



# Sarnia Police Services Board

Open Meeting  
Thursday, March 28, 2024  
9:00 a.m.

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- |  |              |                      |
|--|--------------|----------------------|
| 1. Welcome   |              | Chair                |
| 2. Traditional Territory Acknowledgement                   |              | Chair                |
| 3. Declarations of Conflict of Interest                    |              | Chair                |
| 4. Minutes   | Approval     | Chair                |
| 4.1 February 22, 2024                                      |              |                      |
| 5. Introduction of Promoted Officers                       | Information  | Chief                |
| 5.1 Aaron Johnston   |              |                      |
| 5.2 Joshua Mitchell  |              |                      |
| 6. Delegation – Safe Walking for School Aged Children      | Presentation | Robert Dickieson     |
| 7. Monthly Operation Update                                | Information  | Deputy Chief         |
| 8. Annual Missing Persons Report                           | Information  | Inspector Leo Murphy |
| 9. Annual Use of Force Report                              | Information  | Deputy Chief         |
| 10. Annual Health and Safety Policy Statement and Report   | Information  | Jason Dale           |
| 11. Service Presentation – Community Crime Unit            | Presentation | Chief                |
| 12. Uniform/Civilian Collective Agreement Update           | Information  | Chief                |
| 13. Cadet Program  | Information  | Deputy Chief         |
| 14. Open Forum   |              | All                  |
| 15. Adjournment  | Approval     | Chair                |
| 15.1 Next Regular Public Meeting: Thursday, April 25, 2024 |              |                      |



# SARNIA POLICE SERVICES BOARD

OPEN MINUTES  
9:00 a.m. - THURSDAY, FEBRUARY 22, 2024  
COMMUNITY ROOM, SARNIA POLICE SERVICES

**Board Members Present:** Paul Wiersma, Kelly Ash, Councillor George Vandenberg, Councillor Chrissy McRoberts and Charlene Sebastian by teleconference.

**Administration Present:** Chief of Police D. Davis, Inspector Leo Murphy, J. Dale, Fleet & Facilities Manager and Joan Knight as Board Secretary.

**Absent:** Deputy Chief J. Craddock, C. Dam, Director of Corporate Services

## 1. Welcome

Secretary Joan Knight opened the meeting.

## 2. Traditional Territory Acknowledgement

We, the Sarnia Police Services Board acknowledge the traditional territory of the council of the three fires; Potawatomi, Chippewa, and Odawa people, that being Aamjiwnaang (Sarnia 1st Nation), Bkejwanong (Walpole Island 1st Nation), Kikonaang (Kettle Point 1st Nation), Aashoodenaa (Stoney Point 1st Nation).

## 3. Declarations of Conflict of Interest

There were no disclosures of pecuniary interest.

## 4. Approval of Agenda

Moved by Vice-Chair K. Ash, seconded by Board Member C. McRoberts, and **carried:**

***That the Agenda as presented, be adopted.***

## 5/6. Election of 2024 Chair and Vice-Chair

The election of the Chair and Vice-Chair to the Sarnia Police Services Board for 2024 was conducted by the Secretary.

Moved by, Board Member G. Vandenberg, seconded by Board Member C. McRoberts, and **carried:**

***That Paul Wiersma be nominated as Chair of the Sarnia Police Services Board and Kelly Ash be nominated as Vice-Chair for 2024.***

Moved by, Board Member G. Vandenberg, seconded by Board Member C. McRoberts, and **carried:**

***That nominations be closed.***

Paul Wiersma accepted the nomination of Chair and Kelly Ash accepted the nomination of Vice-Chair.

Chair P. Wiersma thanked the Board for the nomination and gave an update on Board events and shared his vision for the upcoming productive year.

Chair Wiersma took the Chair for the meeting.

## **7. Minutes**

Moved by Board Member C. McRoberts, seconded by Vice-Chair K. Ash, and **carried:**

***That the Minutes of December 14, 2023, be adopted.***

## **8. Introduction of Promoted Officers**

Chief Davis introduced Cst. Alex Ross, Cst. Keith Stover and Cst. Adam Williamson with congratulations on their promotion to Sergeant and gave an overview of their background and policing history.

## **9. Monthly Operational Update**

A report from Deputy Chief J. Craddock, dated February 22, 2024, regarding the operational update was provided.

Chief Davis spoke to the operational update which covers the first 2 months of 2024, providing updates on crime activities, missing persons and community support.

## **10.2023 Financial Annual Report**

A report from Chief Davis, dated February 22, 2024, regarding the 2023 Financial Annual Report was provided.

Chief Davis spoke to the 2023 Operating Budget and advised that the surplus had been moved to Reserve accounts.

## **11. Semi-Annual Reserves and Capital Accounts Report**

A report from Chief Davis, dated February 22, 2024, regarding the financial update on 2023 Reserves and Capital.

Chief Davis gave an update on reserves explaining that these are operating reserves needed for emergency costs and unfunded liabilities, he advised the Board of plans for a more effective budgeting process.

## **12. NG911 Transition Funding**

A report from Chief Davis, dated February 22, 2024, regarding Ministry of the Solicitor General NG9-1-1 Transition Funding was considered.

Chief Davis spoke to the use of the funds received from the Ministry of the Solicitor General.

Moved by Vice-Chair K. Ash, seconded by Board Member G. Vandenberg, and **carried:**

***That the Sarnia Police Services Board approve the Board Chair's signature on the Transfer Payment Agreement for the 2023-24 Next Generation 9-1-1 (NG9-1-1) transition funding support program.***

## **13. Annual Hate Crime Summary Report**

A report from Chief Davis dated February 22, 2024, with respect to 2023 Annual Report on Hate Bias Crimes was provided.

Inspector Murphy spoke to the report and explained hate crimes and hate motivated crimes, advising that Sarnia Police Service have zero (0) reports of hate crimes.

Chief Davis advised that this report is a Police Act requirement with all reports coded to provide the stats calculated.

#### **14. Annual Collection of Identifying Information Report**

A report from Chief Davis, dated February 22, 2024, with respect to Annual Collection of Identifying Information Report was provided.

Inspector Murphy explained the background and framework for this annual report and advised that Sarnia Police Service has zero (0) incidents to report.

#### **15. Conference Approvals**

##### **15.1 Community Safety and Policing Act (CSPA) Summit**

##### **15.2 Ontario Association of Police Services Boards (OAPSB) 2024 Spring Conference**

Reports from Chair P. Wiersma, dated February 22, 2024, regarding the Community Safety and Policing Act (CSPA) Summit and Ontario Association of Police Services Boards (OAPSB) 2024 Spring Conference were considered.

Moved by Vice-Chair K. Ash, seconded by Board Member C. McRoberts, and **carried:**

***That the Sarnia Police Service Board authorize Board Members Charlene Sebastian and George Vandenberg to attend the CSPA Summit on February 27 and 28, 2024.***

Moved by Board Member C. McRoberts, seconded by Board Member G. Vandenberg, and **carried:**

***That the Sarnia Police Service Board authorize Board Members Kelly Ash, George Vandenberg and Paul Wiersma to attend the OAPSB 2024 Spring Conference June 3 to 5, 2024.***

#### **16. Service Presentation – Criminal Investigations (CID)**

Inspector Leo Murphy gave a Power Point Presentation on the Criminal Investigation Division giving an overview of all the departments under this branch including the Detective Office, Vice/Intelligence, Forensic Identification Services, Crime Analysis, E-Crimes and Victim Services.

Inspector Murphy responded to questions of the Board.

## 17. Open Forum

No items were brought forward.

## 18. Adjournment

Moved by Board Member George Vandenberg, seconded by Board Member C. McRoberts, and **carried**:

***That the Sarnia Police Service Board adjourn to their next Regular Public Meeting to be held Thursday, March 28, 2024.***

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Secretary

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Chair

Dr. Robert Dickieson  
326 Vidal Street North  
Sarnia, ON N7T 5Y6  
[robert@dickieson.xyz](mailto:robert@dickieson.xyz)  
519-312-4888

2024/03/28

Via email to:  
Sarnia Police Services Board  
555 Christina Street North  
Sarnia, ON N7T 7X6

**Subject: Urgent Call for Enhanced Community Safety and Collaboration Following Recent Child Safety Incident**

Dear Members of the Sarnia Police Services Board,

I am writing both as a concerned parent and an active member of our community. Recently, I was alerted to a serious safety incident involving children from the Boys & Girls Club Sarnia-Lambton (BGC), as detailed in an email from the Program Director, Sarah Kiernan. On March 4th, 2024, during the children's walk from London Road Public School to the Lochiel Centre (see Figure 1), a distressing attempt was made by an unknown individual to abduct two of the children. Thanks to the quick action of BGC staff, the children remained safe, and the individual was apprehended by police. The email, which I have attached for your reference, underscores the BGC's commitment to child safety and their measures to prevent such incidents in the future.

This incident, unfortunately, is not an isolated occurrence but a symptom of the escalating criminal activities within our beloved "Sarnia Heritage District." Despite the area's rich history and vibrant community, the rising tide of crime casts a long shadow, engendering a palpable sense of fear and insecurity, particularly after dark. This is not the environment we envision for our children or any community member.

Our collective aspiration is for a community where every individual, especially our youngest and most vulnerable, can navigate our streets without fear - be it on foot, by bicycle, or any other means. The incident on March 4th starkly contradicts this vision, revealing a distressing reality where our children's safety on their way to and from school is compromised.

I would like to propose two immediate actions to address this critical issue:

1. **Establishment of a Community Safety Committee:** This committee under the leadership of a member of the Police Services Board should include a diverse group of local stakeholders - principals and representatives from London Road School and the school board, Boys & Girls Club, parents/guardians, city engineering/traffic and by-law

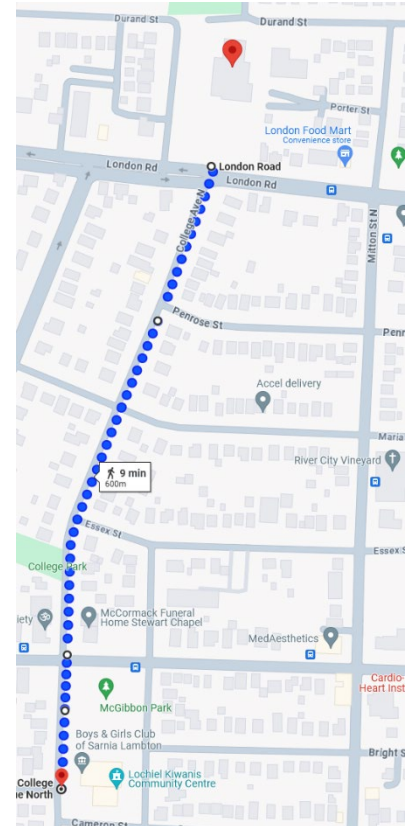


Figure 1: path from school to BGC

enforcement departments, representatives from Lambton Public Health, Lochiel Centre administration, and local residents. The committee's mandate would be to develop and present comprehensive safety solutions to the Sarnia Police Services Board, the School Board, Sarnia City Council, and Lambton County Council, etc with a focus on ensuring a safe passage for our children and BGC staff between London Road School and the Lochiel Centre.

2. **Daily Police Escort for Schoolchildren:** I urge the Board to direct the Sarnia Police to assign an officer, either on foot or bicycle, to escort the children during their walk from London Road School to the Lochiel Centre, between 3:00 pm and 3:30 pm daily. This presence would not only deter potential threats but also offer immediate assistance for any incidents that may arise, embodying the "See Something – Say Something" principle.

The recent incident and the broader context of increasing crime in our neighborhood necessitate a robust and visible response from our law enforcement and community stakeholders. By adopting a holistic approach to community safety, spearheaded by the Sarnia Police under Chief Davis's leadership, we can restore confidence in our neighborhood's security and ensure a safe environment for all, especially our children.

I look forward to discussing these proposals further during the next meeting of the Sarnia Police Services Board and am eager to contribute to the development of effective solutions.

Thank you for your attention to this urgent matter.

Sincerely,



Dr. Robert Dickieson

**From:** Sarah Kiernan <[skiernan@bgcsarnia.com](mailto:skiernan@bgcsarnia.com)>

**Sent:** Tuesday, March 5, 2024 1:15 PM

**Cc:** Jaylene Henry <[jhenry@bgcsarnia.com](mailto:jhenry@bgcsarnia.com)>; Danny Moorey <[dmoorey@bgcsarnia.com](mailto:dmoorey@bgcsarnia.com)>

**Subject:** Incident on March 4th 2024

Hello Parents/Guardians

Yesterday we had an incident occur on our walk back from London Rd. An unknown woman attempted to grab two of our kids and walk across the road with them. Staff quickly stopped her and the police were called. She has since been arrested and charges are pending. The two children involved are safe and parents were informed immediately.

The safety of our children is our first priority and we are taking every precaution to keep them safe. We believe this to be an isolated incident and do not foresee it being an issue going forward.

If you have any questions or concerns please do not hesitate to contact me.

--

Sarah Kiernan  
Program Director  
BGC Sarnia-Lambton





## **SARNIA POLICE SERVICE**

### **Open Agenda Information Report**

**To:** Chair and Police Services Board Members

**From:** Deputy Chief Julie Craddock

**Subject:** Monthly Operational Update

**Date:** March 28, 2024

**Report #** 24-03-007-0

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#### **SUMMARY:**

The Sarnia Police Service is committed to continuously improving the level of service and safety we provide to our communities. While the police are traditionally responsible for incident response, by working with community partners in each of the prevention, risk intervention and social development pillars, a coordinated response can be implemented.

This report is a snapshot of operational and member accomplishments and is not an exhaustive account of the achievements of the Sarnia Police Service.

A handwritten signature in cursive script that reads "J Craddock".

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Julie M. Craddock  
Deputy Chief of Police

: JC

## **Criminal Investigations Division:**

Victim Services Grant: The VSG Grant Cycle ran from March 2023-March 2024. The grant funding application was not awarded until October 2023. The SPS received a total of \$98,000.00. Funds were used to enhance supports for victims and survivors of IPV and to provide training for front line police officers. In total 56 members received trauma awareness training, 10 officers received B-Safer Training and 4 officers attended the Ontario Police College for investigative training in IPV and Sexual Assault Investigation. Funds were also used to integrate a Victim Services Coordinator into the Criminal Investigations Division and to enhance interviewing capabilities for documenting statements.

Brights Grove Break and Enters: On March 7, 2024, individuals using a stolen vehicle committed a spree of break and enters throughout Bright's Grove. Items stolen include a generator, a motorcycle, and construction tools.

Investigators with the Sarnia Police Criminal Investigations Division identified the two people responsible for these entries and thefts.

Wyatt Mitchell (32 years) of Sarnia was arrested on March 16th and held for a bail hearing. He faces twenty-five (25) criminal charges. On March 21<sup>st</sup>, Cole Dew was arrested and charged with twenty-five (25) counts in total for numerous criminal offences.

## **Operations Division:**

High-Risk Offender Arrested: On the 13th of March 2024, the Sarnia Police became aware that Zoltan ZOLDI was subject to an outstanding arrest warrant for a breach of a release order. Officers initiated an investigation and were able to locate him at a London Line motel.

Acutely aware of the elevated risks posed by this individual, SPS Emergency Response Team members were dispatched to the location. The accused was confronted by ERT officers and quickly taken into custody without incident. Upon arrest, officers discovered that ZOLDI was armed with a concealed loaded handgun and wearing body armour. He was also in possession of \$1740 in cash and significant quantities of illegal drugs.

At the time of the arrest ZOLDI was bound by a Probation Order and a Recognizance of Bail with house arrest conditions (to be in Windsor). He was also subject to four (4) court ordered weapons prohibitions for previous firearms-related and violent offences.

Name the K9 Contest: On March 18<sup>th</sup>, the SPS launched the Name the K9 Contest. The K9 Team was a key strategic priority for the SPS. These dogs are valuable assets that

enable specialized capabilities for the police agency they serve. This includes finding evidence, clearing buildings, tracking suspects, searching for vulnerable people, and protecting officers in dangerous situations. The contest is open to children between the ages of 4 and 14, attending City of Sarnia elementary schools or who are residents of Sarnia.

### **Community Support Division:**

Recruitment and Training: The Recruitment Unit processed over 45 applications from potential candidates seeking a position as a police constable or special constable. The selection process consists of various stages and includes interviews, physical testing, psychological testing, and background investigations.

In total 13 new members were welcomed into various positions. This is the largest group of new uniform members the SPS has hired to date.

### **Aamjiwnaang Community Officer:**

The Aamjiwnaang Community Officer Tyler Callander represented the Sarnia Police Service at the Aboriginal Youth Career Awareness Fair. This was an excellent opportunity for students in grades 6-12 to learn about the various career options within the Sarnia Police Service.

### **CONSULTATION:**

Leo Murphy – Inspector Community Support Division  
Mike Van Sickle – Inspector Operations Division  
Ivan Skinn – D/Sgt Criminal Investigations Division



SARNIA POLICE SERVICE  
Public Agenda Recommendation Report

To: Chair and Police Services Board Members  
From: Chief Derek W. Davis  
Subject: 2023 Annual Report on Urgent Demands for Information Related to Missing Persons  
Date: 28 March 2024  
Report# 24-03-008-0

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RECOMMENDATION:

“The Sarnia Police Services Board authorize the posting of the 2023 Annual Report on the urgent demands for information related to missing persons on the Sarnia Police website.”

A handwritten signature in cursive script that reads "Derek Davis".

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Derek W. Davis  
Chief of Police

:LM/DD

## BACKGROUND:

On July 1, 2019 the Missing Persons Act of Ontario came into effect. The development of this legislation began as a result of input from families and loved ones of missing persons who requested that the Government of Ontario enhance the tools available to police when attempting to locate missing persons. The Government of Ontario recognized that the issue of missing persons in Ontario has a negative impact on the family and loved ones of missing persons. Since the inception of The Missing Persons Act, police officers are better equipped in their investigations to locate missing persons.

<https://www.ontario.ca/laws/statute/18m03>

Section 1(2) of The Missing Persons Act defines a “Missing Person” as:

(2) A person is a missing person for the purposes of this Act if both of the following circumstances exist with respect to the person:

1. The person’s whereabouts are unknown and,
  - i. the person has not been in contact with people who would likely be in contact with the person, or
  - ii. it is reasonable in the circumstances to fear for the person’s safety because of the circumstances surrounding the person’s absence or because of any other prescribed considerations.

This legislation gives police officers the lawful authority to make urgent demands for personal information that would assist in locating missing people.

Examples of the types of information that may be demanded are as follows:

1. Records containing contact information or other identifying information.
2. Photos, videos or other records containing visual representations.
3. Telecommunications records that contain other electronic communications information, including information about signals related to a person’s location (GPS).
4. Employment records.
5. Personal health information within the meaning of the Personal Health Information Protection Act, 2004.

6. Records relating to services received from a service provider as defined in subsection 3 (1) of the Child and Family Services Act.
7. Student records.
8. Records containing travel and accommodation information.
9. Financial records.

#### Measures Established

2 (1) This Act establishes the following measures to assist members of a police force in locating a missing person in the absence of a criminal investigation:

1. An order issued under subsection 4 (1) for the production of records.
2. An urgent demand made under subsection 5 (1) for the production of records.
3. A search warrant issued under subsection 6 (1) to facilitate a search for a missing person.

A sample of the Urgent Demands Form 5 is attached for reference:

To:

**Urgent Demand for Records**

Form 5

*Missing Person Act, 2018*

Person or Entity Subject to the Demand

**Person or Entity Subject to the Demand Address**

Unit Number	Street Number	Street Name	PO Box
City/Town		Province/State	Postal/Zip Code
Officer Last Name		Officer First Name	
Officer Title		Police Force	

have reasonable grounds to believe, in accordance with section 5(1) of the *Missing Persons Act, 2018* (the Act), that:

- There are records in your custody or under your control that will assist in locating a missing person; and
- In the time required to obtain an order for the production of records from a Justice in accordance with the act,
  - The missing person may be seriously harmed; or
  - The records may be destroyed.

In addition, in accordance with section 5(2) of the Act, I am of the opinion that the public interest in locating the missing person outweighs the privacy interest of any person whose information may be contained in a record specified in the demand.

In determining whether to make the demand, I have considered in accordance with section 5(3) of the Act:

- Any information that suggests the missing person may not wish to be located, including information that suggests the missing person has left or is attempting to leave a violent or abusive situation.

Therefore, in accordance with section 5(6) of the Act, you are required to, as soon as reasonably possible, produce copies of the records specified in the following manner:

- Hard Copies   
  Electronic Copies   
  Orally provide the information contained in the records specified instead of producing copies of the records.

You are required to produce copies of the following specified records pertaining to:

1. Last Name	First Name	Age	Date of birth (if known) (yyyy/mm/dd)
Records			

To:

**Urgent Demand for Records**

Form 5

*Missing Person Act, 2018*

Person or Entity Subject to the Demand

Person or Entity Subject to the Demand Address			
Unit Number	Street Number	Street Name	PO Box
City/Town		Province/State	Postal/Zip Code
Officer Last Name		Officer First Name	
I, _____		_____	
Officer Title		Police Force	
_____		_____	

have reasonable grounds to believe, in accordance with section 5(1) of the *Missing Persons Act, 2018* (the Act), that:

- There are records in your custody or under your control that will assist in locating a missing person; and
- In the time required to obtain an order for the production of records from a Justice in accordance with the act,
  - The missing person may be seriously harmed; or
  - The records may be destroyed.

In addition, in accordance with section 5(2) of the Act, I am of the opinion that the public interest in locating the missing person outweighs the privacy interest of any person whose information may be contained in a record specified in the demand.

In determining whether to make the demand, I have considered in accordance with section 5(3) of the Act:

- Any information that suggests the missing person may not wish to be located, including information that suggests the missing person has left or is attempting to leave a violent or abusive situation.

Therefore, in accordance with section 5(8) of the Act, you are required to, as soon as reasonably possible, produce copies of the records specified in the following manner:

- Hard Copies    
  Electronic Copies    
  Orally provide the information contained in the records specified instead of producing copies of the records.

You are required to produce copies of the following specified records pertaining to:

1. Last Name	First Name	Age	Date of birth (if known) (yyyy/mm/dd)
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Records



The Missing Persons Act also includes a mandatory reporting obligation for all police services. Each Service must complete and submit an annual report to the province on the total number of demand for records made, broken down into sub-categories of information types.

The annual report, known as the Form 7, must be submitted to the province by each police service by June 1st of each year.

Missing Persons Act (<https://www.ontario.ca/laws/statute/18m03#BK8>):

#### Annual report

8 (1) On or before the prescribed date in each year, a chief of police shall prepare an annual report under this section and shall,

- (a) in the case of a chief of police of a police service maintained by a police service board, provide a copy of the report to the board;

#### Report public

(2) After receiving a report, a board or entity shall,

- (a) provide a copy of the report to the Minister; and
- (b) make the report available to the public in the prescribed manner.

As per section 8(2)(b) of the Act, the Sarnia Police Services Board is also responsible for making the annual report publicly available on a website by June 1, 2024.

The very detailed nature and format of this annual report, combined with the number of missing person investigations completed annually in Sarnia necessitated that an automated reporting, tracking and compliance system be implemented.

In 2022, with the introduction of the SPS Analytics Unit, technology was developed and introduced that permits officers to submit specific report details required for this mandatory annual report. Using web-based data collection integrated with our CAD and RMS systems, officers are now able to monitor missing person reports and enter required data. This implementation has eliminated historical processes of manually counting and assembling the information. This represents increased efficiency, higher data quality and more accurate reporting.

## DISCUSSION / ANALYSIS

In 2023, the Sarnia Police Service generated 348 calls for Missing Persons investigations. This represents an increase of 27.94% over 2022 (76 more events).

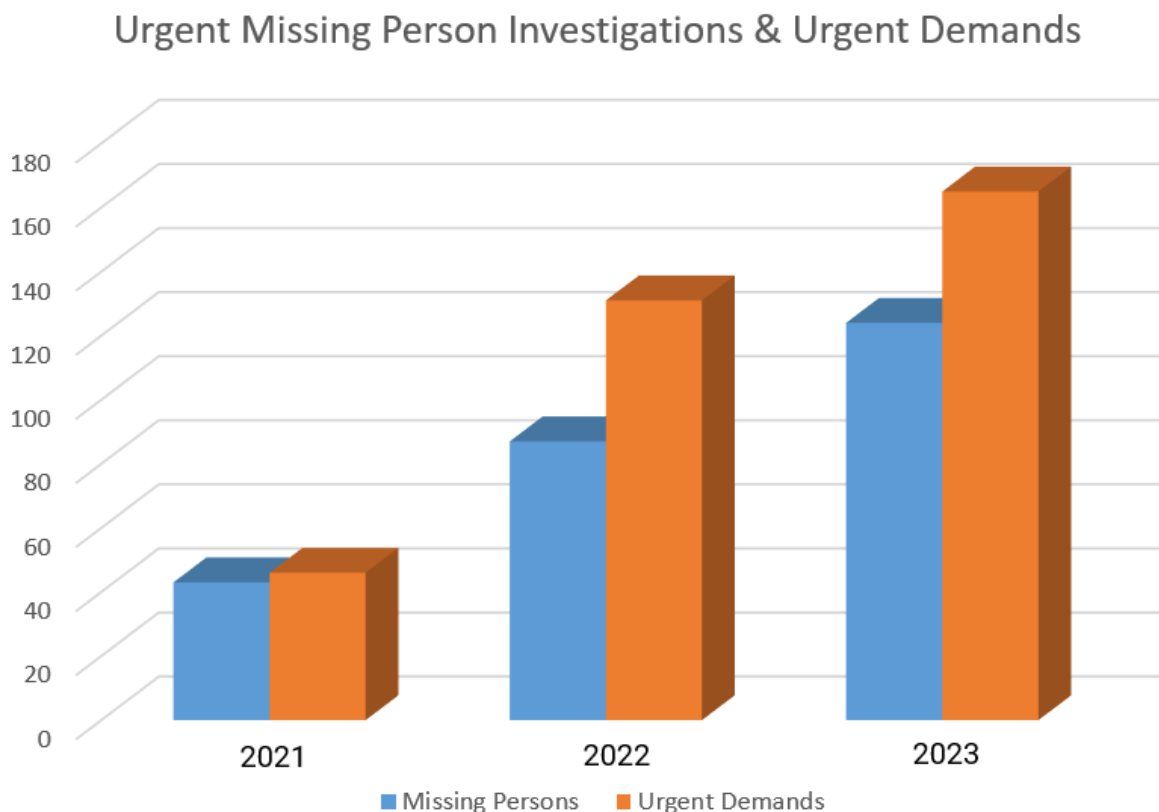
Out of the 348 calls for service involving missing persons, 124 of those investigations required making urgent demands for information and 165 specific urgent demands were made.

The attached appendix represents the 2023 Form 7 for the Sarnia Police Service which has been submitted to the province.



2023 Provincial  
Reporting Statistics -!

Further, attached is a prepared analysis of the number of Missing Person investigations undertaken by the Sarnia Police Service that have required urgent demands over the course of 2021, 2022 and 2023.



The Sarnia Police Service is committed to thoroughly investigating reports of Missing Persons and uses all authorities available in order to reunite the missing persons with their families and loved ones.

## CONSULTATION

Deputy Chief Julie Craddock  
Inspector Leo Murphy, CID Commander  
Dr. Joseph Glover, Sarnia Police Analytics



## **SARNIA POLICE SERVICE**

### **Open Agenda Information Report**

**To:** Chair and Police Services Board Members

**From:** Deputy Chief Julie Craddock

**Subject:** 2023 Use of Force Annual Report

**Date:** March 28, 2024

**Report#** 24-03-009-0

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#### **RECOMMENDATION:**

That the Sarnia Police Service Board receive this report pursuant to Use of Force Board Policy No. AI-012.

#### **SUMMARY:**

As per the Board's Use of Force Policy No. AI-012, the 2023 annual use of force statistics are contained within this report. The statistical data is gathered from Use of Force reports submitted by members of the Sarnia Police Service between January 01, 2023, and December 31, 2023.

These statistics are used to develop policy and training programs in the area of use-of-force and de-escalation training.

Officers interact daily with members of the public during which their issues and concerns are resolved without having to use force at a level that would require the submission of a report as indicated above. There are also times when the interactions are dynamic, and more than one use of force option may be required to control and resolve the situation.

A handwritten signature in cursive script that reads "Julie M. Craddock".

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Julie M. Craddock  
Deputy Chief of Police

: JC

## **BACKGROUND**

### **Report Highlights:**

- Overview of the reporting and training requirements for Use of Force
- Statistical data and analysis for 2023 Use of Force incidents by the SPS
- Race-Based Data analysis for 2023 Use of Force Reporting

The *Criminal Code of Canada* authorizes police officers in the province of Ontario to use force, while engaged in the lawful execution of their duty. Under Section 25, officers are permitted to use as much force as necessary if they act on reasonable grounds. Regulation 926 of the *Police Services Act* specifically outlines the types of firearms and weapons that police officers are permitted to carry and includes mandatory training qualifications in the use of force and firearms.

The regulations further address reporting requirements when officers apply force or draw their firearms. As of January 1, 2020, under the *Anti-Racism Act*, police services are now required to collect data on the perceived race of those subjects involved in use of force incidents. The Ministry of the Solicitor General mandates Police Services in Ontario to complete province-wide standardized Use of Force Reports electronically, for the collection.

In 2023, The Ontario Public-Police Interaction Training Aid was introduced as a replacement for the Use of Force Model. This is a guide for police officers and is provided by the Province of Ontario. The model is referred to in training and is designed to assist officers in assessing situations, individual behaviours and acting based on their observations and training.

*\*See Appendix A for the full model and description of the Ontario Public-Police Interactions Aid (2023).*

## **MANDATORY REPORTING REQUIREMENTS**

When an officer has displayed or applied reportable force or utilized a force option as defined by regulation, the officer must complete and submit an electronic Use of Force Report. Individual officers who are involved in the same incident must complete separate reports if they have applied reportable force.

Emergency Response Units (ERT) and Public Order Units (if applicable) are permitted to complete and submit a single electronic Use of Force Report, detailing the teams' combined use of force.

A member shall submit a Use of Force Report when:

(a) a handgun is drawn in the presence of a member of the public, excluding a member of the police force who is on duty, points a firearm at a person or discharges a firearm. A member of the public includes a suspect or arrested person;

(b) a member uses a weapon other than a firearm on another person;

(c) a member uses physical force on another person, not in relation to training conducted by the Training and Education Bureau, that results in an injury requiring medical attention; and

(d) a member deploys a Conducted Energy Weapon (CEW) on a person or an animal or displays the CEW in the Demonstrated Force Presence Mode.

After completing the electronic Use of Force Report, the officer submits the report to their supervisor who is required to review and approve the report. The supervisor then forwards the electronic report to their respective Commander. The report is then directed to the Training Bureau for review and submission to the Ministry.

This report focuses on mandatory use of force reporting and its associated data. In accordance with the Anti-Racism Act, this report also looks at the intersectionality of the application of force and race.

## **TRAINING**

### **De-escalation & Critical Decision-Making:**

Sarnia Police Service members begin use of force training as soon as they are hired as Cadets (Recruit in Training). During this time, members are introduced to the following:

- The Ontario Public-Police Interaction Training Aid
- Use of force options and deployment
- De-escalation Training

Cadets (Recruit in Training) continue to receive further training at the Ontario Police College with an emphasis on conflict prevention, communication, and de-escalation.

Sarnia Police Service members receive ongoing use of force training through Annual In-Service Training (IST). This training is mandatory for all uniform members, with themes of de-escalation and communication as the foundation for the curriculum. This training also includes judgement scenarios, police vehicle operations and in-class academic learning.

All sworn members have received mandatory training on the Collection of Identifying Information in Certain Circumstances (CIICC), which applies to a police officer attempting to collect identifying information about an individual through a police interaction.

Refresher training is mandatory and must be completed within the previous 36 months.

### **Anti-Racism Training:**

The Sarnia Police Service has developed a multi-session, anti-racism strategy, which was introduced in 2022. This program (Respect in the Workplace) is mandatory for all SPS employees. The course focuses on the Ontario Human Rights Code and includes topics such as:

- 1) Negative Power vs Positive Power (Respectful Leadership)
- 2) Discrimination OHRC
- 3) Racism: Unconscious Bias, Micro Aggressions, Systemic Racism, Anti-Racism
- 4) Diversity Equity and Inclusion

This training framework is aligned with the Truth and Reconciliation Commission's (TRC) 94 Calls to Action (Professional Development and Training for Public Servants).

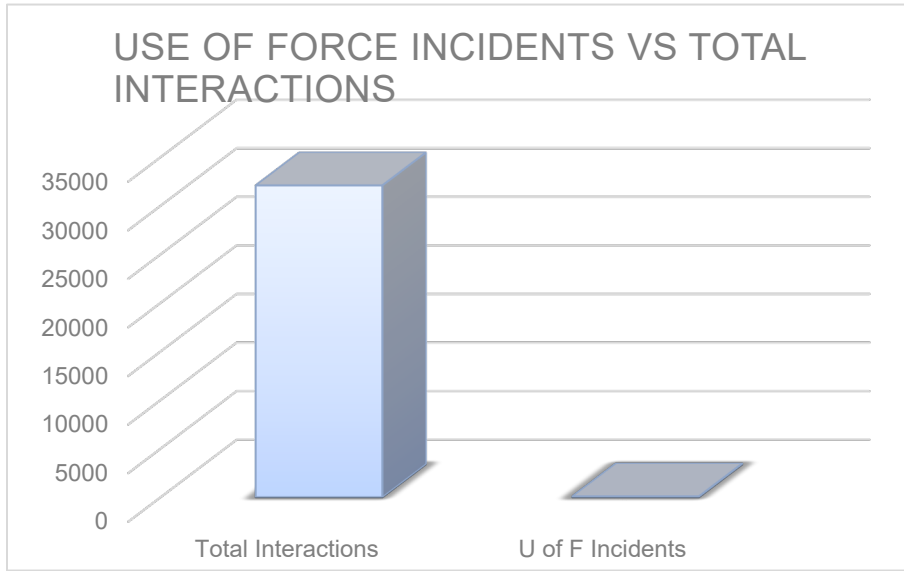
In addition, the SPS is represented on local, provincial, and international Equity, Diversity and Inclusion Committees which have been established to assess organizational inclusiveness and to ensure systemic bias and barriers are identified and removed.

### **ANALYSIS**

#### **Use of Force Incidents VS. Total Interactions:**

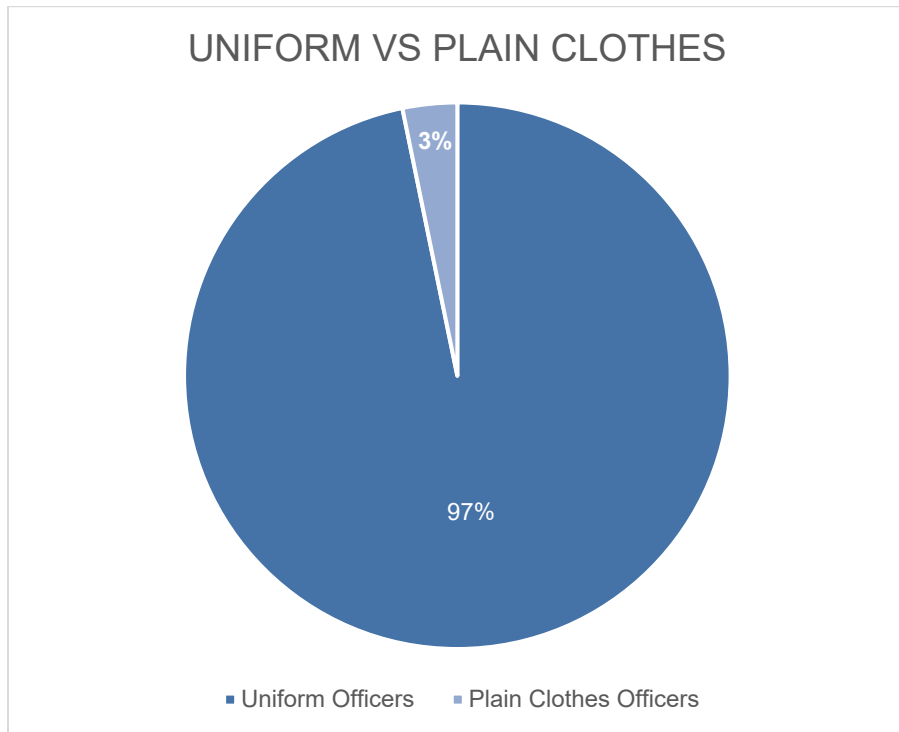
A use of force incident is an occurrence, event, or interaction with a member of the public that meets the criteria of mandatory use of force reporting. A single incident with one subject could generate two or more reports if multiple officers applied force at the same incident. Additionally, an incident that involves multiple subjects could also generate multiple Use of Force Reports.

In 2023, members of the Sarnia Police Service had 32,079 interactions with members of the public (calls for service). Included in this are traffic stops, citizen-generated calls for service and officer-initiated contacts. Of these, 75 incidents resulted in a police use of force encounter. The result is that in total 0.23% of all police interactions met the threshold for mandatory use of force reporting.



**Uniform Officer vs. Plain-Clothes Officer:**

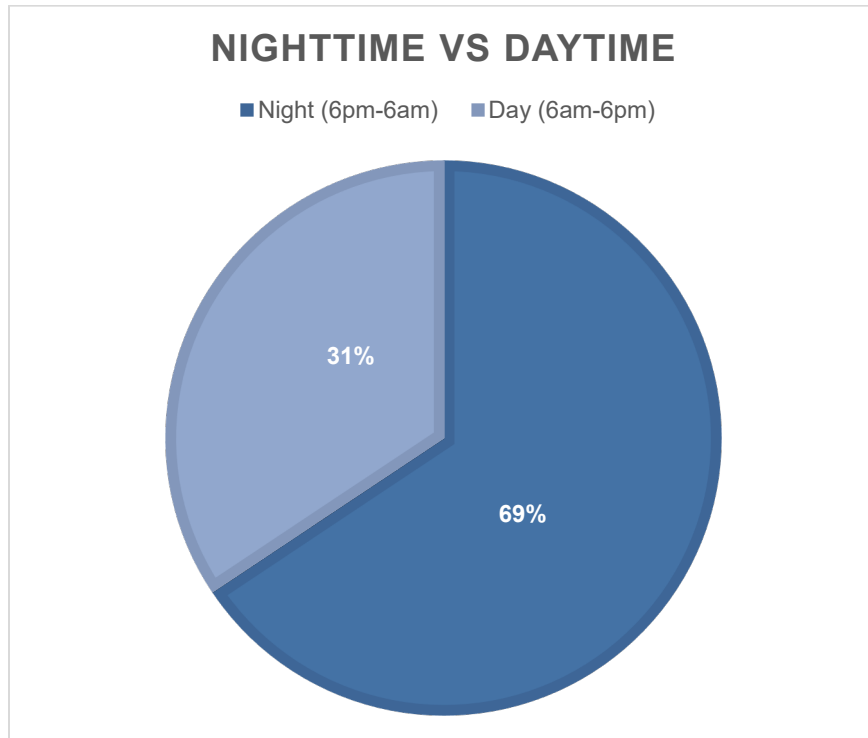
In 2023, frontline uniformed patrol officers (including Emergency Response Team (ERT) officers assigned to patrol functions) submitted 96% of all Use of Force Reports. The remaining 4% of reports came from plain-clothes officers assigned to specialized units.





### **Nighttime vs. Daytime Incidents:**

In 2023, 52 use of force incidents occurred between the hours of 6 pm and 6 am. This represents approximately 69% of use of force incidents occurring during dark or low-light situations.



### **INTERACTIONS (CALL TYPES)**

The application of force is designed to gain control of a subject using no more force than is reasonably necessary, having regard firstly to public safety and officer safety and secondly to minimize harm or injury to the subject.

Use of force does not correlate to the type of call, but rather the behaviour demonstrated by the subject. Call types that officers responded to that resulted in a use of force report being submitted were varied. Within these calls are both officer-initiated contacts and citizen-generated calls for service and assistance.

Call Type	Number of Reports	Percentage
Domestic	2	2.69%
Other Disturbance	22	29.33%
Person Stop	1	1.33%
Weapons	27	36%
Mental Health Act	7	9.33%
Search Warrant	2	2.69%
Drugs	3	4%
Animal	1	1.33%
Warrant	3	4%
Police Custody Related	1	1.33%
Family Dispute	6	8%

### **Weapons Call Types:**

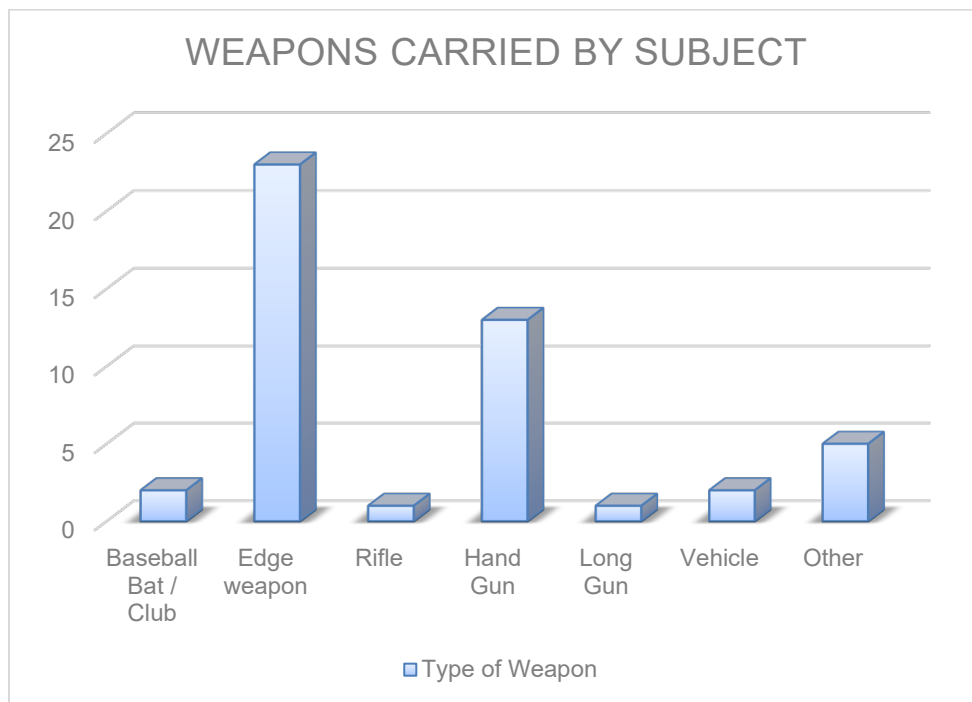
A member will draw their firearms when they reasonably believe it is necessary to protect themselves or a member of the public against a threat of serious bodily harm or death. The majority of use of force incidents occur when officers respond to weapon-related incidents.

### **Incidents with Armed Subjects:**

Of the 75 Use of Force Reports submitted in 2023, there were 89 individual subjects. Of these, forty-seven (47) subjects were armed with a weapon.

Of the subjects armed with a weapon, in twenty (20) instances a weapon was within reach of the subject, in fourteen (14) instances a weapon was in the hand of the subject

and in thirteen (13) instances a weapon was concealed on the subject. The most common weapons encountered in 2023 were edged weapons and firearms.



\*Other included: rocks, screwdriver, imitation pistols

## **USE OF FORCE OPTIONS**

### **Point or Discharge of Firearm and Dispatch of Injured animals:**

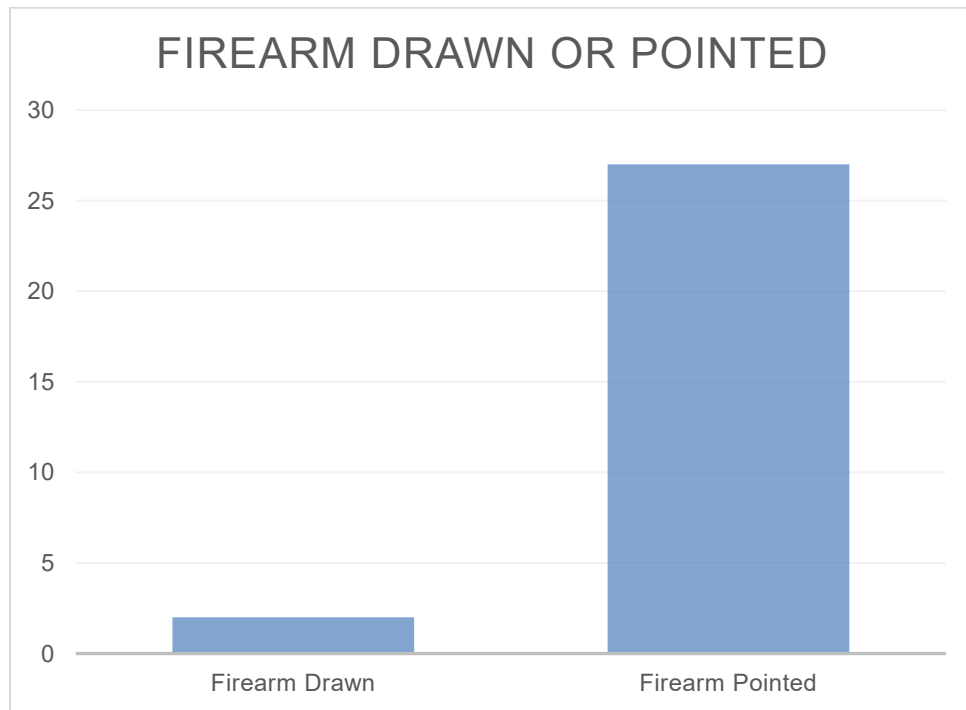
Of the 75 Use of Force Reports in 2023, 27 were the result of officers who drew their firearm and pointed it at a subject. There were 2 reports where the handgun was drawn but not pointed.

In one incident, the officer discharged a Conducted Energy Weapon at an animal, there were no instances where an officer had to dispatch an animal.

The figure presented below depicts instances where officers, confronted with circumstances they deemed to pose a credible threat of serious bodily harm or death, effectively deployed a blend of force, tactical communication, and de-escalation techniques.

Verbal interaction, conflict prevention and de-escalation techniques are the most utilized strategies in all use of force occurrences/encounters. De-escalation was used as an alternative strategy prior to an application of force in 85% of all occurrences/encounters where force was used. The need to resolve an immediate

threat to public or officer safety may limit the ability to use alternative strategies such as conflict prevention and de-escalation.



### **Intermediate Weapon- Conducted Energy Weapon (CEW):**

Sarnia Police Service members are issued the Taser X2. Conducted Energy Weapons (CEW) can be used in three modes based on a multitude of factors including, but not limited to, situational or environmental conditions and subject behaviours.

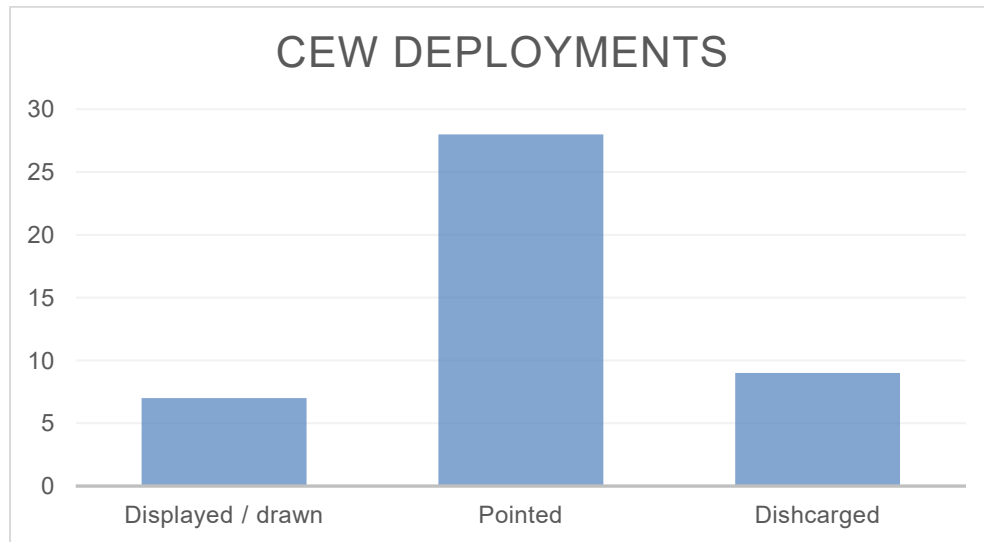
In 2023, CEWs were used a total of 44 times and represented 58% of all Use of Force Reports.

Of the 44 instances that a CEW was used, in 16% (7), of those instances the CEW was accessed by the members and displayed but not pointed at a subject. Each incidence of demonstrated force was effective in gaining the compliance of the individual.

In 64 % (28) instances where the CEW was pointed at an individual, the CEW was reported to be effective in gaining compliance by the subject.

In 20% (9) of the 44 reported use of force incidents, the CEW was discharged at a subject in an attempt to achieve Neuromuscular Incapacitation (NMI). In each instance, NMI was achieved and this resulted in subject compliance.

In one instance the CEW was discharged on an animal to protect public safety.



**Physical Control of a Subject:**

Physical control refers to the application of physical force upon a subject. A Use of Force Report is required if the subject requires medical attention because of the physical application of force.

Of the 75 Use of Force Reports submitted in 2023, one report was for the application of physical control techniques being used on a subject. The submitted report indicated that the force used was appropriate and gained compliance of the subject.

**INJURIES DATA**

**Officer Injuries vs. Subject Injuries:**

In 2023 reports indicated a total of 2 officers and 1 subject received injuries during use of force incidents. All injuries reported were minor in nature.

Medical attention is required to remove the CEW probes. No injuries were reported due to the removal of CEW probes.

**SUBJECT RACE DATA**

**Perceived Subject Race:**

As of January 1, 2020, police services are required to collect data on the perceived race of subjects involved in use of force incidents (*Anti-Racism Act*). The Ministry's Use of Force Reporting form contains a series of datasets that attempt to monitor and identify disparity in police use of force in relation to the seven race-based categories.

In 2023, Sarnia Police Service had 32,079 interactions with the public of which 75 (0.23%) included an application of force to 89 subjects. The use of force applied ranged from physical control to less lethal to pointing a firearm.

During Use of Force Reporting, officers must select the subject's perceived race from one of seven categories. Inaccuracies in capturing race-based information may exist as an involved subject may not self-identify for data collection purposes or an officer's perception may be incorrect for a variety of reasons (e.g. mixed ancestry).

The above considerations could lead to an over or under-representation of certain racialized groups in police use of force reporting.

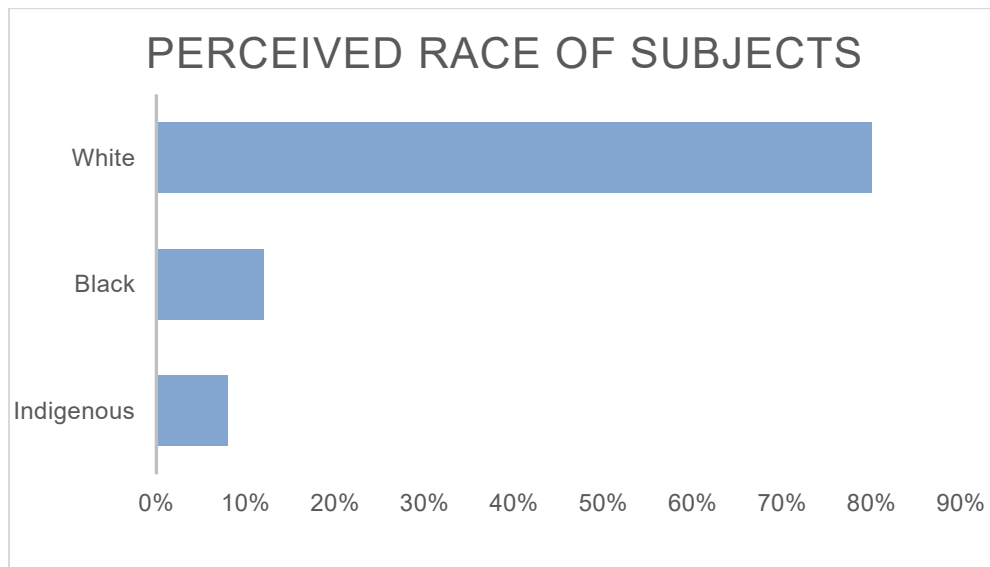
Identified groups are categorized by the Ministry as follows:

- Black
- East/Southeast Asian
- Indigenous (First Nation, Metis, Inuit)
- Latino
- Middle Eastern
- South Asian
- White

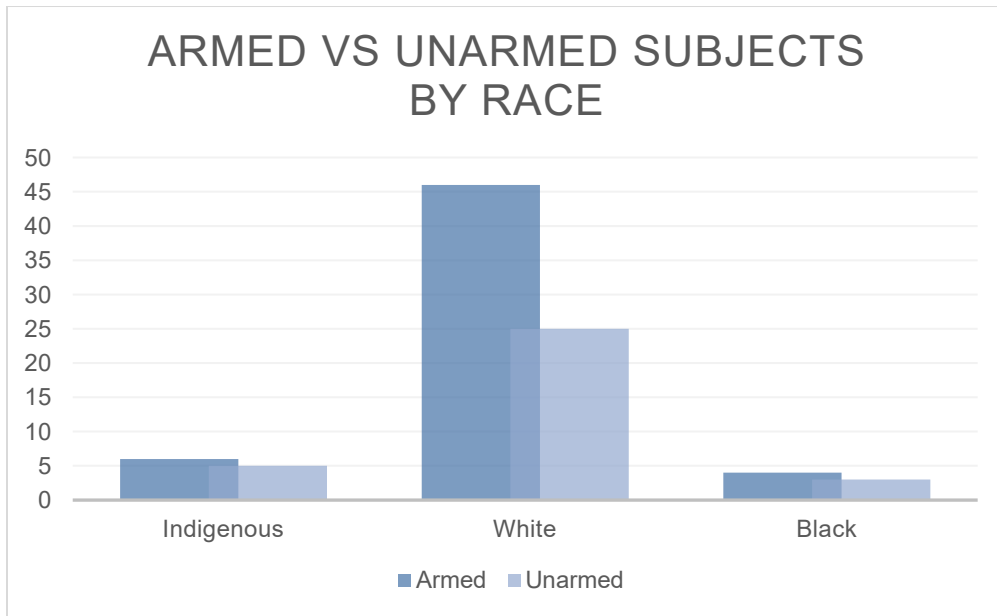
The first chart illustrates the perceived race of these subjects. The second chart illustrates the number of armed versus unarmed subjects by race category.

The type of weapons carried by subjects were knives, handguns, rifles, motor vehicles and shovels.

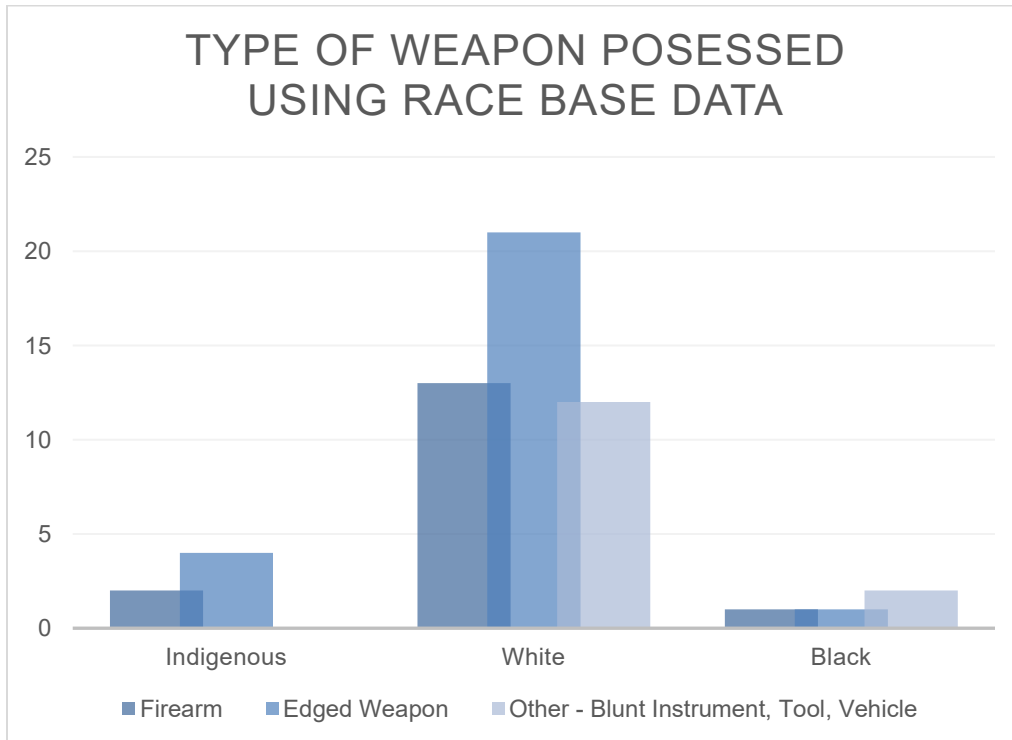
The third chart illustrates race-based data and the type of weapon used.



**Armed vs. Unarmed Subject by Race:**



**Race-Based Data Collection and the Type of Weapon Used:**



## **Unarmed Subject Analysis:**

Sarnia Police members applied force on 33 unarmed subjects in 2023. A review of each incident involving the application of force on an unarmed subject revealed officers correctly assessed and used sound judgement in their application of force based on the specific situation. Situational factors such as the nature of the call, the physical size of the subject, history with the subject and perceived weapons by a subject all lead to the officers displaying force to gain compliance of an unarmed subject.

Within the unarmed category, the application of force becomes subjective due to the multitude of situational factors. Each incident was reviewed to identify whether there was a race disparity in the application of force when the officer encountered similar circumstances. The review showed that no race disparity was observed with respect to the application of force on unarmed subjects when considering the specific subject behaviour and/or information known about the call or subject.

## **CONCLUSION**

The Sarnia Police Service strives to serve the community with dignity, respect and empathy. It is with these goals in mind that we are committed to continual improvement as we aspire for zero harm and zero death outcomes in all Use of Force encounters.

The data collection from the mandatory use of force reporting in 2023 sheds light on a noteworthy aspect of policing, indicating that use of force incidents constituted less than 1% of the overall police interactions.

Police encounters are often dynamic, and despite their best efforts, police cannot entirely eliminate the need for the use of force in certain circumstances. This emphasizes the importance of equipping law enforcement with the tools and training necessary to navigate diverse situations, ensuring that force, when deployed, is done in an effective manner and in adherence to proven protocols.

The Sarnia Police Service provides its officers with training that meets or exceeds legislative standards as set out by the Ministry of the Solicitor General. By continuing to identify and evaluate our training needs, we are committed to evolving and delivering training programs that ensure our officers are prepared to meet the needs and concerns of the community with compassion and professionalism.



## APPENDIX A

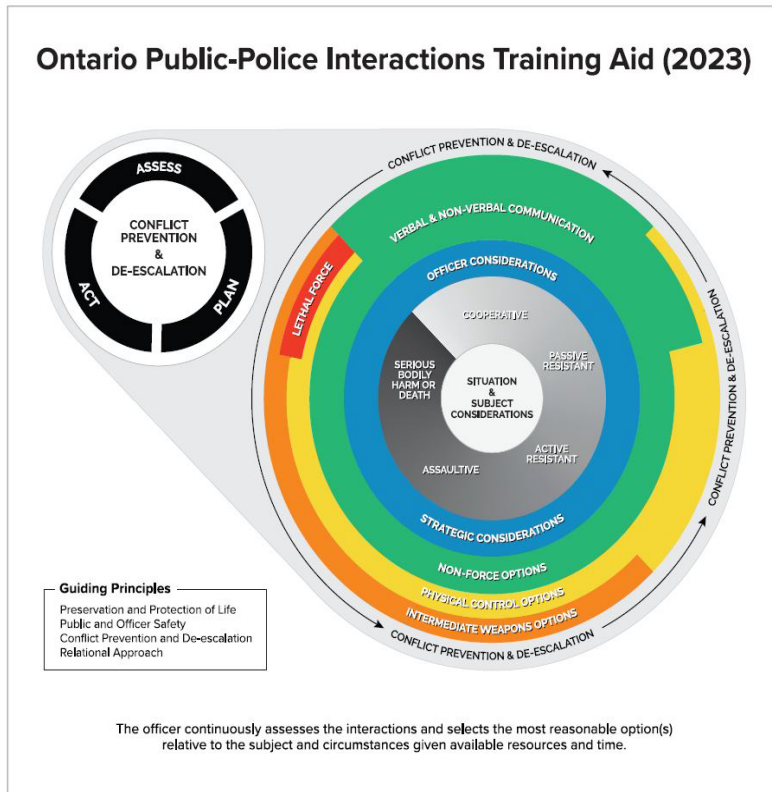
Police officers in Ontario, follow a use-of-force model to guide their actions and decisions when faced with situations that may require the application of force.

In 2023 the Ministry of the Solicitor General approved the replacement of the 2004 Ontario Use of Force Model with a newly designed model, “The Ontario Public-Police Interaction Training Aid”.

The Ontario Public-Police Interaction Training Aid is a structured framework that helps officers assess the level of force necessary in a given situation and ensures that force is used only to the extent required to achieve a lawful and legitimate purpose.

The new Training Aid was incorporated into the Ontario Police College’s (OPC’s) Use of Force Trainers Course and Basic Constable Training program in April 2023. The training aid outlines the general principles that govern police interactions with the public, including the use of force on those occasions when an application of force is required.

<b>Conflict Prevention</b>
The pre-emptive use of verbal and non-verbal strategies with people in situations with a potential to escalate (speeding ticket, neighbour dispute)
<b>De-escalation</b>
The use of verbal and non-verbal strategies intended to prevent conflict or reduce the intensity of a situation without the application of force and, if force is necessary, reducing the amount of force if viable
<b>Assess-Plan-Act</b>
A cognitive process applied by the officer to circumstances related to the subject/situation and impacted by perceived/actual risk, available time, and resources. This process is continuous, allowing for reassessment based on changing information.
<b>Situation &amp; Subject Considerations</b>
Some factors impacting an officer's perception and decision-making of the subject and situation are: weather conditions, indoors/outdoors, number of officers/subjects, perceived subject ability (cognitive ability, skill, size, weapon), cultural awareness, gender identity.
<b>Subject Behaviors</b>
<b>Cooperative:</b> Subject complies with a lawful request
<b>Passive Resistant:</b> Subject refuses a lawful request, verbally and/or physically by standing still, sitting, laying down
<b>Active Resistant:</b> Subject pulling/pushing away, walking away, running away
<b>Assaultive:</b> Threatens/attempts/strikes the officer, kick, punch, spit, headbutt (no weapon)
<b>Serious Bodily Harm or Death:</b> The use of any weapon or technique reasonably likely to cause serious bodily harm or death



<b>Officer &amp; Strategic Considerations</b>
Factors impacting perception and decision-making, including ICEN, ICLEAR, NRA, POL personal experience, skills/ability, stress, injuries, specialty units, available time
<b>Verbal &amp; Non-Verbal Communication</b>
<b>First Contact Approach:</b> Hello, my name is <b>Relational Approach:</b> I can see you are struggling, I'm here to help you. <b>Directive Approach:</b> Police, don't move! <b>Consistent Verbal/Non-Verbal Approach:</b> facial and body expressions consistent with message, applies to both subject and officer
<b>Non-Force Options</b>
Increasing available time to delay/eliminate the need for force may be done using: Distance, Physical Presence, Isolation, Containment, Evacuation, Cover, Concealment, Reposition, Teamwork, Disengagement
<b>Physical Control Options</b>
<b>Soft:</b> controlling an arm/wrist, pressure points, barrier assist <b>Hard:</b> strikes/grounding techniques
<b>Intermediate Weapons Options</b>
Pepper Spray, Expandable Baton, Conducted Energy Weapon, Less Lethal Shotgun, ARWEN, Shields, Canine, Horses, any other approved weapon
<b>Lethal Force</b>
Use of any weapon/technique reasonably likely to cause serious bodily harm or death
<small>This Training Aid is not prescriptive and does not replace the law. An officer's actions must be lawful, necessary, reasonable and proportional</small>

## APPENDIX B

### **Subject Behaviours:**

#### **Co-operative:**

The subject responds appropriately to the officers' presence, direction and control.

#### **Resistant (Passive):**

The subject refuses, with little or no physical action, to cooperate with the officer's lawful direction.

#### **Resistant (Active):**

The subject uses non-assaultive physical action to resist. The subject refuses to comply with the officer's lawful direction.

#### **Assaultive:**

The subject attempts to apply or applies force to any person; attempts or threatens by an act or gesture to apply force to another person.

#### **Serious Bodily Harm or Death:**

The subject exhibits actions that the officer reasonably believes are intended to or likely to cause serious bodily harm or death to any person.

### **Use of Force Options:**

#### **Officer and Strategic Considerations:**

While not strictly a use of force option the simple presence of an officer can affect both the subject and the situation. Consider the officers skills and abilities, availability of specialty units and time.

#### **Communication (verbal and non-verbal):**

An officer can use verbal and non-verbal communication to control and/or resolve the situation.

#### **Physical Control (Soft):**

Control oriented techniques including restraining techniques, joint locks and non-resistant handcuffing.

**Physical Control (Hard):**

Techniques intended to stop a subject's behaviour or allow application of a control technique. Hard control has a higher probability of causing injury and includes empty hand strikes such as punches and kicks.

**Intermediate Weapons:**

Force option that involves the use of a less lethal weapon. Less lethal weapons are those whose use is not intended to cause serious injury or death.

**Lethal Force:**

The use of a force option involving any weapon or technique intended to or reasonably likely to cause serious bodily harm or death.



# SARNIA POLICE SERVICE

## Public Agenda Information Report

**To:** Chair and Police Services Board Members

**From:** Chief Derek W. Davis

**Subject:** Health & Safety Report

**Date:** March 28, 2024

**Report #** 24-03-010-0

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### SUMMARY:

Attached is summary of the health and safety activities of the Sarnia Police Service covering 2023.

A handwritten signature in cursive script that reads "Derek Davis".

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Derek W. Davis  
Chief of Police

:JD

## **BACKGROUND:**

The Sarnia Police Service is required to adhere to the workplace safety requirements of the Ontario Occupational Health & Safety Act (OHSA). In late 2022, the SPS undertook a review of the internal health and safety program and policies to ensure compliance with the Act. The following is a summary of the improvements to the health and safety program, as a result of this review:

### **Joint Health & Safety Committee (JHSC)**

The JHSC has been revamped with the appointment of six new members to join the committee, including a new management and worker co-chairs. The committee has been meeting quarterly to review the program and to make safety recommendations. Dozens of JHSC safety recommendations have been implemented since 2023, with most involving identified building deficiencies.

### **Workplace Inspections**

Members of the JHSC have been conducting monthly workplace inspections, as required by the Act. This has been fruitful, as it has identified numerous minor deficiencies that have now been corrected.

### **Policies & Procedures**

A total of six new policies and procedures have been produced and implemented within the SPS, which strengthen compliance in the following areas: injury reporting, decontamination, specific hazards, workplace controls and the role of the JHSC. Several more policies are still being refined in development and will be released in 2024.

### **Workplace Injuries**

No workplace injuries were reported to the JHSC for review in 2023.

### **Specific Hazard Programs**

As the SPS has several workplace specific hazards that must be taken into account, two new specific hazard programs were implemented over the past year:

A new lead control program has been introduced to monitor and address lead exposure hazards in the firing range and includes specific mitigation measures such as employee hazard training and bi-annual blood level monitoring.

A new hearing conservation program has been introduced to monitor and address sound exposure in the firing range including testing and improved sound mitigation measures (sound absorbing panels and improved hearing protection)

The SPS, through the JHSC, will continue to monitor the organizational compliance with the OHSA, review specific instances of workplace injury and to make recommendations for improvement.

**CONSULTATION:**

Derek Davis – Chief of Police

Cathy Dam – Director of Financial Services

Jason Dale – Manager of Planning, Policy, Fleet & Facilities



## **SARNIA POLICE SERVICE**

### **Public Agenda Information Report**

**To:** Chair and Police Services Board Members

**From:** Chief Derek W. Davis

**Subject:** Contract Negotiations Update

**Date:** March 28, 2024

**Report #** 24-03-012-0

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#### **SUMMARY:**

In early 2023, the Sarnia Police Association (SPA) and the Sarnia Police Services Board (SPSB) were involved in active contract negotiations. These negotiations have been extensive and expansive, attempting to address several legacy issues and align the agreements with industry norms.

It was hoped that this negotiation would successfully conclude before January 2024, however, this did not materialize as anticipated. As negotiations continued, it became necessary to implement an interim agreement (Appendix A) for a 2024 salary increase of 3.25%. This is the same rate of increase that was provided to Sarnia Fire in their contract with the City of Sarnia.

Contract negotiations between the SPSB and SPA are scheduled to recommence in April 2024.

A handwritten signature in black ink that reads "Derek Davis".

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Derek W. Davis  
Chief of Police

:DD

## Memorandum of Understanding

Between:

**Sarnia Police Services Board**

And

**Sarnia Police Association**

### Re: Uniform 2020-2023 Collective Agreement Extension

The SPA and SPSB recognize that there has been extensive negotiations undertaken to reach a collective bargaining agreement. These negotiations have been collaborative and cooperative, but due to the comprehensive nature of the discussions, more time is needed before final agreement can be reached.

The SPA and the SPSB therefore agree to extend the current 2020-2023 Uniform Collective Agreement under the following conditions:

- The extension shall be for a one year period (January 1, 2024 – December 31, 2024)
- This extension is agreed to without prejudice to either party
- It shall include, retroactive to January 1, 2024, a 3.25% salary increase to pay. This is the identical increase that was achieved by Sarnia Fire. All other Articles remain unchanged.
- This extension includes agreed deadlines if no ratified agreement is reached prior:
  - October 1, 2024 – Mediation begins. However, if mediation is not successful,
  - November 1, 2024 – Arbitration begins
- Negotiations shall resume within 45 days from the signing of this agreement

This Letter of Understanding shall be appended to the 2020-2023 Collective Agreement for its duration and may be renewed by agreement of the parties.

**SARNIA POLICE SERVICES BOARD**

**SARNIA POLICE ASSOCIATION**



Chair Paul Wiersma



President Miro Soucek





## **SARNIA POLICE SERVICE**

### **Public Agenda Information Report**

**To:** Chair and Police Services Board Members

**From:** D/Chief Julie Craddock

**Subject:** Cadet Program

**Date:** 28 March 2024

**Report #** 24-04-013-0

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#### **RECOMMENDATION:**

*The Cadet Program socializes new candidates into the policing culture, provides them with learning and developmental opportunities and familiarizes them with the policies, procedures and work practices of the SPS through various training assignments.*

*This program will ensure that successful police constable applicants are on-boarded into the SPS while they wait for available seat allocations at the Ontario Police College.*

A handwritten signature in cursive script that reads "Julie M. Craddock".

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Julie M. Craddock  
D/Chief of Police

:JC

## **SUMMARY:**

Pursuant to *Section 51(1)* of the *Police Services Act (PSA)*, the Chief of Police will appoint cadet members to the SPS. This will ensure that qualified candidates who have exceeded all phases of the Police Constable Selection Process are given meaningful employment opportunities while they wait for seat allocations for the Basic Constable Training (BCT) at the Ontario Police College (OPC). The Cadet Program will not exceed the authorized strength of the Sarnia Police Service as these positions will be filling existing vacancies for police constable.

## **BACKGROUND:**

The Sarnia Police Service, like many other small and mid-size police organizations, does not have a full-time Recruiting Unit. Police officers from other areas of the organization are required to recruit new hires (information sessions, job fairs), conduct interviews, complete background investigations, and provide pre and post OPC training. This creates an impact on the officer's assigned unit and their workload. This model requires the balancing of competing organizational priorities and scheduling these tasks takes place months in advance.

Seat allocations at the Ontario Police College for the Basic Constable Training are distributed based on service size. This often results in the SPS receiving fewer seats than required. In addition, the allocation of seats to police services is often done just prior to an intake session commencing. This has created a situation where the SPS must recruit for the number of internal vacancies with no guarantees that successful candidates will be able to attend the mandatory BCT.

The SPS is at risk of losing viable candidates to larger organizations when we can't offer them a seat at OPC due to capacity limits. The recruitment, hiring and retention of police officers is a competitive process in the Province of Ontario, and larger organizations with a far greater number of seat allocations and full-time Recruiting Units often take candidates who were unable to be hired by smaller organizations because of capacity limits.

## **DISCUSSION / ANALYSIS:**

Many police services in Ontario have a Cadet Program. The primary purpose of the SPS Cadet Program will be to provide a bridge for successful applicants by hiring them as a Cadet, continuing to develop the competencies, skills, and abilities required of Police Constable's and when seat allocations become available, sending them to OPC to complete their BCT course.

The Cadet Program will introduce new members into policing and provide them with learning and developmental opportunities. Cadets will be assigned to platoons where they will familiarize themselves with the policies, procedures, and work practices of the SPS under the guidance of a coach/mentor officer.

Cadets will be able to perform the following duties (under the direct supervision of a sworn officer):

- (a) patrol duty – a cadet member shall be allowed to accompany a designated coach officer/mentor officer during uniform patrol escorts, including foot patrol.
- (b) front desk duty – a cadet member may be allowed to assist front desk members, in dealing with the public at the front desk, and to offer assistance or information.

- (c) court observation – a cadet member may observe court proceedings and related court services operations.
- (d) Communication Bureau observations – a cadet member may be allowed to attend the Communication Bureau as an observer, to gain an understanding of communication operations.
- (e) emergency call-out duty – a cadet member is subject to emergency call-out in circumstances as ordered by the Chief of Police.
- (f) special events/parades – a cadet member shall be allowed to perform duties related to crowd control under supervision of a sworn member of the Service, at parades, festivals, special occasions, or special events, as the need may arise.
- (g) traffic point duty – a cadet member may direct traffic only when they have completed required training and are supervised by a sworn officer.
- (h) A cadet member may assist in the cell block area to observe and gain an understanding of prisoner supervision and the searching of persons if supervised by a sworn officer.
- (i) other duties – any other duties as directed by the Chief of Police.

#### **FINANCIAL ANALYSIS:**

The hiring process for police constables is referred to as the Constable Selection System (CSS) and involves many phases that each candidate must successfully complete. This incurs additional costs above the human resources involved in recruitment and training, including but not limited to physical fitness testing, psychological testing, and background investigations.

The Cadet Program will be comprised of successful applicants who have completed the CSS process and who would have been offered a seat at OPC if one was available.

The creation of a Cadet Program will ensure the efforts of the recruiting officers and all other costs associated to the hiring of a police officer are not lost.

#### **CONSULTATION**

Chief Derek Davis  
Inspector Mike VanSickle, Operations Division Commander  
Sergeant Sean MacDonald, Recruitment and Training Bureau