



KINGSTON POLICE SERVICE BOARD

Sexual Assault Investigation Policy (LE-024)

Adopted: Oct. 1/26 (Res. 26-94)

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:

- 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.

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:

- a) 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*
- b) 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;
- c) 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;
- d) Ensure the establishment of a Sexual Assault Advisory Committee, comprised of community-based stakeholders including victim/ survivor advocacy agencies, police, and other direct service providers to those affected by sexual offenses, as well as survivors of sexual violence;
- e) 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;

- f) Regularly review procedures on investigations into sexual assaults to remain current with case law, inquests, inquiry findings, and amendments to related legislation;
- g) 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.
- h) 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
 - iv) Any identified systemic issues, resource pressures, training needs, classification issues, or procedure gaps requiring Board awareness.

"original signed by Chair"
Chair

"original signed by Board Administrator"
Board Administrator