. Guidance and references for use of force can be found in the use of force models adopted by the Canadian Association of Chiefs of Police (CACP) and the RCMP in accordance with the requirements of the Police Act Use of Force Regulations.

OPS 23.1 Police service policy shall ensure use of force is consistent with the provisions of the Criminal Code of Canada and one of the two approved use of force models.

Compliance: Policy.

OPS 23.2 Police service policy shall ensure the service's approved weapons, techniques and applications of force comply with one of the two approved use of Force Models as outlines in the Police Act Use of Force Regulations.

Compliance: Policy.

Interpretation: Policy will be consistent with the Police Act Use of Force Regulations. For this purpose, the CACP's National Use of Force Framework (NUFF) and the RCMP's Incident Management Intervention Model (IMIM) models are approved.

OPS 23.3 Police services shall have policy with respect to the use of force. The policy shall cover, but not be limited to:

- a. General use of force principles; and
- b. Internal and external reporting procedures for use of force.

Compliance: Policy.

Interpretation: General use of force principles in accordance with the NUFF or IMIM. Policy shall cover internal reporting within a police service by officers to their supervisor and external reporting by the police service to the Minister.

OPS 23.4 Police services shall establish policy requiring officers to provide care and first aid after force has been applied which results in an injury and continue that aid until medical personnel take over.

Compliance: Policy.

Interpretation: Provided the first aid can be administered without compromising officer or public safety.

OPS 23.5 Police will certify and recertify in use of force and the use of intervention equipment, including firearms, in accordance with the Police Act Training Regulations and any directives, standards and guidelines issued by the Minister.

Compliance: Proof.

Interpretation: The Police Act General Regulations require an annual status report to be submitted to the Minister detailing compliance levels for required certifications and recertifications.

OPS 23.6 Police services shall maintain training records of all certifications and recertifications in use of force and the use of intervention equipment and provide them to the Minister in accordance with the requirements of the Police Act General Regulations and any directives, standards or guidelines issued by the Minister.

Compliance: Proof.

OPS 23.7 Police services shall have policies, procedures and protocols which meet the expectations of relevant regulations, provincial standards and guidelines in relation to service firearms, for all the following:

- a. Training;
- b. Issuance and availability;
- c. Qualification and re-qualification;
- d. Maintenance, storage, handling and security;
- e. Maintenance of records of all training, issuance, qualification, and re-qualification;
- f. Proper use;
- g. Use of approved ammunition;
- h. Address legal justifications for use of force, pursuant to the Criminal Code (Canada);
- i. Reporting obligations, in accordance with the Police Act General Regulations and relevant directives, standards or guidelines regarding reporting of police use of force;
- j. Supervision of all aspects of service firearms; and
- k. Review by a police supervisor or designated officer of all incidents involving use of a service firearm.

Compliance: Policy and proof.

Interpretation: A designated officer shall have subject matter expertise in the use of force.

OPS 23.8 Police service policy shall address service firearms within the following parameters:

- a. Service firearms provide police with deadly (lethal) force capabilities when defending against a threat of grievous bodily harm or death to a member of the public or a police officer.
- b. Police officers have a duty and a responsibility to consistently and safely use, store and handle service firearms and ammunition in compliance with the criminal law and firearms regulations.
- c. Service firearms and ammunition remain the property of the police service, and their use must be strictly limited to police duties and authorized activities.
- d. The safety of police officers and the public is always of paramount importance.

Compliance: Policy and proof.

OPS 23.9 Police services shall have policies, procedures and protocols which meet the expectations of relevant provincial standards in relation to intermediate weapons, for all the following:

- a. Training;
- b. Issuance and availability;
- c. Qualification and re-qualification;
- d. Maintenance of records of all training, issuance, qualification, and re-qualification;
- e. Proper use and storage of intermediate weapons;
- f. Service, maintenance and testing of intermediate weapons;
- g. Address legal justifications for use of force, pursuant to the Criminal Code (Canada);
- h. Reporting obligations, in accordance with the PEI Police Act General Regulations regarding reporting of police use of force; and
- i. Review by a police supervisor or designated officer of all incidents involving use of an intermediate weapon.

Compliance: Policy and proof.

Interpretation: A designated officer shall have subject matter expertise in the use of force.

OPS 23.10 Police service policy shall address intermediate weapons within the following parameters:

- a. Intermediate weapons provide police with less-than-lethal force options and shall be used in accordance with the provisions of the NUFF or IMIM. This is not meant to preclude officers from other use of force options.
- b. Intermediate weapons remain the property of the police service and their use must be strictly limited to police duties.
- c. The safety of police officers and the public is always of paramount importance.

Compliance: Policy and proof.

OPS 23.11 Police services shall have policies, procedures and protocols which meet the expectations of relevant provincial standards in relation to Conducted Energy Weapons, for all the following:

- a. Training;
- b. Issuance and availability;
- c. Qualification and re-qualification;
- d. Maintenance records of all training, issuance, qualification, and re-qualification;

- e. Proper use and storage of Conducted Energy Weapons consistent with legislation and regulations regarding prohibited weapons;
- f. Maintenance and testing of Conducted Energy Weapons;
- g. Address legal justifications for use of force, pursuant to the Criminal Code (Canada);
- h. Post-discharge care of suspect;
- i. Post-discharge conduct and reporting obligations, in accordance with the PEI Provincial Policing Standards regarding reporting of police use of force; and
- j. Review by a police supervisor or designated officer of all incidents involving use of a Conducted Energy Weapon.
- k. Schedules for downloads, regular and post-discharge if involving an incident of serious injury or death.

Compliance: Policy.

Interpretation: A designated officer shall have subject matter expertise in the use of force. With respect to bullet (i) the police service shall have policy and ensure:

(1) Before the start of every shift each CEW is examined to ensure it is in good working order. If a CEW does not appear to be in good working order, it is not to be used operationally.

(2) Further to bullet (1), for any CEW models equipped with an internal Function Test capability, a Function Test is performed. Any CEW that fails the Function Test is not to be used operationally until it has been examined, repaired as required, and successfully passes the Function Test.

Bullet (n) policy should require CEWs to be downloaded prior to being sent for servicing.

OPS 23.12 Police service policy shall address Conducted Energy Weapons within the following parameters:

- a. Conducted Energy Weapons provide police with less lethal incapacitating force capabilities when defending against a threat of bodily harm to a member of the public or a police officer.
- b. Conducted Energy Weapons remain the property of the police force and their use must be strictly limited to police duties.
- c. Police officers have a duty and a responsibility to consistently use, store and handle Conducted Energy Weapons in compliance with the criminal law.
- d. The safety of police officers and the public are always of paramount importance.
- e. Any contextual factors which may impact the use of a Conducted Energy Weapon, including the location of use, ability to maintain care and control after discharge of a Conducted Energy Weapon, and the individual's present activity.
- f. The care and maintenance of Conducted Energy Weapons in accordance with the manufacturer's specifications.

Compliance: Policy.

OPS 23.13 Police services shall report annually to the Minister the inventory of weaponry they possess.

Compliance: Proof.

OPS 23.14 Police services shall advise the Minister in writing, in advance of their intention to introduce and acquire new operational weaponry. The notification shall include information about the purpose of the new operational weaponry, who will be certified to use it, the quantity of weapons, the training requirements and confirmation that written policy has been established governing the use of the weaponry.

Compliance: Proof.

OPS 23.15 Police services shall have policies, procedures and protocols which meet the expectations of relevant provincial standards in relation to vascular neck restraint/Carotid Control Technique, for all the following:

- a. Training;
- b. Qualification and re-qualification;
- c. Maintenance of records of all training, qualification, and re-qualification;
- d. Reporting obligations; and
- e. Review by a police supervisor or designated officer of incidents involving use of the vascular neck restraint/Carotid Control Technique.

Compliance: Policy.

OPS 23.16 Police service policy shall address vascular neck restraint/Carotid Control Technique within the following parameters:

- a. Vascular neck restraint/Carotid Control Technique is a physical control-hard technique to be used when an officer is faced with a threat of grievous bodily harm or death to a member of the public or a police officer.
- b. The safety of police officers and the public are always of paramount importance.

Compliance: Policy.

OPS 23.17 Police services shall have policies, procedures and protocols which meet the expectations of relevant provincial standards in relation to specialty munitions, for all the following:

- a. Training;
- b. Issuance and availability;
- c. Qualification and re-qualification;
- d. Maintaining records of all training, issuance, qualification, and re-qualification;
- e. Proper use and storage of specialty munitions;
- f. Maintenance and testing of specialty munitions;
- g. Officer evaluation of the appropriateness of using specialty munitions;
- h. Decontamination of persons affected by specialty munitions;
- i. Reporting obligations, in accordance with the PEI Provincial Policing Standards regarding reporting of police use of force;
- j. Supervision of all aspects of specialty munitions; and
- k. Review by a police supervisor or designated officer of all incidents involving use of specialty munitions.

Compliance: Policy and proof.

Interpretation: “Specialty munitions” - munitions that require specialized training and certification by officers and may include extended range impact munitions, impact rounds containing chemical agents, breaching munitions, Noise Flash Diversionary Devices, and munitions designed specifically for crowd dispersal. A designated officer shall have subject matter expertise in the use of force.

OPS 23.18 Police service policy shall address specialty munitions within the following parameters:

- a. Specialty munitions provide police with less lethal incapacitating force capabilities when managing against a threat of violence or aggression to a member of the public or a police officer. They can be used by specialized teams for dynamic entries.
- b. Specialty munitions remain the property of the police service and their use must be strictly limited to police duties.
- c. Police officers have a duty and a responsibility to consistently and safely use, store and handle specialty munitions in compliance with Canadian law.
- d. The safety of police officers and the public is always of paramount importance.

Compliance: Policy and proof.

OPS 23.19 Police services shall have policies, procedures and protocols which meet the expectations of relevant provincial standards in relation to crisis intervention and de-escalation techniques, for all the following:

- a. Training;
- b. Qualification and re-qualification;
- c. Maintenance of records of all training, qualification, and re-qualification;
- d. Use of techniques when safe, feasible and without compromising law enforcement.

Compliance: Policy and proof.

OPS 23.20 Police service policy respecting crisis intervention and de-escalation techniques must include requirements on the nature, scope and timing for qualification and re-qualification of crisis intervention and de-escalation training as approved by the Minister.

Compliance: Policy and proof.

Reporting Use of Force Incidents

OPS 23.21 Police service policy shall require officers to immediately report each use of force incident to their supervisor.

Compliance: Policy.

OPS 23.22 Police services shall have a policy including timelines for completion of use of force incident reports.

Compliance: Policy.

Interpretation: For this purpose, the current approved use of force incident report is the subject behavior officer response (SBOR) report.

OPS 23.23 Chief officers shall ensure any use of force by any police officer that results in death, or serious injury to or of any person, is immediately reported to the Minister and the Director of Serious Incident Review Team (SIRT).

Compliance: Proof.

OPS 23.24 Police services shall establish policy requiring any officer who discharges a service-issued firearm while on or off duty to immediately notify their supervisor of the discharge and the circumstances surrounding the discharge.

Compliance: Policy.

OPS 23.25 Police services shall establish policy requiring the appointment of an officer to investigate the discharge and submit a report to the chief officer.

Compliance: Proof.

Interpretation: An investigation and report are not required when it is necessary to discharge a service-issued firearm for the purposes of dispatching an animal that is potentially dangerous or so badly injured that humanity dictates that its suffering be ended.

OPS 23.26 Police services shall ensure the details of incidents involving use of force are reported on an annual basis to the Minister in accordance with the requirements of the Police Act General Regulations and in the format approved by the Minister. The following uses of force are reportable:

- a. Use of physical control-soft, if an injury occurred to anyone from the application of that force;
- b. Use of physical control-hard;
- c. Vascular neck restraint/Carotid Control Technique;
- d. Intermediate Weapon display or discharge/application;
- e. CEW display or discharge;
- f. Firearm display or discharge;
- g. K-9 bite, or display;
- h. Use of specialty munitions; and
- i. Use of weapons of opportunity.

Compliance: Policy and proof.

Interpretation: Bullet (a) injury means bodily harm that is not merely transient or trifling in nature.

The Use of Force Report shall also include details of whether or not the actions of the involved officer/s conformed with the use of force model employed by the police service. In cases where it is determined that the officers' actions did not conform with the NUFF or IMIM model employed by the police service, details must be included of the corrective action taken by the police service.

A report is not required when it is necessary to discharge a service-issued firearm for the purposes of dispatching an animal that is potentially dangerous or so badly injured that humanity dictates that its suffering be ended.

A report is not required when weapons are drawn or force is used in specific, controlled situations, such as during training exercises, practice, or competitions. Similarly, no report is required when handling a weapon for maintenance, repair, testing, or inspection, as well as when unloading,

storing, or surrendering the weapon in places where it is mandated. These situations are considered non-operational and do not involve public risk or the actual use of force in enforcement situations, so they are exempt from the reporting requirements.

Additionally, if an intermediate weapon, CEW or firearm is taken from its carrier in a manner that is not visible to the public, a report is not required. This exemption applies when actions are concealed or unobservable by the general public. However, if there is any possibility that such a display could be observed—whether directly or indirectly—reporting is required.

SPECIALIZED POLICING AND SUPPORT SERVICES (SS)

SS 1 – VICTIM AND WITNESS ASSISTANCE

This set of standards outlines the policies and supports police services shall have in place to ensure quality services for victims/witnesses of crime, reduce harm done to victims and establish a continuum of service for victims.

PREAMBLE

Police services shall take reasonable steps to protect the personal rights and safety of victims and witnesses. Police must be particularly sensitive to the special needs of victims and their families in gender-based violence, child abuse, sexual violence, abuse of the elderly and hate crimes. These crimes can have major impacts on individuals, families and communities. Supporting victims and witnesses can enhance their ability to cope with the associated trauma.

STATEMENT

These standards are designed to ensure victims and witnesses are supported in a way which acknowledges their important investigative and prosecutorial role. (These standards do not apply to people in a witness protection program).

SS 1.1 Police services shall establish policy that ensures victim and witness assistance is provided consistently and in compliance with legislation, standards and protocols as established by the Minister.

Compliance: Policy and proof.

Interpretation: Proof can policy that incorporates the requirements of legislation, standards and protocols.

SS 1.2 Police service policy shall ensure all victims of crime are provided with information about victim programs and services.

Compliance: Policy and proof.

Interpretation: Proof can be in the form of information cards, brochures, or documented standard operating procedures.

SS 1.3 Police service policy shall require all victims of crime to be referred to the police-based Victim Assistance Coordinator, where one exists. If a police service does not operate a police-based victim assistance program, the investigating officer shall refer the victim to the Department of Justice and Public Safety's Provincial Victim Services Program.

Compliance: Policy and proof.

SS 1.4 Police service policy shall ensure officers provide the following information about an occurrence to Victim Services as soon as reasonably possible after obtaining it:

- a. The date the information is being provided to Victim Services;
- b. The name of the police service;
- c. The name of the investigating officer;
- d. The occurrence date;
- e. The file number;
- f. Whether a person has been charged or the matter is still under investigation; and
- g. If criminal charges have been laid:
 - i. The name of the accused;
 - ii. The age of the accused;
 - iii. Whether the accused is to appear in adult court or youth court; and
 - iv. The date the accused is to appear in court.

Compliance: Policy and proof.

SS 1.5 Police service policy shall require officers to provide the following information about an adult victim to Victim Services as soon as reasonably possible after obtaining it:

- a. The victim's name;
- b. The victim's age;
- c. The victim's gender;
- d. The victim's address and telephone number;
- e. The victim's relationship to the accused;
- f. The victim's language preference;
- g. A brief description of the crime alleged to have been committed against the victim and the charge/s, if laid;
- h. Whether the accused, if charged, has been released and if so what conditions have been imposed, or if the accused is being held pending a bail hearing;
- i. Whether the accused or suspect is subject to an emergency protection order or an order under section 810 of the *Criminal Code*; and
- j. A statement of whether the victim has been informed that the information about him or her is being provided to Victim Services.

Compliance: Policy and proof.

SS 1.6 Police service policy shall require officers to provide the following information about child victims, deceased victims or incapacitated victims to Victim Services as soon as reasonably possible after obtaining it:

- a. The victim's name;
- b. The victim's age;
- c. The victim's gender;
- d. The name of the victim's parents, guardian or next of kin;
- e. The address and telephone number of the victim's parents, guardian or next of kin;
- f. The victim's relationship to the accused;
- g. The language preference of the victim's parents, guardian or next of kin;

- h. A brief description of the crime alleged to have been committed against the victim and the charge/s, if laid;
- i. Whether the accused, if charged, has been released and if so, what conditions have been imposed, or if the accused is being held pending a bail hearing;
- j. Whether the accused or suspect is subject to an emergency protection order or an order under section 810 of the *Criminal Code*; and
- k. A statement of whether the victim's parents, guardian or next of kin have been informed that the information about the victim is being provided to Victim Services.

Compliance: Policy and proof.

SS 1.7 Police service policy shall stipulate those witnesses of serious persons crimes, including, but not limited to intimate partner violence, sexual violence, gender-based violence and child abuse, are offered a referral to Victim's Services.

Compliance: Policy and proof.

SS 1.8 Police services should conduct all interviews of victims, particularly victims of intimate partner violence, sexual violence, gender-based violence and child abuse, in spaces that are comfortable, welcoming and non-threatening (ie. soft interview rooms).

Compliance: Proof.

Interpretation: Where police facilities are not equipped with a soft interview room, efforts should be made to conduct these types of interviews off-site at a facility where one is available. .

SS 1.9 Police officers conducting interviews with victims of intimate partner violence, sexual violence, gender-based violence and child abuse shall have the requisite training, as approved by the Minister.

Compliance: Proof.

SS 2 – COMMUNICATIONS

This set of standards outlines the policies and procedures police services shall have in place to ensure effective operational communications occur during routine and emergency events to mitigate risks to public safety and officer safety.

PREAMBLE

Communications systems must meet the needs of police services in routine and emergency situations. Police services shall have the capability to record radio transmissions and emergency telephone conversations. Recordings are an indispensable source of information for criminal investigations, internal investigations, training and audits.

STATEMENT

The intent of these standards is to mitigate risks to police officers and ensure they have the means to always communicate with the police service. The public must also be able to contact police services whenever necessary for information or assistance in emergencies.

SS 2.1 Responsibility for the communications system shall be outlined in police service policy.

Compliance: Policy.

Interpretation: Policy should outline which personnel or outside organizations are responsible for their communication system.

SS 2.2 Those police services that do not operate an operational communication center (dispatch) must enter into a formal agreement (MOU) with another police service that does have an operational communications center for the provision of dispatch and other supports for on-duty officers.

Compliance: Policy and proof.

SS 2.3 Police services shall ensure personnel assigned to communications have the skills and competencies required to fulfill their responsibilities.

Compliance: Policy and proof.

Interpretation: Proof would be successful completion of the Minister-approved communications and dispatch training requirements, Chief's memo, resumes, academic accreditation, and employees training records.

SS 2.4 Police services shall be capable of providing 24-hour emergency (or police dispatch) service.

Compliance: Policy or proof.

Interpretation: Police services are required to provide 24-hour emergency service through their own police service or through formal agreement with another service provider. A police service without the capability shall demonstrate when and how they shall access the necessary resources through another police service.

SS 2.5 Police services' communications policy shall address at a minimum, but not be limited to:

- a. The tracking and status of on-duty officers.
- b. Radio, telephone and data communications procedures.
- c. Contingency plans for system interruptions.
- d. A system of prioritization of calls for service.
- e. Guidelines for communications and information gathering by the call takers.
- f. Communications and operational support for on-duty officers.

Compliance: Policy.

SS 2.6 Police services communication systems shall be capable of providing continuous connectivity between on-duty police officers and the communications center.

Compliance: Policy and proof.

Interpretation: Observation of portable radio equipment, cellular or satellite telephones, police service policy and contingency plans consider the reality that communications may be limited or nonexistent (dead zones) in some patrol areas. Communications policy must provide for alternative provisions for communications failures, and notification to members of known dead zones.

SS 2.7 Police services shall have and maintain the ability to communicate quickly and effectively with other emergency responders.

Compliance: Proof.

Interpretation: This is currently in effect with the PICS radio system.

SS 2.8 Police services shall have:

- a. Procedures for recording radio transmissions and emergency telephone conversations with the communications center.
- b. The capability to immediately playback recorded telephone and radio conversations with the communications center.
- c. Policy requiring a minimum retention period of one year for all recordings.

Compliance: Policy and proof.

Interpretation: Demonstration of immediate playback of radio and telephone conversations, security of the master recordings, and ability to make copies for court or disclosure.

SS 2.9 Police services shall ensure their communications center has an alternate source of electrical power to ensure continued operation of emergency communication equipment in the event of a power outage. Alternatively, in the event of a power outage or other catastrophic failure, communications and dispatch may be transferred to another operational communication center.

Compliance: Proof.

Interpretation: The objective is to ensure there is always business continuity for the operational communication center. If the alternate communication center is with another police service, this will require a formal agreement (MOU) to be in place.

SS 2.10 Police services shall maintain a telephone system capable of handling multiple emergency and non-emergency calls for service.

Compliance: Proof.

SS 2.11 Police services shall participate in the annual exercise program to assess business continuity and interoperability of communications systems as approved by the Minister.

Compliance: Proof.

Interpretation: This is in accordance with implementation of Recommendation 26 of the Midpoint Evaluation of 2017 Crime Prevention and Police Services Model Review.

SS 3 – CRIME ANALYSIS

This set of standards outlines the responsibility of police services to ensure relevant criminal data is collected in a timely manner, analyzed and distributed to appropriate personnel and other public safety partners.

PREAMBLE

Crime analysis is a continuous process which uses information on reported crimes and criminals to prevent and suppress crime with a goal of apprehending offenders.

STATEMENT

The intent of these standards is to ensure relevant information and data are collected, analyzed and disseminated in a timely manner, to appropriate personnel and, if appropriate, other public safety partners.

SS 3.1 Police services shall establish policy outlining the position/s responsible for collection, analysis and dissemination of crime data and information.

Compliance: Policy and proof.

SS 3.2 Police service policy shall require procedures for analyzing crime trends. Their analysis shall address community needs, future policing requirements and inform operational priorities. Results and observations may become requirements for inclusion in reports to the Minister.

Compliance: Policy and proof.

Interpretation: Analysis that results in a strategic plan to respond to community needs is the aim of this standard. The plan/proof is determined by analytical procedures to address crime trends stemming from base criteria such as: recent consultation with the community, results from community surveys, crime data and other types of calls for service.

SS 3.3 Police services shall ensure personnel assigned to crime analysis have the skills and competencies required to fulfill their responsibilities.

Compliance: Proof.

Interpretation: Personnel assigned to crime analysis shall possess or acquire the skills and competencies required to fulfill their responsibilities. Proof may be determined through the crime analyst's job description and appropriate training, Chief's memo, resumes, academic accreditation, or personal training records.

SS 4 HIGH RISK INCIDENT RESPONSE (Under Development)

This set of standards outlines the requirement that police services have timely access to specialized high-risk incident response units. Not every police service has high risk incident response capability, but every police service must have timely access to such units through collaboration, cooperation or mutual agreement with another police service.

SS 5 – FORENSIC IDENTIFICATION SERVICES

This set of standards outlines the requirement that police services have timely access to forensic identification services either internally, or through a formal agreement (MOU) with another police service in order to fully and effectively carry out adequate and complete investigations.

PREAMBLE

To effectively investigate crime and prosecute offenders, police services often must avail of specialized forensic and identification services.

STATEMENT

Laboratory support resources are most effective when the physical evidence collected by police has been properly identified, collected, preserved, and transported. Forensic identification services include the collection, processing and preserving of physical evidence in the field in addition to some examinations.

SS 5.1 Every police service shall maintain the capability to collect, process and preserve physical evidence by using specially trained forensic identification personnel and services maintained by the police service or, entering into a mutual aid and / or shared service agreement with another police service or the RCMP for the provision of forensic identification services.

Compliance: Proof.

Interpretation: The shared service agreement (MOU) shall be made available to the Minister upon request.

SS 5.2 Police services shall have, or have access to, forensic identification services with accompanying policy for:

- a. Criteria for the selection and appointment of officers of the forensic identification service.
- b. Training and maintenance of credentials for officers of the forensic identification service.
- c. The use and deployment of, and responsibility for, forensic identification services.
- d. Use and deployment of forensic identification equipment.
- e. If forensic identification services are provided by another police service, the requesting police service shall have policy on the appropriate circumstances for requesting such services.

Compliance: Policy and proof.

Interpretation: Proof would be observation of Forensic Identification equipment and interviews of officer(s). It may also include job descriptions, CV's, training certificates, letter from the Chief. A police service without the capability shall demonstrate when and how they shall access the necessary resources through another police service.

SS 6 – POLICE DOG SERVICE

This set of standards outlines the training, deployment, care and accountability of police service dogs in police operations.

PREAMBLE

Police service dogs provide support services to officers when responding to a variety of calls for service. Police services must ensure the careful selection, rigorous training and proper care of police service dogs, ensuring their role in public safety is conducted with professionalism, accountability and respect for both the animals and the communities they serve.

STATEMENT

The ability to deploy police service dogs is a critically important operational capability for all police services to have.

SS 6.1 Every police service shall maintain the capability to provide police dog services either internally or by entering into a mutual aid and / or shared service agreement with another police service or the RCMP for the provision of police dog services.

Compliance: Proof.

Interpretation: The shared service agreement (MOU) shall be made available to the Minister upon request.

SS 6.2 Police services with their own police service dogs shall establish policy authorizing the use of police dogs for the following purposes:

- a. Tracking or searching for persons who may have committed, or be about to commit, an offence;
- b. Apprehending persons by police dog bite or display;
- c. Tracking or searching for missing or lost persons;
- d. Searching for drugs;
- e. Searching for explosives/firearms;
- f. Searching for evidence;
- g. Crowd control;
- h. Community relations and other demonstration events; and
- i. Other uses approved by the chief officer.

Compliance: Policy.

SS 6.3 Police services shall establish policy requiring every police dog handler and their assigned police dog, to successfully complete an accredited training course for police dog work and be qualified to perform the operational functions specifically authorized. This includes the requirement to re-qualify or re-certify in certain areas as recommended by the accredited training facility and approved by the Minister.

Compliance: Policy and proof.

Interpretation: Accredited training for this purpose means training approved by the Minister at an accredited training facility. Proof would be training records.

SS 6.4 Police services with their own police service dogs shall establish policy outlining the responsibilities of a police dog handler which include, but are not limited to, the following:

- a. Every police dog handler is required to always keep their police dog under control by commands and/or physical restrictions, or other relevant action.
- b. Police dog handlers must inspect all police dog equipment on a regular basis to ensure it is in good working order and replace any faulty equipment.

Compliance: Policy and proof.

SS 6.5 Police service policy regarding the use and deployment of police dog services shall describe reporting requirements. These will include:

- a. Supervision of Police Dog Services at all deployments;

- b. The maintenance and review of full documentation for each Police Dog Services deployment; and
- c. Reporting requirements, in accordance with the Police Act General Regulations and any standard, directive or guideline issued by the Minister.

Compliance: Policy and proof.

SS 7 – COLLISION RECONSTRUCTION SERVICES

This standard relates to a police service's requirement to have access to collision reconstruction services to ensure thorough and accurate investigations of serious vehicle crashes.

PREAMBLE

A police collision reconstruction service is a specialized unit responsible for investigating and analyzing vehicle collisions, particularly those involving serious injuries and/or fatalities. These services employ advanced techniques and technologies to reconstruct the sequence of events leading to vehicle crashes.

STATEMENT

The findings of collision reconstruction services are crucial for understanding the cause of crashes, supporting legal proceedings and improving road safety.

SS 7.1 Police services shall have, or have access to, collision reconstructionist services with accompanying policy covering:

- a. Criteria for the selection and appointment of officers of the collision reconstruction service.
- b. Training and maintenance of credentials for officers of the collision reconstruction service.
- c. The use and deployment of, and responsibility for, collision reconstruction services.
- d. Use and deployment of collision reconstruction equipment.
- e. If collision reconstruction services are provided by another police service, the requesting police service shall have policy on the appropriate circumstances for requesting such services.

Compliance: Policy and proof.

Interpretation: Those police services that do not have access to collision reconstructionist services must enter into a formal agreement (MOU) with another police service which does.

SS 8 – CRIMINAL INTELLIGENCE SERVICE OF PRINCE EDWARD ISLAND

The gathering, analyzing and sharing of criminal intelligence is an essential function of policing that is foundational to successful operations. All police must participate in this process in order to optimize opportunities to prevent and disrupt crime and criminal groups, thereby improving public safety.

PREAMBLE

Participation in the Criminal Intelligence Service of Prince Edward Island (CISPEI) establishes a unified and coordinated approach for police services to address organized crime and gang-related threats to public safety across the province.

STATEMENT

CISPEI strengthens intelligence-led policing by coordinating the collection, analyzing and dissemination of intelligence to enable police services to effectively detect, reduce, disrupt, and prevent organized and serious crime, including those that are gang-related.

“Automated Criminal Intelligence Information System (ACIIS)” – a national database containing criminal information and intelligence on organized and serious crime.

“Annual Provincial Threat Assessment on Organized and Serious Crime” - a process coordinated by CISPEI whereby municipal, provincial and federal law enforcement agencies provide information about organized and serious crime including gang activity, to assist CISPEI in the identification and prioritization of targets for enforcement efforts.

SS 8.1 Chief Officers shall ensure their police service maintains membership on CISPEI and conforms to the provisions and responsibilities outlined in its constitution.

Compliance: Proof.

SS 8.2 Chief Officers shall participate on the Executive Committee of CISPEI or, appoint a designate to represent them on the Executive Committee providing the designate holds of rank of Deputy Chief or equivalent.

Compliance: Proof.

SS 8.3 Chief Officers shall ensure a senior operational commander from their police service participates on the Target Setting Committee of CISPEI.

Compliance: Proof.

SS 8.4 Chief Officers shall ensure their police service contributes to and uses the Canadian Criminal Intelligence System (CCIS), by at a minimum:

- a. Ensuring all information that is collected on criminal activity is uploaded to the CCIS database in the correct format.
- b. Each year, collecting information to contribute to the Annual Provincial Threat Assessment on Organized and Serious Crime.
- c. Submitting to the Director of CISPEI in a timely manner, pertinent information on any current and emerging threats.
- d. Completing and submitting “Target” profiles as requested by the Director of CISPEI.
- e. Ensuring attendance at Target Setting Committee meetings.
- f. Ensuring their police service’s policies and procedures are consistent with these PEI Provincial Policing Standards.

Compliance: Proof.

Interpretation: The requirement is that all police services will actively participate and contribute to the collection and timely sharing of information on criminal activity in the format approved by the Minister.

SS 9 – CARE AND HANDLING OF PERSONS IN CUSTODY

This set of standards outlines the policies and procedures that police services shall have in place to ensure proper management and operation of short-term holding facilities and transportation of persons in custody.

PREAMBLE

Police services are sometimes required to arrest, detain and transport people. These standards do not apply to people in a witness protection program nor do they apply to holding facilities operated as an integral part of a jail (remand center) or provincial correctional center. They apply to the detention of individuals by police whether that be in a holding facility or another location within a police facility where in-custody individuals are temporarily held. The transportation of people in custody must provide safety and security for the individual(s), transporting officer(s) and the public.

STATEMENT

The following standards relate to short-term holding facilities operated by police services. The intent of these standards is to ensure the health, safety and security of people in custody, police officers and holding facility staff. These standards also apply to cases where officers are transporting individual(s) in custody for: booking, transferring to another facility, moving the person in custody from a holding facility to a medical facility, court or other location.

SS 9.1 Police services shall establish policy governing the operation of holding facilities which includes the following:

1. Management Duties:

- a. Designating a position to have overall responsibility for the operation of the holding facility.
- b. 24-hour supervision of people in custody that includes physical well-being checks every 15 minutes (at a minimum), including documentation thereof.
- c. Guidelines for the security and control of people in custody who are detained in a location other than the police service's holding facility (i.e. interview rooms, hospital).
- d. Procedures for an officer's entrance into an occupied holding cell.
- e. Guidelines for key control for a holding facility.
- f. Compliance with Occupational Health and Safety (OHS), and Workplace Hazardous Materials Information System (WHMIS).

2. Procedures:

- a. Outlining actions to be taken in the event of fire, medical emergency, prisoner escape or major incident.
- b. Specifying the frequency of individual cell searches and the manner in which they are to be conducted.
- c. Issuing guidelines for the wearing of firearms in a holding facility.
- d. Listing items that people in custody are not allowed to retain.
- e. Ensuring sanitary conditions are maintained.
- f. Ensuring first aid equipment is available and replenished after each use.
- g. Issuing prescribed medication.
- h. Provision of washroom facilities.

- i. Receiving property on behalf of the people in custody.
- j. Providing meals and controlling cutlery.
- k. Providing for confidential access to counsel for people in custody.

Compliance: Policy and proof.

Interpretation: Proof is observation of a facility, including logs, closed circuit video equipment (CCVE) capability, and organizational chart.

SS 9.2 Police services shall establish policy governing the processing of people in custody which shall include but not be limited to:

- a. Inquiries being made of all people in custody to determine any illness, injury or medications that may be required and such responses are noted on the arrest approval/booking reports to facilitate appropriate care and handling of people in custody.
- b. Providing for immediate medical attention for people in custody who are unconscious or who appear to be ill or in obvious need of medical attention.
- c. People in custody being searched before being placed in a holding cell.
- d. Conditions and guidelines for conducting strip and cavity searches.
- e. Personal property of people in custody being documented and placed in secured storage and returned upon release.
- f. Youth being held separately from adults, and individuals of different genders being held separately.
- g. Individuals being accommodated in a manner that recognizes and respects specific cultural and/or religious sensitivities, provided it can be done safely.
- h. People in custody with prosthetics being permitted to retain them if it is deemed safe for both the individual and others. If retention is not safe, the prosthetic should be securely stored and made available as soon as feasible.
- i. People in custody being positively identified upon release.
- j. Prescribing methods of handling, restraining, segregating, and observing people in custody which include at a minimum:
 - i. People under the influence of alcohol or drugs.
 - ii. People who are violent or self-destructive.
 - iii. Assessing the application and continued use of restraining devices.

Compliance: Policy only for bullets (a), (b), (c), (d), (g), (h), (i) and (j). Policy and proof for bullets (e) (f) and (g).

Interpretation: Where proof is required the following applies:

Bullet (e) – observation of secure storage of prisoner effects. (i.e. locked storage room, lockable bins, filing cabinet, drawers).

Bullet (f) – observation of gender and youth specific cells or the capability of designating same.

SS 9.3 Police service policy requires arrest processing areas and holding cells to be monitored and recorded with CCVE.

Compliance: Policy and proof.

Interpretation: CCVE monitoring and recording is required in the arrest processing areas and cells of a holding facility. This includes the booking area, hallways, holding cells, breath testing room/area and interview rooms.

SS 9.4 Police service policy requires CCVE recording medium, as required in Standard SS 9.3, be retained based on current and future legislation or policies.

Compliance: Policy and proof.

Interpretation: A best practice would be to retain recorded material for as long as possible. A minimum one-year retention period is required.

Transportation of People in Custody

SS 9.5 Police services shall establish policy governing the transportation of people in custody which shall include but not be limited to:

- a. Identifying people in custody prior to transport.
- b. Advising the transporting officer of any security, medical, mental health, special needs or other concerns regarding the people in custody (i.e. prisoners who are ill, disabled, injured or disturbed).
- c. Recording in writing any security, medical, mental health or other concerns regarding the people in custody and assuring the documentation accompanies the people in custody during subsequent transport.
- d. Appropriately modifying vehicles that are primarily used for transporting people in custody (paddy wagons).
- e. Searching people in custody prior to transport.
- f. Searching transport vehicles before and after each transport.
- g. Use of seatbelts/restraint devices.
- h. Procedures governing the transport of young persons.
- i. Having officers of the opposite sex transport people in custody.
- j. Advising receiving officials of any security and medical concerns regarding the people in custody.
- k. Actions to be taken in the event of an escape.

Compliance: Policy only for all bullets except bullet (d).

Interpretation: Bullet (d) applies to police vehicles that are primarily used to transport prisoners – commonly referred to as ‘paddy wagons’. This does not apply to police vehicles that are primarily used to transport officers on patrol that may temporarily house or transport people in custody.

SS 10 – FACILITIES AND EQUIPMENT

This set of standards outlines the facility and equipment requirements police services shall have to operate and fulfill their responsibilities effectively and efficiently.

PREAMBLE

Police services must operate in an adequate, effective and efficient manner. Facilities and equipment must be adequate, properly maintained and controlled.

STATEMENT

Police services shall have the requisite equipment and be located in facilities that are conducive to officers fulfilling their responsibilities safely and effectively.

SS 10.1 A police service facility shall have at a minimum:

- a. adequate interview rooms, including hard and soft interview rooms;
- b. suitable access for persons with disabilities;
- c. controlled access areas for the public in consideration of the safety and security of staff;
- d. security for critical / sensitive operations, such as communications centers, sensitive database terminals, records storage, temporary holding facilities and property evidence storage;
- e. secure controlled-access storage areas for restricted weapons such as firearms, Conducted Energy Weapons, OC spray and others.

Compliance: Proof.

Interpretation:

Bullet (a) - adequate interview room(s) shall have the capability of CCVE capture and storage. This does not mean every interview room within the facility must be CCVE equipped.

Bullet (b) – suitable access for the public, including disabled people may include, but not be limited to, wheelchair ramps, assisted door openers, and handicapped parking.

SS 10.2 Police services shall establish policy governing the issuance of service-controlled property.

Compliance: Policy and proof.

Interpretation: Policy shall specify items of service-controlled property that have been issued to individuals or units. Associated forms may be included in the demonstration of proof of compliance by policy (eg: sign-out logs).

SS 10.3 Police services shall establish policy requiring police service-controlled property be maintained in a state of operational readiness in accordance with the manufacturer's specifications and recommendations. Policy shall also specify responsibility for performing maintenance.

Compliance: Policy and proof.

Interpretation: Observation in the form of a spot check will occur during an on-site review for such things as secure controlled access, safe storage, preservation, maintenance logs, vehicle inventories, service-controlled weapons and police radios. Police service equipment should originate from a bona fide and trusted source after having been duly certified in accordance with the standards associated with the particular equipment. Quality assurance is ongoing and vital in evaluating the effectiveness of service-controlled equipment.

SS 10.4 Police services shall establish policy requiring all vehicles used in routine or general patrol, whether conspicuously marked or unmarked, to be equipped with operational emergency lights and a siren.

Compliance: Policy and proof.

Interpretation: Proof would be observation of a police vehicle. Note: not applicable to administrative vehicles.

SS 10.5 Police services shall establish policy specifying the equipment to be included in every patrol vehicle to mitigate safety and liability issues for officers and the public.

Compliance: Policy and proof.

Interpretation: Policy should itemize equipment to be included in each patrol vehicle such as, first aid kit, emergency blankets, reflective vests, flares, axe, shovel and fire extinguisher. Proof would consist of observation of police vehicles or vehicle check sheets.

SS 10.6 Police services shall establish policy detailing police service approved specifications for all authorized personal equipment and apparel of uniformed officers.

Compliance: Policy and proof.

Interpretation: A police service must be able to specify the equipment that the officers are authorized to use and the clothing they are authorized to wear. Lists of those items should be included in the standards file as further proof. Proof would also include observation of equipment and clothing.

SS 10.7 Police services shall establish policy specifying the personal protective equipment to be available for all officers, which, at a minimum, shall include ballistic body armor and guidelines for wearing it. Policy shall outline the requisite training in the proper use of personal protective equipment.

Compliance: Policy and proof.

Interpretation: Policy should include any other protective equipment which could include but not be limited to reflective vests, gas masks, Slash/puncture proof gloves, Narcan, safety eyewear. Proof would be observation of the protective equipment.

SS 10.8 Police services shall establish policy governing the circumstances under which an off-duty police officer may carry an authorized weapon.

Compliance: Policy.

Interpretation: The police service policy shall cover carrying a loaded or unloaded weapon off-duty; taking weapons home; proper storage of weapons and ammunition; officers attending shooting competitions.

SS 10.9 If a police service has Special Purpose Vehicle(s), it shall establish governing:

- a. The use of the vehicle(s).
- b. Deployment of the vehicle(s).
- c. Responsibility for the care and maintenance of the vehicle(s).
- d. Training of officers to operate the vehicle(s).

Compliance: Policy and proof.

Interpretation: Proof would consist of observation of vehicles, maintenance logs, and readiness for deployment.

SS 10.10 Police services shall establish policy governing:

- a. sign-out procedures for service-controlled equipment such as vehicles, weapons, radios and investigational equipment.
- b. issuance of uniform clothing and collection/destruction of uniform clothing once it is no longer required by officers;
- c. regular maintenance of service-controlled equipment to ensure operational readiness; and
- d. regularly scheduled inspections of all service-related equipment.

Compliance: Policy and proof

Interpretation: Police Services must ensure equipment is accounted for and that it is maintained in accordance with manufacturers' standards and ready for deployment. Uniform clothing must always be accounted for to prevent it from being misused. Bullet (d) refers to service-related equipment which can include, but not be limited to shared firearms, CEWs, other intermediate weapons.

SS 11 – RELEASE OF INFORMATION TO THE PUBLIC

This set of standards outlines the responsibility of police services to provide information to the public. The release of information must balance the right of the public to be informed, while considering the personal information provisions and the intent of privacy legislation. It must not interfere with police operations or portray bias toward any person.

PREAMBLE

Police have a duty to be responsive, transparent and accountable to the public. That must be balanced with their responsibility to safeguard people's privacy rights and the integrity of ongoing police investigations and operations.

STATEMENT

Guidelines are needed to ensure a balance between the public's right to be informed and the police service's need to manage information associated with police investigations.

SS 11.1 The chief officer or delegate shall be responsible for informing the public of investigations and activities undertaken by the police service, having regard to the protection of the privacy and safety of all involved persons and the integrity of investigations.

Compliance: Proof.

SS 11.2 The person designated to be the media spokesperson must be knowledgeable in the field of media relations and have a working knowledge of their organizations' policies and procedures.

Compliance: Proof.

SS 11.3 Police Services shall establish policy that specifically addresses the following:

- a. confidentiality and Freedom of Information and Protection of Privacy Act;
- b. protection of confidential sources of information;
- c. personnel authorized to release information;
- d. media access to police-controlled scenes; and
- e. integrity of investigations.

Compliance: Policy.

GLOSSARY

In these Policing Standards, terms are defined as follows:

Abduction: An incident where a reasonable belief exists that a child under the age of 18 years or a vulnerable person with an established mental or physical disability is removed from their environment without permission of the legal guardian or representative.

Accredited Police Training Institution: An institution that has been established as providing advanced and specialized training to law enforcement and has been approved by the PEI Department of Justice and Public Safety. For greater clarity, any institutions providing training to law enforcement in PEI pursuant to the standards laid out here must be approved by the Department of Justice and Public Safety to ensure compliance with established standards.

Active Threat: One or more individuals who seek out an environment that offers multiple victims for the purpose of inflicting death or grievous bodily harm. An active threat is real, present, credible, and has shown the determination to severely injure or cause death to those individuals.

Agent: A civilian undercover operator who has placement in proximity to high targets of an investigation and who works as a contractor for a law enforcement agency. An agent is tasked and directed by a cover person and may work with an undercover operator as identified in the Operational Plan. An agent is a compellable witness whose identity can be revealed in court proceedings.

Alert Ready: Canada's emergency alerting system, which uses television, radio, Long Term Evolution (LTE) and 5G connected, and compatible wireless devices to deliver critical life-saving alerts to the public. Alert Ready is accessible by Government Issuers and designed to provide information to geographic-specific areas based on the type of event. Eight (8) categories of alerts are covered under the Alert Ready system: tornados, civil emergencies, flooding, fire, hazardous substances, natural disasters, Amber alerts, and terrorist threats. In PEI, the Emergency Management Office administers the Alert Ready system and provides access and training to other agencies and municipal governments.

Amber Alert Program: A province-wide program that partners the law enforcement community, media broadcasting agencies, and the public in locating an abducted child, or an abducted person with a

proven mental or physical disability, when it is believed that their life could be in imminent danger. The program disseminates a widespread emergency alert to solicit the public's assistance in the safe return of the child or individual.

Ammunition: Has the meaning assigned under Part III of the Criminal Code, R.S.C. 1985, c. C-46.

APA: An acronym for the Atlantic Police Academy, an accredited police training institution located in PEI. It operates in a college setting as part of Holland College and provides training for police cadets and employees of police services and other law enforcement entities.

Arrest Processing Area: An area in a holding facility, commonly known as a book-in room/area, where arrested people are processed prior to being placed in a holding cell. This includes hallways leading to the book-in area and holding cells but does not include any breath testing room and/or interview room which is designed for an investigative purpose or activity.

Authorized Recipient: An authorized recipient includes any accredited police service or law enforcement agency that complies with the CISA/CISC mandate.

Authorized User: Police service personnel authorized to activate a Critical Incident in the Alert Ready system.

Automated Criminal Intelligence Information System (ACIIS): A national database containing criminal information and intelligence on organized and serious crime. ACIIS is being replaced by the Canadian Criminal Intelligence System (CCIS).

Auxiliary Members: Volunteer (usually) uniformed members of a police service who are appointed as peace officers pursuant to the Act. Auxiliary members are peace officers (See: definition below) only when they are carrying out their duties as peace officers in the company of or under the supervision of a police officer.

Bodily Harm: has the meaning assigned in section 2 of the Criminal Code, R.S.C. 1985, c. C-46.

Body Worn Camera: Body-worn camera (BWC) is a small, wearable device typically attached to the uniform of a law enforcement officer. It is designed to record audio and video footage of interactions with the public and incidents encountered during their duties. These cameras are used to provide an accurate and objective record of events, ensuring transparency and accountability in law enforcement activities. The footage captured by BWCs can be crucial in investigations (including professional standards investigations), court proceedings, and ensuring adherence to police procedures and protocols.

Breath Testing Room/Area: A room or area used for the collection and analysis of a breath sample.

Canadian Charter of Rights and Freedoms: The Canadian Charter of Rights and Freedoms, often simply referred to as "the Charter." It is a bill of rights entrenched in the Constitution of Canada, forming the first part of the Constitution Act, 1982.

Canadian Criminal Intelligence System (CCIS): A collaborative network, coordinated by Criminal Intelligence Service Canada (CISC), designed to facilitate the timely exchange of criminal information and intelligence among law enforcement agencies across the country. CCIS is a new modernized IT

solution being developed to replace the existing system, the Automated Criminal Intelligence Information System (ACIIS).

Chief Executive Officer: In a municipal policing service agreement, the chief executive officer is the mayor, Reeve or other designated head of the municipality.

CISPEI: An acronym for the Criminal Intelligence Service of Prince Edward Island.

Civilian Employee: A person who is employed by the police service and is not a member of the police service.

Complex Investigations: Involve a variety of investigation types which typically contain a potential combination of technical issues, multiple victims located in a variety of jurisdictions, multiple offenders, long distance offenders, multiple types of crimes involving multiple specialized investigation areas, multiple crime locations possibly in more than one jurisdiction, investigation techniques that demand specialists for extended periods of investigation.

Long to medium term reassignment of personnel inter and extra jurisdictional for: surveillance, wire taps, production orders, undercover operations, and technical examinations either accounting or electronic. A Complex Investigation would involve a combination of some or all of the above issues.

Conducted Energy Weapon (CEW): A weapon designed to use a conducted electrical current in order to incapacitate a person or to generate compliance through pain.

Confidential Informant: A person who provides privileged information about a person or organization to a law enforcement agency on the express or implied guarantee of anonymity.

CPIC: An acronym for the Canadian Police Information Centre, a computerized police information database.

Criminal Code: The Canadian Federal Statute that codifies most criminal offences and procedures in Canada.

Criminal Intelligence: The end product of a process, based on the contribution of many, which provides the user with the basis for rational decision making. Criminal intelligence is information that has been collected, evaluated, analyzed and which may be disseminated. Intelligence may be strategic (long range) or tactical (of immediate concern).

Criminal Negligence Causing Death or Bodily Injury in the Workplace: Section 217.1 of the Criminal Code empowers law enforcement to lay criminal charges in appropriate cases where a death or serious injury takes place in the context of a workplace. The test for criminal negligence requires proof beyond a reasonable doubt that the accused showed a wanton or reckless disregard for the lives or safety of other people.

Crisis Intervention and De-escalation Techniques: Physical actions and verbal and nonverbal communications that are designed to de-escalate crises.

Critical Incident: An event or series of events whose scope and nature require a specialized and coordinated tactical response.

Directed Review: Is a focused and in-depth examination of specific police administrative or operational practices and performance. Directed reviews occur as required or directed by the Minister.

Directive: A directive is a formal, binding instruction that requires compliance. It may be issued by the Minister to police services to mandate specific actions, practices, or procedures in alignment with policing standards, guidelines, or policies. Directives may also be issued internally by police services to communicate and implement new or existing policies and operational expectations to police personnel. These internal directives are distinct from those issued by the Minister.

Display: The act of pointing, aiming, or showing an intermediate weapon or a firearm at or to a person without discharging or applying it, in an operational setting, for the purpose of generating compliance from that person.

Emergency Response Team (ERT): A specially trained police tactical unit that uses specialized weapons, equipment, and tactics to resolve extremely high-risk situations.

Exigent Circumstances: Circumstances where a delay in action would result in danger to human life or safety, or where action is necessary to prevent the continuation of an offence that threatens human life or safety.

Explosive Disposal Unit (EDU): a team of officers, trained and specializing in the investigation and handling of explosives and improvised explosive devices.

Forensic Identification Services: The application of science in identifying evidence as it relates to a crime and the collection, processing and preservation of such physical evidence.

Hate/Bias Motivated Crime: Is defined as a criminal violation motivated by hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or gender identity or expression, or any other similar factor.

High Risk Incidents: Any situation that involves, but not limited to, hostage/barricaded persons, entry teams, calls for service where firearms or explosives are involved, coverage of special events, response to civil disturbances, civil defense situations, search and rescue missions and protection of visiting dignitaries or any other incident that is deemed necessary to have a High-Risk Incident Response Unit respond to.

High Risk Incident Response Units: A unit in a police service that would include, but not limited to: Tactical Team, Hostage/Barricaded Persons Negotiators Unit, Special Purpose Vehicles, Explosive Units and Public Order Units.

Holding Cell: A permanent or temporary cell with a locking device used for the purpose of housing people in custody. Holding cells do not include interview rooms in which individuals might be placed for the purpose of questioning or consultation during the investigative process.

Holding Facility: A secure location used to house individuals who are in police custody. These individuals may be held for investigative purposes, awaiting a court appearance, or awaiting transfer to a correctional center or remand center. The length of time that a person remains in a holding facility would be less than 14 days.

Hostage/Barricaded Persons Negotiators: Officers who receive specialized training in dealing with situations where a person has a hostage or is barricaded and is refusing to comply with the demands of the police and has made threats of violence or death with or without weapons.

Incident Management/Intervention Model (IMIM): the RCMP's Police Intervention Model, which is aligned with the National Use of Force Framework, that incorporates a visual representation of the components that make up an officer's continual risk assessment conducted during interactions with the public. It is a visual aid designed to assist in identifying appropriate intervention options based on the officer's risk assessment that will assist with articulation following an intervention and also assist judicial bodies to understand the officer's decisions and actions. It is not, in itself, a policy nor is it a continuum or linear model.

Intermediate Weapon: A device intended or designed to be used as a weapon, but for which the normal use is not intended or likely to cause serious injury or death. Impact Weapons, Extended Range Impact Weapons, aerosols such as oleoresin capsicum spray, Conducted Energy Weapons, and police dogs fall within this category. Intermediate Weapons may also be referred to as less-lethal weapons.

Interview Room: A designated space used by police to conduct formal questioning of individuals, including suspects, witnesses and victims, as part of an investigation.

Major Case Management (MCM): The approach to solving major case crimes and dealing with complex incidents. A Major Case is a real or suspected crime of such severity that it creates an intense public demand for identification, apprehension, and prosecution of the offender. Major cases also include those crimes that necessitate a substantial commitment of resources for a prolonged period, or that require the application of complex investigative techniques that are conducted in accordance with the principles of MCM.

National Use of Force Framework (NUFF): The graphical representation of the various elements involved in the process by which a police officer assesses a potential use-of-force situation and acts in a reasonable manner to ensure officer and public safety.

Operational Plan: In the context of an undercover operation, the totality of the investigation to date and includes all relevant aspects of the requesting unit's investigation, including conventional policing techniques (statements, judicial authorizations, source information, surveillance, etc.), along with detailed financials forecasting the projected costs of the undercover investigation. The plan should include clear objectives and operational outcomes.

Peace Officer: A person appointed pursuant to applicable provincial or federal legislation who has specific and usually limited law enforcement authority and jurisdiction.

Personnel: For the purposes of these standards, personnel of a police service includes all sworn officers and support staff, but not any janitorial or building maintenance personnel.

Physical Control: Physical techniques, including takedowns, used to control a person which do not involve the use of a weapon.

Physical Control–hard: physical techniques that are intended to impede a person’s behaviour or to enable application of a control technique and have a higher probability of causing injury than physical control–soft techniques. They may include empty hand strikes such as punches and kicks.

Physical Control–soft: physical techniques that are control oriented and have a lower probability of causing injury. They may include restraining techniques, escort/come-along techniques, the use of pressure points, joint locks, and non-resistant handcuffing.

Police Department: means

- (i) The police department established for the City of Charlottetown,
- (ii) The police department established for the City of Summerside,
- (iii) The police department established for the Town of Kensington, or
- (iv) Any other police department that is established for a municipality as defined in the *Municipal Government Act* R.S.P.E.I. 1988, Cap. M-12.1.

Police Service: means

- (i) the Provincial Police Service, where the Provincial Police Service is established under subsection 6(1) of the *PEI Police Act*,
- (ii) the Royal Canadian Mounted Police, where an agreement entered into under subsection 8(1) of the *PEI Police Act* is in force, or
- (iii) a police department.

Provincial Police Service Agreement (PPSA): The formal agreement entered into between the Government of Canada and the Government of PEI which enables the RCMP to act as the provincial police service in PEI. This agreement outlines the duties and responsibilities of the RCMP in financial, operational and administrative areas, while allowing the provincial government to set priorities, determine budgets and allocate resources in consultation with the RCMP.

Procedure(s): Procedures are a means of doing or accomplishing something that affects police service policy. A procedure in use by a police service may be used as a form of proof of compliance with a standard.

Reasonable Grounds: A standard of proof where there is reasonable belief, based on credible information, that an event or situation exists. It goes beyond mere suspicion but less than absolute certainty. This standard is met when a reasonable person, considering the available facts and circumstances, would also conclude that the event or situation is likely to have occurred.

Risk Analysis: In the context of undercover operations, a management process for the investigation to determine whether the undercover investigation should be conducted and what benefits would be gained.

School Action For Emergencies (SAFE) Plans: SAFE (School Action For Emergencies) Plans are comprehensive, site-specific emergency preparedness documents developed for individual schools. These plans are designed to enhance student safety by addressing potential critical incidents that may occur on or near school property. By providing timely access to essential site-specific information,

SAFE Plans enable frontline responders and emergency tactical units to respond more safely and effectively.

Service Firearm: Any firearm issued to sworn personnel by a police service.

Special Purpose Vehicles: A police service owned vehicle that is specifically equipped to be used in any situations where a High-Risk Incident Response Unit may be called to.

Specialized Services: Services provided by a police service that require specific skills and training in addition to regular induction and ongoing professional development.

Specialty Munitions: Munitions requiring specialized training and certification by officers and may include extended range impact munitions, impact rounds containing chemical agents, breaching munitions, Noise Flash Diversionary Devices, and munitions designed specifically for crowd dispersal.

Standard: A minimum requirement that police services in PEI must meet to ensure effective delivery of police services, operations, and accountability.

Surveillance: The act of observing individuals, groups, or areas in order to gather evidence and includes:


- a) Aerial: Use of an aircraft for surveillance;
- b) Controlled Delivery: Proving a person has knowledge;
- c) Crowd Infiltration: Protection of Canadian Delegates, International Protected Persons, and the public through crowd infiltration at public events;
- d) Electronic: Use of Location-based Services (LBS), tracker, covert video feeds that are recorded, and Thermal Imagers, with warrant;
- e) Intrusion Operations: Installation/removal of covert devices;
- f) Mobile: Surveillance on a subject either in a vehicle or on foot with a minimum of five vehicles; the unit commander or delegate may approve exceptions;
- g) Part VI (Criminal Code) Intercepts: Building grounds/exhausting investigative procedures;
- h) Rural Surveillance: Rural surveillance has a unique set of problems with setups and privacy. Consideration should be given to any surveillance operation in rural settings; and
- i) Static: Surveillance conducted on a location.

Tactical Response Team/Unit: A specially trained police tactical unit that uses specialized weapons, equipment, and tactics to resolve extremely high-risk situations.

Third Party Rule: The Third-Party Rule prohibits the disclosure of information without the consent of the original contributing agency.

Threat Assessment (Undercover Operations): An assessment done by the cover person in consultation with investigators to determine the various risks or safety concerns that may be encountered during the undercover investigation and to determine what steps can be taken in order to mitigate them.

Use of Force: When a force option is discharged at or applied on a person, or a weapon is displayed to a person, in an operational setting.



Vascular Neck Restraint: A physical control technique that applies compression of the vascular tissue along the lateral aspects of the neck, resulting in temporary decreased cerebral blood flow, and may result in temporary loss of consciousness.

Violent Crime Linkage Analysis System (ViCLAS): A computer-assisted linkage system operated by the RCMP that is designed to assist all police services 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.

Volunteer: Is a civilian who volunteers for a police service.

Warrant: A legal document issued by a judge or justice that authorizes police or other peace officers to perform a specific action, typically related to an investigation or the arrest of an individual. These actions could include searching a property, arresting a person, or using certain investigative techniques.

Weapons of Opportunity: An object that in its regular use is not intended as a weapon, but in a specific encounter is at hand for improvised use as a weapon (e.g., flashlight).

