



## 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: May 12, 2026

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#### Strategic Priority Alignment:

Administrative/Procedural

#### Recommendation:

**That** the Kingston Police Service Board approve the policies listed in this report – Report Number 26-27, 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:

- Communications and Dispatch
- Community Patrol
- Internal Task Force

- Paid Informants and Agents
- Police Action on Labour Disputes
- Policing Indigenous Occupations & Protests
- Public Order Units
- Search of Persons
- Search of Premises
- Victim's Assistance

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" Communications and Dispatch
- Exhibit "B" Community Patrol
- Exhibit "C" Internal Task Force
- Exhibit "D" Paid Informants and Agents
- Exhibit "E" Police Action on Labour Disputes
- Exhibit "F" Policing Indigenous Occupations & Protests
- Exhibit "G" Public Order Units
- Exhibit "H" Search of Persons
- Exhibit "I" Search of Premises
- Exhibit "J" Victim's Assistance



## KINGSTON POLICE SERVICE BOARD

### Communications and Dispatch (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019, s. 15.

### **Board Policy**

It is the policy of the Kingston Police Service Board (the Board) with respect to communications and dispatch services that:

- a) The Board will contract with a communication service provider to provide the services of a communication centre; and
- b) The Chief of Police will:
  - I. Ensure that a communication centre is used to dispatch police service members. The communication centre must operate 24 hours a day, have one or more communication personnel available to answer emergency calls for service, and maintain constant two-way voice communication with police officers on patrol or responding to emergency calls;
  - II. Ensure continuous supervision of police communications and dispatch services by having, at all times, a member of the contracted communication/dispatch centre available 24 hours a day;
  - III. Ensure that police officers on patrol have a portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol;

Exhibit "A" to Report Number 26-27

- IV. In consultation with the contracted communication/dispatch centre, establish and maintain written procedures and processes on communications and dispatch services;
- V. Ensure that members who provide communication and dispatch services meet the requirements of section 15 of the *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*;
- VI. Regularly monitor and evaluate the management and effectiveness of the communications/dispatch centre;
- VII. Establish and maintain a written procedure that sets out when more than one officer will respond to an occurrence or call for service and ensure the Communication Centre is provided with a copy of the procedure;
- VIII. Establish and maintain written procedures on communications and dispatch services;
- IX. Regularly review communication and dispatch procedures to remain current with case law, inquests, inquiry findings, and amendments to related legislation; and
- X. Ensure that Communicators and those supervising them have successfully completed the prescribed training by the Minister.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Community Patrol (LE-00XX)

Adopted

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O Reg. 392/23: Adequate and Effective Policing (General), 2019.

### **Board Policy**

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General) – Law Enforcement* it is the policy of the Kingston Police Service Board with respect to community patrol that the Chief of Police will:

- a) Ensure the Service will provide community patrol consisting of general patrol and directed patrol in areas and times considered necessary and appropriate, by using Service members;
- b) Ensure that there are sufficient members on general patrol to ensure that during non-peak periods members are available to respond to calls for service, follow-up calls, provide a preventative presence and support community policing objectives;
- c) Establish and maintain written procedures and processes on community patrol, including when directed patrol is considered necessary or appropriate based on such factors as crime, call and public disorder analysis, criminal intelligence, and road safety, community consultation; and

Exhibit "B" to Report Number 26-27

- d) Ensure that written arrangements are in place with other police services to obtain their assistance or support in enhancing the community patrol function in extraordinary circumstances.

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Chair

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Board Administrator

## KINGSTON POLICE SERVICE BOARD

### Internal Task Force (LE-00XX)



Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019.

### 1. Policy Statement

The Kingston Police Service Board (the Board) is committed to ensuring effective management and accountability of internal task forces. It is therefore the policy of this Board to support the use of internal task forces where appropriate, in accordance with protocols for annual reporting on task force activities, costs, and performance outcomes.

### 2. Board Policy

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the policy of the Kingston Police Service Board with respect to internal task forces operations that the Chief of Police will:

- a) Develop and maintain written procedures that address the approval process and accountability mechanism for internal task forces; and
- b) Provide information in an annual report on the number of completed internal task forces established within the Police Service, the cost to the Police Service and whether they achieve their performance objectives.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Paid Informants and Agents (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019.

### 1. Policy Statement

The Kingston Police Service Board (the Board) is committed to the responsible and ethical management of paid informants and agents. The Board is dedicated to protecting the identities and safety of those involved, while maintaining the highest level of accountability and professionalism within the Kingston Police Service.

### 2. Board Policy

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the policy of the Kingston Police Service Board with respect to paid informants and agents that the Chief of Police will:

- a) Establish and maintain written procedures and processes relating to the use and management of paid informants and agents;
- b) Establish and maintain written procedures on the use of in-custody informants that are consistent with *Ontario Regulation 394/23 - Major Case Management and Approved Software Requirements*; and

Exhibit "D" to Report Number 26-27

- c) Ensure that the necessary financial controls and processes for the monetary remuneration of informants and control of funds are in place to ensure the integrity of the police service.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Police Action at Labour Disputes (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019. Community Safety and Policing Act, 2019, s. 89 (1).

#### **1. Policy Statement**

The Kingston Police Service Board (the Board) is committed to maintaining peace and enforcing the law during labour disputes. It is the policy of the Board to direct the Chief of Police to establish and maintain procedures that define the role of police at labour disputes, ensure neutrality and impartiality, support appropriate communication with management, labour, and the public, and provide members with the necessary training to carry out their duties lawfully and effectively.

#### **2. Board Policy**

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing* it is the policy of the Kingston Police Service Board with respect to police action at labour disputes that:

- a) The role of the police at a labour dispute is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law; and
- b) The Chief of Police will establish and maintain written procedures, in consultation with agency that may provide the services of the public order unit, that are consistent with section 8 of the *Ontario Regulation 392/23 - Adequate and Effective Policing*, and;

Exhibit "E" to Report Number 26-27

- I. The role of the police at a labour dispute;
- II. Providing information to management, labour, and the public on police procedures during a labour dispute;
- III. Secondary activities under section 89 (1) of the *Community Safety & Policing Act*;
- IV. Ensure that members receive training in the role of police at labour disputes and in the law regarding lawful and unlawful picketing; and
- V. Ensure that procedures maintain neutrality and impartiality when dealing with representatives from management or labour during the course of a labour dispute, or when a trade union undertakes organizing activities.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Policing Indigenous Occupations and Protests (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) is committed to preserving the peace and enforcing the law during Indigenous occupations and protests in a manner that is respectful, impartial, and culturally informed. It is therefore the policy of the Board to direct the Chief of Police to establish procedures that emphasize communication, de-escalation, and appropriate training to support lawful and effective policing.

#### 2. Board Policy

The objective of policing Indigenous occupations and protests is to preserve the peace, prevent offences, and enforce the law in a manner that respects the rights, dignity, and distinct perspectives of all involved parties. To this end, it is the policy of the Kingston Police Service Board with respect to policing Indigenous occupations or protests that:

- a) The role of the police at an Indigenous occupation or protest is to preserve the peace, prevent offences, and enforce the law including offences against persons and property, in accordance with the powers and discretion available to a police officer under the law;
- b) The consideration of police actions at an Indigenous occupation or protest include preserving the peace, communication, negotiation and building trust with participating and affected communities; and

Exhibit "F" to Report Number 26-27

- c) The Chief of Police will develop and maintain written procedures on:
- I. Communicating information in relation to police procedures on Indigenous occupations and protests;
  - II. Training requirements for policing Indigenous occupations and protests that support cultural awareness and trauma-informed practice;
  - III. Fostering community understanding of the police response to the events;
  - IV. The collection and analysis of information prior to and during events; and
  - V. Addressing the uniqueness of Indigenous occupations and protests.
- d) The Chief shall ensure that members receive the appropriate training and that members involved in policing Indigenous occupations and protests have the requisite knowledge, skills and abilities and receive training on an ongoing basis.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Public Order Units (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019.  
Criminal Code, 1985, s. 63-68.

### 1. Policy Statement

The Kingston Police Service Board (the Board) is committed to maintaining public order through effective partnerships and strategic planning. The purpose of this policy is to ensure that the Kingston Police Service has access to specialized public order services through formal agreements with the Ontario Provincial Police.

### 2. Board Policy

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing* it is the policy of the Kingston Police Service Board with respect to public order maintenance that:

- a) Public Order support services are available through the Ontario Provincial Police (OPP) Framework Agreement;
- b) A public order unit must be able to be deployed in a reasonable time, having regard to:
  - I. The policing needs of the community;
  - II. The geographic and socio-demographic characteristics of the police service's area of policing responsibility;

Exhibit "G" to Report Number 26-27

- III. The total population and population density of the police service's area of policing responsibility;
  - IV. The presence of critical infrastructure in the location where the public order unit is to be deployed;
  - V. Information about public order incidents in the police service's area of policing responsibility within at least the previous three years, including information about the scope and severity of the incidents; and
  - VI. Best practices in relation to response times for public order units.
- c) The Chief of Police will establish and maintain written procedures, in consultation with the OPP which is providing the services of the public order unit, that are consistent with section 8 of the *Ontario Regulation 392/23 - Adequate and Effective Policing*, and;
- I. Set out the circumstances in which a public order unit may be deployed;
  - II. Set out the steps for obtaining the services of the public order unit;
  - III. Address the circumstances and processes for liaising with appropriate officials for the purposes of Sections 63 - 68 of the *Criminal Code*, regarding unlawful assemblies and riot situations;
  - IV. Outline the debriefing process for a public order incident following the deployment of a public order unit; and
  - V. Ensure that public order units be provided with at least the equipment and other resources set out in Schedule 1 (Required Equipment and Other Resources) of *Ontario Regulation 392/23 Adequate and Effective Policing (General)*.
- ci) The Chief of Police shall be assured by the contracting agency that any member who performs the duties of public order maintenance has the competence and experience to perform such duties and has successfully completed the required Ministry training or acquired the Ministry approved equivalent competencies.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Search of Persons (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019.

### 1. Policy Statement

The Kingston Police Service Board (the Board) is committed to ensuring that searches of persons are conducted lawfully, respectfully, and in a manner that upholds the dignity and human rights of all individuals. It is the policy of the Board to direct the Chief of Police to establish and maintain clear procedures, consistent with applicable constitutional and legislative requirements, that govern when and how searches are conducted, ensure appropriate supervision and documentation, and support transparency and accountability in annual reporting.

### 2. Board Policy

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the policy of the Kingston Police Service Board (the Board) with respect to the search of persons that the Chief of Police will:

a) Establish and maintain written procedures that address:

- I. The compliance by members of the Police Service with the legal, constitutional, and case law requirements relating to when and how searches of persons are to be undertaken;
- II. The circumstances in which an officer may undertake a search of person;
- III. Compliance with the *Charter of Rights and Freedoms*;

Exhibit "H" to Report Number 26-27

- IV. Frisk/field searches;
  - V. Strip/complete searches;
  - VI. Body cavity searches;
  - VII. Strip searches involving transgender, nonbinary, intersex, or gender-diverse persons;
  - VIII. Consent searches;
  - IX. Cultural and religious considerations in searches of persons;
  - X. The supervision – Officer-in-Charge – responsibilities of searches of persons; and
  - XI. The documentation of searches of persons.
- b) Ensure that officers and other members as appropriate are kept informed of changes in the law relating to the search of persons; and
- c) Annual Reporting – The Chief of Police shall obtain strip search data and report to the Board on the following information:
- I. Number of strip searches conducted each year;
  - II. Race of the arrestees, if known;
  - III. Gender of the arrestees, if known;
  - IV. Age of arrestees;
  - V. Number of times force was used;
  - VI. Number of times items were found during strip search, and
  - VII. Analysis of trends and concerns, if any.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Search of Premises (LE-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 392/23: Adequate and Effective Policing (General), 2019.

#### 1. Policy Statement

The Kingston Police Service Board (the Board) is committed to ensuring that searches of premises are conducted with strict adherence to legal, constitutional, and case law requirements. It is the policy of the Board to direct the Chief of Police to establish and maintain procedures that ensure that searches of premises are conducted in a lawful, proportionate, and accountable manner.

#### 2. Board Policy

Pursuant to *Ontario Regulation 392/23 - Adequate and Effective Policing (General)* it is the policy of the Kingston Police Service Board with respect to search of premises that the Chief of Police will:

- a) Establish and maintain written procedures on search of premises that require the compliance by members of the Police Service with the legal, constitutional, and case law requirements relating to the search of premises; and

Exhibit "1" to Report Number 26-27

- b) Ensure that officers and other members as appropriate are kept informed of changes in the law relating to search of premises.

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Chair

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Board Administrator



## KINGSTON POLICE SERVICE BOARD

### Victim's Assistance (VA-00XX)

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 ensuring compassionate and effective support for victims of crime. It is the policy of the Board to ensure that victims' assistance matters are addressed in a thorough, professional, and victim-centered manner. The Board further directs the Chief of Police to establish procedures that uphold victims' rights, support collaboration with community services, and ensure members are equipped to provide timely, culturally responsive, and trauma-informed support to victims of crime.

### 2. **Board Policy**

The following standards for adequate and effective policing respecting assistance to victims of crime are prescribed:

- a) Victims of crime shall be offered assistance, in a manner that is responsive to their individual circumstances and needs, as soon as possible; and
- b) Victims of 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.

Exhibit "J" to Report Number 26-27

It is the policy of the Kingston Police Service Board with respect to providing assistance to victims that the Chief of Police will:

- a) Working in partnership with the Victim/Witness Assistance Program (VWAP), Victim Services Leeds and Grenville (VSLG), municipalities, community, social service agencies, and other local organizations, promote the development of an integrated service delivery framework for providing assistance to victims, including safety planning;
- b) Establish and maintain written procedures on providing assistance to victims that reflect the principles of the Victims' Bill of Rights, 1995 and the Canadian Victims Bill of Rights;
- c) Establish and maintain written procedure that outline the responsibilities of members of the police service in providing assistance to victims;
- d) Ensure that members of the Police Service are aware of service providers or a victim referral service available in the area and how to facilitate access to those services; and
- e) Ensure that in each instance where there is a police service contact with one or more victims of crime involving physical or psychological injury, that such victims are referred to the appropriate community service provider in the area.

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Chair

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Board Administrator