



Kingston Police Service Board

Public Agenda Recommendation Report

To: Chair and Members of the Kingston Police Service Board

From: Policy and By-Law Committee

Subject: Approval of Multiple Polices under the *Community Safety and Policing Act, 2019*

Date: September 17, 2026

Strategic Priority Alignment:

Administrative/Procedural

Recommendation:

That the Kingston Police Service Board approve the policies listed in Report Number 26-72, as presented, in accordance with the *Community Safety and Policing Act, 2019*, and applicable regulations.

Background/Analysis:

The *Community Safety and Policing Act, 2019* (CSPA) establishes mandatory and discretionary policy responsibilities for police service boards. In support of the Board's governance role, the Kingston Police Service Board continues to review, update, and adopt policies to ensure alignment with legislative requirements, regulatory standards and applicable provincial guidance.

To streamline Board consideration, the following policies are presented as a consolidated package. These policies are administrative and governance-focused in nature and do not introduce substantive changes to the Board's strategic direction.

The following policies are submitted for the Board's approval:

- Elder and Vulnerable Adult Abuse Policy
- Homicide Policy

- Missing Persons Policy
- Parental and Non-Parental Abductions Policy
- Witness Protection Policy
- Ontario Sex Offender Registry Policy
- Child Abuse and Neglect Policy
- Child Pornography – internet Child Exploitation Policy
- Criminal Harassment Policy
- Intimate Partner Violence Incidents Policy
- Sexual Assault Investigation Policy

These policies have been developed and reviewed to ensure compliance with the *CSPA*, its regulations, and other applicable legislation, including but not limited to the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*, where applicable.

Financial Considerations:

The adoption of these policies does not result in additional financial implications for the Board. Any training, procedural or operational directives required to implement the policies fall within the responsibility of the Chief of Police and the Service's established management processes.

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Exhibits/Policies Attached:

Exhibit "A" - Elder and Vulnerable Adult Abuse Policy
 Exhibit "B" - Homicide Policy
 Exhibit "C" - Missing Persons Policy
 Exhibit "D" - Parental and Non-Parental Abductions Policy
 Exhibit "E" - Witness Protection Policy
 Exhibit "F" - Ontario Sex Offender Registry Policy
 Exhibit "G" - Child Abuse and Neglect Policy
 Exhibit "H" - Child Pornography – internet Child Exploitation Policy
 Exhibit "I" - Criminal Harassment Policy
 Exhibit "J" - Intimate Partner Violence Incidents Policy
 Exhibit "K" - Sexual Assault Investigation Policy



KINGSTON POLICE SERVICE BOARD

Elder and Vulnerable Adult Abuse Policy (LE-0XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 87/24: Training,
2019, s. 34.

O. Reg. 395/23: Investigations, 2019,
s. 15.

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to protecting older adults and vulnerable persons from abuse, neglect, and exploitation. It is the policy of this Board to direct the Chief of Police to establish and maintain procedures, training, and partnerships to support the prevention, investigation, and coordinated response to incidents of elder and vulnerable adult abuse, in accordance with legislative requirements and community needs.

2. Board Policy

It is the policy of the Kingston Police Service Board with respect to elder and vulnerable adult abuse that the Chief of Police will:

- a) Where possible, work in partnership with the local Crown, municipalities, community and social service agencies/providers, businesses, seniors', and other local organizations to develop programs for preventing and responding to complaints of elder and vulnerable adult abuse, including fraud awareness and prevention; and
- b) Develop and maintain written procedures that require that investigations into elder or vulnerable adult abuse be undertaken and managed in accordance with the Police Service's Criminal Investigation Management & Procedures;

Exhibit "A"

- c) Ensure that the investigators have received the prescribed training as outlined in section 34 of *Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation;
- d) If the Police Service has a team primarily responsible for conducting investigations into elder abuse, the Chief of Police shall ensure that at least one member of the team has completed any training prescribed by the Minister, section 15 of *Ontario Regulation 395/23 – Investigations*;
- e) Establish and maintain written procedures and processes where investigations take place in Long-term Care Homes or Retirement Homes;
- f) Establish and maintain written procedures and processes regarding the Medic Alert Connect Program, if available to this Police Service;
- g) Establish and maintain written procedures and processes regarding Vulnerable Person Registry, if available to this Police Service; and
- h) Regularly review procedures on investigations into elder and vulnerable adult abuse to remain current with case law, inquests, inquiry findings, and amendments to related legislation.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Homicide Policy (LE-0XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 87/24: Training, 2019.

O. Reg. 394/23: Major Case Management and Approved Software Applications, 2019.

O. Reg. 395/23: Investigations, 2019.

1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to ensuring thorough, professional, and effective investigations of homicides and attempted homicides. It is the policy of this Board to direct the Chief of Police to establish and maintain procedures, training, and investigative practices that support compliance with legislative requirements and Major Case Management standards.

2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to homicide and attempted homicide investigations that the Chief of Police will:

- a) Develop and maintain written procedures that require that investigations into homicide and attempted homicides be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;

Exhibit "B"

- b) Ensure that the investigators have received the prescribed training as outlined in section 34 of the *Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation;
- c) Where an occurrence falls within the definition of a major case, ensure that officers comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements* and *Ontario Regulation 395/23 - Investigations*; and
- d) Regularly review procedures on homicide investigations to keep current with case law, inquests, inquiry findings and amendments to related legislation.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Missing Persons Policy (LE-0XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 395/23:

Investigations, 2019.

O. Reg. 394/23: Major Case

Management and Approved Software
Requirements, 2019.

Missing Persons Act, 2018, s. 8

1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to ensuring a timely, coordinated, and victim-centered response to missing person investigations. It is the policy of this Board to direct the Chief of Police to establish and maintain procedures that support effective investigations, consideration of risk factors and vulnerable populations, the use of trauma-informed practices, and appropriate public reporting and accountability.

2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to undertaking and managing investigations into missing persons that the Chief of Police will develop and maintain written procedures:

Exhibit "C"

- a) When members of this Police Service shall notify a supervisor regarding a missing person occurrence – *Ontario Regulation 395/23 – Investigations*;
- b) That all missing persons occurrences are investigated in compliance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*;
- c) Ensure that missing person investigations are in compliance with the Missing Person Act (2018);
- d) Set out the steps to be followed for undertaking investigations into reports of missing persons, including situations involving children, teenagers, and elder and vulnerable adults;
- e) Ensure investigative follow-up on outstanding cases, including family members and other close contacts that have made themselves available through the course of the investigation;
- f) Where circumstances indicate a strong possibility of foul play, that require officers to comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*;
- g) Ensure that the definition of “strong possibility of foul play” as it applies to determination of Major Case Management threshold cases, and strategies to determine its existence are clearly understood and consistently implemented by investigators;
- h) Ensure that other risk factors, outside of direct risks of foul play, are considered in determining a response to a missing person incident, including:
 - I. The disproportionate likelihood of members of some vulnerable communities to be victimized;
 - II. Concerns raised by those reporting a missing person or impacted by their disappearance; and
 - III. Patterns of disappearances in the community;
- i) Ensure an AMBER Alert activation is considered in all missing children’s investigations, and that officers comply with *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*;
- j) Ensure that those involved in a missing persons investigation use, where appropriate, a trauma-informed approach when interacting with individuals affected by the disappearance of a missing person: and

Exhibit "C"

- k) Ensure that information shared with members of the public does not include any personal health information, or any information not necessary for the purpose of identifying or locating the missing person.

l) Annual Report:

Pursuant to section 8 of the *Missing Person Act* (2018) (the Act), Police Services are required to report annually on the use of urgent demands for records by members of the Police Service. This includes:

- I. The total number of urgent demands made that year and the number of missing persons;
- II. Persons investigations to which they related;
- III. A description of the types of records specified in the urgent demands for records made in that year;
- IV. The date by which the annual report must be prepared by the Chief of Police and a copy provided to the Police Service Board, which is by April 1 in a format approved by the Minister;
- V. The date by which the Police Service Board receives the report shall make the report available to the public by posting it on a website, which is by June 1 in the year the report is received; and
- VI. In addition to the contents required under subsection 8 (4) of the Act, the annual report must also contain:
 - The total number of times that different types of records listed in subsection 4 (2) of the Act were specified in the urgent demands made in that year; if applicable; and
 - A description of any types of records not listed in subsection 4 (2) of the Act.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Parental and Non-Parental Abductions Policy (LE-0XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 394/23: Major Case Management and Approved Software Requirements, 2019.

1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to ensuring the prompt, effective, and coordinated investigation of parental and non-parental child abductions and attempted abductions. It is the policy of the Board to direct the Chief of Police to establish and maintain procedures that support timely response, compliance with legislative requirements, and the protection and recovery of children.

2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to parental and non-parental abductions and attempted abductions of children that the Chief of Police will:

- a) Develop and maintain written procedures that require that investigations into parental and non-parental abductions and attempted abductions be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;
- b) Ensure investigations with respect to parental and non-parental abductions and attempted abductions of children are conducted in compliance with *Community Safety and Policing Act (CSPA)* and its *Regulations*;

Exhibit "D"

- c) Develop and maintain written procedures that require that investigations into parental and non-parental abductions and attempted abductions be undertaken in accordance with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*;
- d) Ensure that an AMBER Alert activation is considered in all missing children investigations and Major Case Management is implemented in all cases involving AMBER Alert activation; and
- e) Regularly review procedures for investigations into parental and non-parental abductions and attempts to remain current with case law inquests, inquiry findings and amendments to related legislation.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Witness Protection Policy (LE-0XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to safeguarding the safety and security of witnesses, who form an important part of policing and the prosecution of criminal offences. The Board is dedicated to providing comprehensive support through a designated Witness Protection Liaison Officer, and by equipping Kingston Police Service members with the knowledge and tools required to uphold the highest standards of witness protection and security.

2. Board Policy

It is the policy of the Kingston Police Service Board with respect to witness protection and security that the Chief of Police will:

- a) Establish and maintain written procedures and processes in respect of witness protection and security;
- b) Ensure that the Police Service, when applicable, has a Witness Protection Liaison Officer, or an arrangement with another police service to use their Witness Protection Liaison Officer;

Exhibit "E"

- c) Ensure that witnesses are protected from harm by the police services' participation in the Witness Assistance and Relocation Program;
- d) Ensure that Members are aware of the provisions of the Witness Protection Act and are kept informed of changes in the law relating to witness protection;
- e) Where witnesses are also victims of crime, ensure that the support of the local Victim Services has been offered; and
- f) Regularly review procedures for witnesses to remain current with case law, inquests, inquiry findings, and amendments to related legislation.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Ontario Sex Offender Registry Policy (LE-0XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Christopher's Law, 2000.
Community Safety and Policing Act,
2019.

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to supporting the effective administration and maintenance of the Ontario Sex Offender Registry to enhance public safety and assist in police investigations. It is the policy of this Board to direct the Chief of Police to establish and maintain procedures, training, and processes that ensure compliance with applicable provincial and federal legislation governing sex offender registration and information management.

2. Board Policy

It is the policy of the Kingston Police Service Board with respect to the Ontario Sex Offender Registry that the Chief of Police will:

- a) Designate and maintain a registration site(s), within the area it provides police services, at which offenders may present themselves for the purposes described by the regulation;
- b) Establish and maintain written procedures and processes consistent with the requirements of *Christopher's Law (Sex Offender Registry), 2000*;

Exhibit "F"

- c) Establish and maintain written procedures and processes consistent with the requirements legislated by the federal *Sex Offender Information Registration Act*;
- d) Ensure that appropriate members receive training on the Ontario Sex Offender Registry, consistent with the role and responsibilities assigned to them; and
- e) Ensure that appropriate members receive training on both the Provincial and Federal Sex Offender legislative requirements.
- f) Ensure information gathered is used for the purpose of maintaining a Sex Offender Registry;
- g) Regularly review procedures relating to the use and maintenance of the Sex Offender Registry, remain current with case law, inquests, inquiry findings, and amendments to related legislation.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Child Abuse and Neglect Policy (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 394/23: Major
Care Management and Approved
Software Requirements, 2019.
O. Reg. 87/24: Training, 2019.

1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to protecting children from abuse and neglect and supporting coordinated responses that safeguard their safety, well-being, and dignity. It is the policy of this Board to establish and maintain comprehensive procedures for the investigation of child abuse and neglect that are consistent with applicable provincial legislation and support collaboration with community partners.

2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to child abuse and neglect investigations that the Chief of Police will:

- a) In partnership with the local Crown, Family and Child Services of Frontenac, Lennox and Addington, school boards and other appropriate service providers, including hospital staff, work to establish a committee to develop a local strategy to prevent, and respond to complaints of, child abuse and neglect;
- b) Develop and maintain written procedures on and processes for undertaking and managing child abuse and neglect investigations, ensuring that procedures include

Exhibit "G"

a clear delineation of duties and responsibilities for all Members who come into contact with victims of child abuse and neglect;

- c) Enter into a child abuse protocol with Family and Child Services of Frontenac, Lennox, and Addington with respect to investigations into complaints of child abuse and neglect, and the sudden unexpected death of any child;
- d) If the alleged child abuse fits the definition of a major case, require officers to comply with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*;
- e) Ensure that the investigators have received the prescribed training as outlined in section 34 of the *Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation; and
- f) Report annually on the number of child abuse investigations, Children's Aid Society Referrals, the effectiveness of existing protocols, community partnerships, training and education.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Child Sexual Abuse and Exploitation Material - Internet Child Exploitation Policy (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and
Policing Act, 2019.

1. Policy Statement

The Kingston Police Service Board (the Board) recognizes the critical importance of protecting children from sexual abuse and exploitation, including offences involving child sexual abuse and exploitation material. The Board affirms that the safety, dignity, and well-being of children are fundamental to community safety and public confidence in policing. It is the policy of this Board to direct the Chief of Police to establish and maintain effective procedures for the prevention, detection, and investigation of child sexual abuse and exploitation material offences, in accordance with applicable legislation and provincial strategies.

2. Board Policy

It is the policy of the Kingston Police Service Board with respect to child sexual abuse and exploitation material (internet child exploitation) investigations that the Chief of Police will:

- a) Develop and maintain written procedures that require that investigations be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures and the *Community Safety and Policing Act (CSPA)* and its *Regulations*;

Exhibit "H"

- b) Require that the "Provincial Strategy" Internet Child Exploitation Unit - OPP (ICE) may be consulted, and/or any other relevant agency outside of Ontario may be consulted, in relation to a child sexual abuse and exploitation material (internet child exploitation) investigation
- c) Ensure that police officers investigating child sexual abuse and exploitation material (internet child exploitation) have the requisite knowledge, skills and abilities, and that information technology expertise supports these investigations;
- d) Ensure that Kingston Police partners with agencies that can assist in the prevention, detection, and investigation of child sexual abuse and exploitation material (internet child exploitation) offences;
- e) Ensure adequate support is provided to support the psychological well-being of members and to recognize risks associated with long-term effects from exposure to Internet child exploitation investigation-related activities;
- f) If the police service does not have the resources to undertake an investigation into child sexual abuse and exploitation material (internet child exploitation) it will make arrangements with the Provincial Strategy Coordinator to transfer responsibility for the investigation to another law enforcement agency;
- g) Ensure that the Provincial Strategy Coordinator be contacted upon identifying a victim of child sexual abuse or exploitation material (internet child exploitation) to support the appropriate handling of any images or videos of the identified victim for the International Child Exploitation database; and
- h) Report to the Board, in the annual report and in a manner that protects personal information and investigative integrity, on the incidents of child sexual abuse and exploitation material (internet child exploitation), the dispositions of criminal offences, and any training, public awareness, and member-support activities undertaken by the Kingston Police

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Criminal Harassment Policy (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 394/23: Major Case Management and Approved Software Requirements, 2019.
Victims Bill of Rights, 2015 (Canadian Victim Bill of Rights)

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to protecting individuals from criminal harassment and ensuring timely, effective, and risk-informed responses that support victim safety, dignity, and well-being. It is the policy of this Board to require the Chief of Police to establish and maintain procedures for criminal harassment investigations that are consistent with legislative requirements and professional standards.

2. Board Policy

It is the policy of the Kingston Police Service Board with respect to undertaking and managing investigations into criminal harassment that the Chief of Police will develop and maintain written procedures that address:

- a) The procedures for investigating criminal harassment complaints in accordance with the Police Service's Criminal Investigation Management & Procedures, the *Victims Bill of Rights Act, 2015*, and the *Community Safety and Policing Act (CSPA)* and its *Regulations*;

Exhibit "I"

- b) The use of enhanced investigative techniques, such as behavioural science services as part of the investigation, which may include:
 - I. Physical/Electronic surveillance;
 - II. Wire taps, body packs, probes, or other electronic technical support;
 - III. Witness relocation; and
 - IV. Undercover operators.
- c) The following standards for adequate and effective policing respecting assistance to victims / survivors of the crime are prescribed:
 - I. Victims / survivors of the crime shall be offered assistance as soon as possible; and
 - II. Victims / survivors of the crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.
- d) The information to be provided to police officers on criminal harassment, ensuring that Members are familiar with the offence provisions in the Criminal Code relating to criminal harassment offenses; and
- e) Compliance with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements* for criminal harassment cases that fall within the definition of major case.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Intimate Partner Violence Incidents Policy (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Victims' Bill of Rights, 1995

O. Reg. 87/24: Training, 2019, s. 34.

O. Reg. 395/23: Investigations, 2019,
s. 15.

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to addressing intimate partner violence through coordinated, victim-centred, risk-informed, and community-based responses. It is the policy of this Board to require the Chief of Police to establish and maintain procedures for intimate partner violence occurrences that support victim safety, timely assistance, appropriate referrals, risk assessment and management, investigative consistency, and compliance with applicable legal and regulatory requirements.

2. Board Policy

- a) The following standards for effective policing respecting assistance to survivors of the crime are prescribed:
- I. Victims / survivors of the crime shall be offered assistance as soon as possible; and
 - II. Victims / survivors of the crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care

Exhibit "J"

professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

- b) The Chief of Police will ensure that procedures respecting intimate partner violence occurrences are consistent with the principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*;
- c) It is the policy of the Kingston Police Service Board with respect to Intimate Partner Violence occurrences that the Chief of Police will:
 - I. Work to establish and maintain one or more Intimate Partner Violence review committees that cover the City of Kingston, in partnership with the Police Service's local Crown, Probation and Parole Services, Victim/Witness Assistance Programme (VWAP), Victim Services of Kingston and Frontenac, Family and Child Services of Frontenac, Lennox, and Addington, women's shelters, and other service providers and community representatives responsible for issues related to Intimate Partner Violence;
 - II. In developing procedures and processes addressing victim assistance, consult with and establish partnerships with the City of Kingston and community organizations, with the goal of ensuring that victims/survivors of domestic violence and intimate partner violence have access to supports and resources to reduce immediate and future harms;
 - III. Ensure that Intimate Partner Violence investigations are conducted in compliance with *Community Safety and Policing Act (CSPA)* and its applicable regulations governing institutions;
 - IV. Ensure that the Intimate Partner Violence investigators have received the prescribed training as outlined in section 34 of *Ontario Regulation 87/24 - Training* or otherwise meet any applicable equivalency, competence, or experience requirements permitted under that Regulation;
 - V. If the police service has a team primarily responsible for conducting investigations into Familial or Intimate Partner Violence, the Chief of Police shall ensure that at least one member of the team has completed the training as outlined in section 15 of *Ontario Regulation 395/23 – Investigations*, or otherwise meets any applicable equivalency, exemption, competence, or experience requirements permitted under that Regulation;
 - VI. Develop and maintain written procedures for undertaking and managing investigations into Intimate Partner Violence occurrences that address:

Exhibit "J"

- communications and dispatch;
 - initial response;
 - enhanced investigative procedures;
 - documentation and evidence preservation, including prior, repeated, or related occurrences where applicable;
 - the mandatory laying of charges where there are reasonable grounds to do so, including in cases where there is a breach of a bail condition, probation, parole, or a restraining order;
 - the use of a risk indicators tool;
 - children at risk;
 - high-risk cases and repeat offenders;
 - occurrences involving members of a police service;
 - post-arrest procedures;
 - victim assistance;
 - safety planning; and
 - coordination with related Service procedures where applicable.
- VII. Ensure that the Police Service's response to Intimate Partner Violence occurrences is monitored and evaluated for compliance, consistency, and effectiveness; and
- VIII. Ensure that front-line officers and other appropriate members receive any training prescribed by the Minister.
- d) The Chief shall provide an annual written report to the Board, in a manner that protects personal information, victim privacy, investigative integrity, and operationally sensitive information, respecting the investigation of intimate partner/family violence occurrences. The report shall include:

Exhibit "J"

- I. A summary of the written procedures concerning Intimate Partner/Family violence investigations, including changes since the date of the last report;
- II. The status of Service compliance with the said procedures;
- III. A summary of the training provided to members with respect to Intimate Partner/Family Violence;
- IV. A summary of the steps taken by the Service to monitor and evaluate response to intimate Partner/Family Violence occurrences;
- V. A summary of the issues dealt with by the Intimate Partner/Family Violence Review Committee; and
- VI. Any identified systemic issues, resource pressures, training needs, or procedure gaps requiring Board awareness.

Chair

Board Administrator



KINGSTON POLICE SERVICE BOARD

Sexual Assault Investigation Policy (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Victim Bill of Rights,
1995.

O. Reg. 394/23: Major Case
Management and Approved Software
Requirements, 2019.

O. Reg. 87/24: Training, 2019.

1. Policy Statement

The Kingston Police Service Board (the Board) is committed to supporting victims/survivors of sexual assault through timely, respectful, and trauma-informed policing. It is the policy of this Board to require the Chief of Police to establish and maintain procedures for sexual assault investigations that are consistent with legislative requirements and support victim / survivor safety, dignity, and access to appropriate assistance and referrals.

2. Board Policy

The following standards for effective policing respecting assistance to victims / survivors of the crime are prescribed:

- III. Victims / survivors of the crime shall be offered assistance as soon as possible; and
- IV. Victims / survivors of the crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care

Exhibit "K"

professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations.

It is the policy of the Kingston Police Service Board (the Board) that Service procedures respecting sexual assault investigations are consistent with the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*.

It is the policy of the Board with respect to sexual assault investigations that the Chief of Police will:

- f) Develop and maintain written procedures that:
 - I. Require that investigations be undertaken in accordance with the Police Service's Criminal Investigation Management & Procedures;
 - II. Require compliance with *Ontario Regulation 394/23 - Major Case Management and Software Requirements*;
 - III. Address communications and dispatch, initial response and investigations relating to sexual assaults;
 - IV. Address post-arrest procedures, including appropriate and trauma informed follow up with sexual assault survivors;
 - V. Address community notification; and
 - VI. Adhere to the reporting requirements of Section 18 of *Ontario Regulation 395/23: Investigations*
- g) Maintain relationships with other police agencies, criminal justice agencies, hospitals, boards of education, social agencies, and community partners dealing with issues relating to sexual assault response, victim/survivor support, and prevention;
- h) Work, where possible, with hospitals and agencies which provide services to survivors of sexual assault, including Sexual Assault Treatment Centres, Sexual Assault/Rape Crisis Centres and Victim Services for Kingston and Frontenac, as well as the local Crown, to ensure a coordinated and effective response to survivors of sexual assaults, and to ensure that all survivors of sexual assault are provided access to information on available community supports, including crisis numbers, counselling services and oversight agencies, at the earliest possible opportunity;
- i) Ensure the establishment of a Sexual Assault Advisory Committee, comprised of community-based stakeholders including victim/ survivor advocacy agencies,

Exhibit "K"

police, and other direct service providers to those affected by sexual offenses, as well as survivors of sexual violence;

- j) Establish a Victim Advocate Case Review system that provides for independent evaluation by community partners of sexual assault cases classified as unfounded, subject to applicable privacy, confidentiality, legal, and operational constraints, in order to assist the Service and the Board in ensuring that sexual assault investigations are appropriately reviewed and classified;
- k) Regularly review procedures on investigations into sexual assaults to remain current with case law, inquests, inquiry findings, and amendments to related legislation;
- l) Ensure that the investigators have received the prescribed training as outlined in section 34 of the *Ontario Regulation 87/24 - Training* or have the competence and experience to conduct the investigation, including the following topics:
 - i) Victims' assistance;
 - ii) Sexual violence and consent;
 - iii) Gender-based violence, privilege, and power;
 - iv) Rape myths and gender bias in sexual assault investigations;
 - v) Trauma-informed approaches to police services and investigations; and
 - vi) Understanding the intersectionality of sexual violence in vulnerable and marginalized communities.
- m) Provide an annual report to the Board, in a manner that protects personal information, victim/survivor privacy, investigative integrity, and operationally sensitive information, on the recommendations of the Sexual Assault Advisory Committee and the findings of Victim Advocate Case Reviews, including:
 - i) The number of sexual assault cases reported to the Kingston Police Service;
 - ii) A summary of the training provided to Members with respect to sexual assault;
 - iii) A summary of the issues dealt with by the Sexual Assault Advisory Committee; and
 - i) Any identified systemic issues, resource pressures, training needs, classification issues, or procedure gaps requiring Board awareness.

Chair

Board Administrator