



## 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: January 9, 2026

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#### Strategic Priority Alignment:

Administrative/Procedural

#### Recommendation:

**That** the Kingston Police Service Board approve the policies listed in this report, 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:

- Board-Chief Relationship and Communications Policy
- Secondary Activities
- Naloxone Administration

- Use of Force
- Accessibility Standards for Customer Service
- Complaints of Misconduct
- Disclosure of Misconduct
- Disclosure of Personal Information
- Safe Storage of Police Firearms
- Speed Detection Devices
- Workplace Violence Prevention
- Communicable Diseases
- Use of Auxiliaries
- Use of Volunteers
- Management of Police Records
- Active Attacker Incidents
- Marked General Patrol Vehicles
- Police Uniforms
- Secure Holsters
- Equipment – Body Armour
- Acoustic Hailing Devices

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.

#### **Contacts:**

Gail MacAllister, Chair, Policy and By-Law Committee [chair\\_board@kpsb.ca](mailto:chair_board@kpsb.ca)

Gregory Ridge, Member, Policy and By-Law Committee [gridge@cityofkingston.ca](mailto:gridge@cityofkingston.ca)

Lorie Sargeant, Board Administrator 613-876-6984

#### **Exhibits/Policies Attached:**

- Board-Chief Relationship and Communications Policy
- Secondary Activities

- Naloxone Administration
- Use of Force
- Accessibility Standards for Customer Service
- Complaints of Misconduct
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- Disclosure of Personal Information
- Safe Storage of Police Firearms
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- Acoustic Hailing Devices



## KINGSTON POLICE SERVICE BOARD

### Board-Chief Relationship and Communications Policy (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation:

#### 1. **Preamble**

This policy defines the communications and relationship framework and establishes clear expectations and protocols between the Chief of Police and the Kingston Police Service Board. It ensures clear expectations for information flow to ensure that the entire Board receives, timely, accurate, and relevant information necessary to fulfill its governance responsibilities under the *Community Safety and Policing Act, 2019* (the “Act”).

#### 2. **Board – Chief Relationship**

2.1 The Board’s legislative link to the Service is through the Chief of Police, and only the Chief of Police, who is responsible to:

- a. administer the police service and oversee its operation in accordance with the board’s policies and strategic plan;
- b. comply with any investigations conducted by the Law Enforcement Complaints Agency (LECA) or the SIU Director and any inspections conducted by the Inspector General; and
- c. comply with the lawful directions of the board.

- 2.2 The relationship between the Board and Chief of Police is a symbiotic one. The Chief of Police receives strategic direction from the Board including results to be obtained, limitations to be observed, authority that is delegated, and financial resources allowed. In turn, the Board receives information and input from the Chief of Police that it considers when formulating its policy, strategic plan, budget and quality assurance decisions.
- 2.3 The Chief of Police is responsible to the Board, and nothing contained in this policy empowers the Chief to perform or direct any act that encroaches upon the legislative powers of the Board.
- 2.4 This policy serves to describe and ensure continuity of the Board's relationship with the Chief of Police and link to the KPS.

### **3. Requirements**

- 3.1. The Board shall direct the Service solely through the Chief of Police, or in his/her absence or incapacitation, an Acting Chief of Police appointed by the Chief, or appointed by the Board if necessary.
- 3.2. The Chief of Police reports to and is responsible to the Board as a whole.
- 3.3. All Board direction to the Chief of Police shall be made by way of Board resolution.
- 3.4. Except in emergency situations, all Chief of Police reporting to the Board shall be made via Board Reports at Board Meetings, submitted through [admin\\_board@kpsb.ca](mailto:admin_board@kpsb.ca).
- 3.5. Whenever the Chief of Police travels outside of Ontario in excess of four (4) consecutive days or is otherwise unable to communicate effectively with either the Service or the Board, he/she shall appoint an Acting Chief of Police.
- 3.6. Whenever the Chief of Police is on vacation, sick leave or training for four (4) consecutive days or more, he/she shall appoint an Acting Chief of Police.
- 3.7. Whenever the Chief of Police travels outside of Ontario, and/or plans vacation, sick leave or training for four (4) consecutive days or more, the advance approval of the Board is required.
- 3.8. An Acting Chief of Police shall be a senior sworn member of the Service of the rank of Inspector or higher.

- 3.9. When an Acting Chief of Police is appointed, the Chief of Police shall inform the Board and the Service of the name of the incumbent and the duration of the appointment, prior to the commencement of such appointment.
- 3.10. The Chief shall inform the Chair of his/her ongoing vacation credit usage as it occurs, and the Chair shall relay that information to the Board Administrator who shall maintain a record on behalf of the Board.
- 3.11. The Board shall annually evaluate the performance of the Chief of Police, relative to the achievement of objectives and priorities established by the Board, and compliance with Board policies.

#### **4. Chief to Board Communications**

- 4.1 Communications are essential to effective Governance, especially the communications the Board receives from its top employee and sole official link to the Service: the Chief of Police. The Board relies on information from the Chief of Police to make informed decisions that are relevant, timely, clear and compelling. The Board also supplements the information provided by the Chief of Police with independent advice as appropriate.
- 4.2 Characteristics of effective communications from the Chief to the Board are:
  - a) Clarity
  - b) Transparency
  - c) Respect for roles (how the roles of management and the Board differ, and how they inter-relate)
  - d) Responsiveness
  - e) Risk awareness
  - f) Community sensitivity
  - g) Evidence-based
  - h) Trust and Candor

#### **5. Standard Communication Channels**

- 5.1 All information reported, and advice provided, to the Board shall be routed through the Board Email in written report format for placement on the Board portal and appropriate meeting/workshop agenda or correspondence folder, in accordance with the Procedural Bylaw. This includes any and all general and/or educational information. The **only exceptions** are:
  - a) information or advice that is relevant to the specific delegated authority of the Chair and/or Committee Chair; and
  - b) information or advice that is a Matter of Immediate Strategic Significance or a Critical Incident.

## **6. Matters of Immediate Strategic Significance**

- 6.1 A Matter of Immediate Strategic Significance is one that rapidly elevates the Board's operational, financial, reputational or other enterprise risk, and therefore calls for the Board's immediate attention and/or preparedness to take action prior to the next regularly scheduled meeting.
- 6.2 Examples of Matters of Immediate Strategic Significance include but are not limited to:
- a) Public events requiring Public Order elements to be deployed or placed on standby;
  - b) major incidents which may result in mass casualties;
  - c) incidents where the SIU has invoked its mandate in response to a death or life-threatening injuries
  - d) any incidents involving, directly or indirectly, senior police officers or civilian directors, board members or public figures that are likely to draw significant media attention;
  - e) any incident that warrants a special press/media conference involving the Chief of Police.
- 6.3 The timely and accurate receipt of such information positions the Board to respond to the public, Ontario Civilian Police Commission (OCPC), Inspector General (IG) and/or media inquiries and demands and helps to inform the Board's assessment of the Matter of Immediate Strategic Significance, as well as any Board decisions that follow from that assessment.

## **7. Notification Requirements for Matters of Strategic Significance**

- 7.1 When a Matter of Immediate Strategic Significance arises, the Chief or his/her designate shall notify the Board Chair and the Board Administrator of the pertinent information by any electronic notification (e.g. email, phone or text) at the earliest possible time and provide updates as available and necessary.
- 7.2 Upon receipt of notification of a Matter of Immediate Strategic Significance from the Chief or designate, the Chair or the Board Administrator shall inform the other Board members of the incident and any updates received.
- 7.3 For clarification purposes, any and all information that does not constitute a Matter of Immediate Strategic Significance, or is not a matter specifically for the Chair, or a Committee Chair, shall be provided to the Board Administrator for inclusion in the appropriate Board agenda for Board consideration/discussion.

## **8. Legislatively Mandatory Reporting**

- 8.1 In addition to the reporting timelines in the Governance Calendar and the reporting

contents requirements specified in other Board policies, the Chief shall report to the following (Regulation references added):

- 8.1.1 Outcome of Chief's investigation re: SIU event (O.Reg.90 s9) – per occurrence;
- 8.1.2 Notice late submission of Chief investigation SIU report with reasons (O.Reg.90 s8) – if required;
- 8.1.3 Chief investigation into circumstances of injury or death by firearm discharge (O.Reg.391 s9(2)) – per occurrence;
- 8.1.4 Firearm discharge by Chief (O.Reg.391 s9(5)) – on occurrence, if any;
- 8.1.5 Extreme incident response review & evaluation report (O.Reg.392 s11(2)) – per occurrence;
- 8.1.6 Extreme incident response review & evaluation report - notice late submission (O.Reg.393 s11(2)) – per occurrence, if required;
- 8.1.7 Active attacker response review and evaluation report (O.Reg.393(8)) – at the time of occurrence;
- 8.1.8 Active attacker response review and evaluation report - notice late submission (O.Reg.393 s8(6)) – as required, at the time of occurrence;
- 8.1.9 Chief or Deputy in personal conflict (O.Reg.401 s4(3)(b)) – per occurrence;
- 8.1.10 Institutional conflict with respect to Chief or Deputy O.Reg.401 s8(2)) – per occurrence; and
- 8.1.11 Mandatory Chief reporting misconduct of Deputy Chief (O.Reg. s22(1)) – per occurrence, if any.

## **9. Inquiries from the Media**

- 9.1 Any media requests received by the Police Service's Corporate Communications Office related to the Board mandate, policies or decisions shall be forwarded to the Board Email.

Unless otherwise specified, the Chair or Vice-Chair is the official spokesperson for matters within the jurisdiction of the Board. In response to an inquiry regarding the Board Governance or Board Policies, in the Chair's absence, the Board Administrator will ensure the Vice-Chair is apprised of the need for an official response from a request by the Media.



The Board spokesperson shall only comment on matters within the jurisdiction and mandate of the Board and shall avoid speaking on matters within the legislated authority of the Chief of Police. Similarly, the Chief of Police shall refrain from commenting or speculating, officially or otherwise, on matters within the Board's domain. Prior to responding to media requests for interviews or comments, the Board spokesperson shall consult, as appropriate, with the Chief or his/her designate to ensure the appropriate coordination.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Secondary Activities (AI-00XX)

Issued: November 1, 2024

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

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

The Kingston Police Service Board (the Board) recognizes that members may engage in professional and employment opportunities outside of policing, subject to the restrictions in the *Community Safety and Policing Act (CSPA)* and the authority of the Chief of Police. The community must trust that police officers will conduct their affairs in a manner that is consistent with the public interest and aligns with the values of the Kingston Police Service. The Board expects that members demonstrate the highest standards of integrity and ethical conduct, and that fulfilling their policing responsibilities remains, for the duration of their employment, members' primary professional and employment obligation.

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

a) Members of the Police Service shall not engage in any activity:

- I. That interferes with or influences adversely the performance of their duties as a member of the Police Service, or is likely to do so;
- II. That places them in a position of conflict of interest, or is likely to do so;

- III. That would otherwise constitute full-time employment for another person. This does not apply to auxiliary members of service; or,
  - IV. In which there is an advantage derived from being a member of the Police Service. Section 2 (a) (I) of this Policy does not prohibit a member from performing, in a private capacity, service that have been arranged through the Police Service.
- b) A member of the Police Service who proposes to undertake an activity that may contravene a section described in Section 2 (a) of this Policy, or who becomes aware that an activity that the member has already undertaken may do so, shall disclose full particulars of the situation to the Chief of Police. In the case of the Chief of Police, the full particulars of the situation shall be disclosed to the Board;
  - c) The Chief of Police or the Board, as the case may be, shall decide whether the member is permitted to engage in the activity, subject to any conditions or restrictions that may be set out in the decision. The member shall be notified of the decision in writing, with reasons, and a report shall be provided to the Board;
  - d) If a member who was previously granted permission to undertake a secondary activity, and the conditions for that activity are substantially altered, the member shall disclose the details of the changes to the Chief of Police, or the Board in the case of a secondary activity undertaken by the Chief of Police. The Chief of Police or the Board may rescind the permission to engage in the secondary activity, or place restrictions on the secondary activity, as a result of the changes disclosed. If the permission is rescinded or conditions are added, the Chief of Police shall provide a report to the Board; and
  - e) The Chief of Police may at any time rescind the approval if it is determined by the Chief of Police that the granted privilege has become a contravention of the *CSPA*, the performance of duties is adversely affected, or a member refuses to comply with a restriction imposed on the activity. The Board may take the same action with respect to any secondary activity undertaken by the Chief of Police.

### **3. The Police Chief**

- i. If the Chief of Police proposes to undertake an activity that may contravene subsection (a) or becomes aware that they have already undertaken such an activity, the chief shall disclose the full particulars of the situation to the board. The board shall decide whether the chief of police is permitted to engage in any proposed activity, subject to any conditions or restrictions that may be set out in the decision.

- ii. Once a decision has been made, the Chief shall submit a written report to the board respecting any decision made under subsection (c), with reasons.
- iii. The Chief shall report annually to the board a disclosure of all secondary activities under section 89 and decisions under that section.

4. **Reporting:**

The Chief of Police shall submit a written report to the Board in accordance with Section 2 (c) & (d) of this Policy. The report shall provide detail on the nature or type of the secondary activity disclose and the reasons for allowing or denying the member to participate in the activity, and any restrictions imposed. The Board shall prepare and publish reports outlined in Section 2 (c) & (d) of this Policy as they relate to any secondary activities of the Chief of Police.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Naloxone Administration AI-00XX

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

1. It is the policy of the Kingston Police Service Board (the Board) with respect to Naloxone Administration that the Chief of Police will:
  - (a) Develop and maintain written policies and procedures for the members of the Kingston Police Service relating to training deployment and use of Naloxone.
    - (i) Training deployment policies and procedures should include:
      - a) Maintenance of training records for personnel;
      - b) Refresher training to occur every 2 years and consist of familiarity with the effective administration and maintenance of Naloxone.
      - c) Demonstrate awareness of diverse community needs and the supports required to respond effectively.
    - (ii) Use of Naloxone policies and procedures should include:
      - a) Contacting Ambulatory services and Fire and Rescue services upon discovery of a possible opioid overdose,
      - b) Naloxone kits including at least 2 doses of Naloxone and appropriate PPE (ie, gloves);
      - c) Naloxone administration by a trained employee if

- (1) Ambulance services, fire and rescue services, or other medical assistance are not readily available.
      - (2) The administrator believes that the person is experiencing an opioid overdose.
      - (3) There is reason to believe the administration of naloxone would be appropriate.
      - (4) And effective to treat the overdosing person; and
      - (5) The employee believes it is safe for them to administer the naloxone.
    - d) Employees must notify a supervisor as soon as practicable after administering naloxone.
    - e) Assuring the supply, integrity, and expiration dates of Naloxone, ensuring:
      - (1) Naloxone kits are located in accessible locations in police facilities for emergency use by trained employees in the event of an opioid overdose.
      - (2) Employees shall report lost, damaged, or expired kits and receive replacements.
  - (iii) Employees who are personally issued naloxone kits must ensure the product is replaced prior to expiry and that it is protected from exposure to extreme temperatures; and,
- (b) Ensure that records are maintained relating to the deployment of Naloxone and report yearly to the Board.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Use of Force (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 391/23: Adequate and Effective Policing, 2019.

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

It is the policy of the Kingston Police Service Board (the Board) with respect to police use of force that:

- a) The Board, upon receiving a report on the investigation into an injury or death caused by the discharge of a member's firearm, will:
  - I. Review the report and make further inquiries as necessary; and
  - II. File a copy with the Ministry of the Solicitor General, including any additional inquiries of the Board.
- b) The Board, upon being notified that the Chief of Police has discharged a firearm in the performance of their duty, will cause an investigation into the circumstances and file a report on the investigation with the Ministry of the Solicitor General.
- c) The Chief of Police will:
  - I. Ensure that under the following circumstances, a use of force report shall be submitted to the Chief of Police whenever a member:
    - a. draws a handgun in the presence of a member of the public; b)
    - points a firearm at a person;
    - b. discharges a firearm;

- c. uses a weapon on another person;
  - d. draws and displays a conducted energy weapon to a person with the intention of achieving compliance;
  - e. points a conducted energy weapon at a person;
  - f. discharges a conducted energy weapon; or
  - g. uses force on another person, including through the use of a horse or a dog, that results in an injury requiring the services of a physician, nurse or paramedic and the member is aware that the injury required such services before the member goes off-duty.
- II. Ensure the Use of Force by a Member is justified and only as much force shall be used as is reasonably necessary based on the application of the Ontario Public Police Interactive Training Aid (OPPITA) and in accordance with the Criminal Code, the *Community Safety and Policing Act (CSPA)* and its Regulations or Provincial Statute;
- III. Pursuant to *Ontario Regulation 391/23 – Use of Force and Weapons*, ensure that members do not use a weapon other than a firearm, with the exception of those used on another member in the course of a training exercise in accordance with procedures, unless:
- that type of weapon has been approved by the Police Service and the *Regulations*;
  - the weapon conforms to technical standards established by the *Regulations*; and
  - the weapon is used in accordance with standards established by the *Regulations* and the Police Service's Procedures.
- IV. Pursuant to Section 12 (2) (a) of *Ontario Regulation 391/23 – Use of Force and Weapons*, ensure members who may be required to use force on another person is in compliance with the training requirements prescribed by the Minister on the Use of Force;
- V. Ensure that, at minimum, police officers:
- only carry the fireman (handgun), magazines and ammunition issued to them by the Police Service, pursuant to section 2 of *Ontario Regulation 391/23 - Use of Force and Weapons*, unless otherwise authorized by the Chief of Police;
  - of this Police Service, shall not be issued or use an aerosol weapon unless the weapon meets the requirements set out in *Ontario Regulation 391/23 – Use of Force and Weapons – Table 2* and approved by the Chief of Police;



- are issued a baton, as prescribed in *Ontario Regulation 391/23 – Use of Force and Weapons – Table 2* and approved by the Chief of Police; and
  - are trained in officer safety, communication, handcuffing, and physical control techniques, based on the application of the OPPITA.
- VI. Be authorized to issue a conducted energy device to police officers who are:
- front line supervisors;
  - members of tactical/hostage rescue teams;
  - members of preliminary perimeter control and containment teams;
  - all sworn officers, as designated by the Chief of Police; and
  - have received annual training from a ministry certified Use of Force Trainer who has successfully completed the Conducted Energy Device Trainers course.
- VII. Ensure that members do not:
- Pursuant to section 11 (3) of *Ontario Regulation 391/23 – Use of Force and Weapons* carry a firearm unless, the have successfully completed the prescribed training on the use of firearms and is competent in the use of the firearm; and
  - discharge a CEW unless the subject is threatening or displaying assaultive behavior or, taking into account the totality of the circumstances, the officer believes there is an imminent need for control of the subject.
- VIII. Ensure members have successfully complete the course entitled “Conducted Energy Weapon (CEW) Operator”, delivered by the Ontario Police College or by a Certified Trainer in respect of the course;
- IX. Ensure, pursuant to Section 11 of *Ontario Regulation 87/24 – Training* – members shall, within every 12 months, successfully completed the course entitled “Use of Force Requalification”, delivered by a certified trainer in respect of the course;

- X. If it is not reasonably possible for the member to comply within a 12-month period, the Chief of Police may provide an extension of up to 60 days, for the member to comply;
- XI. Establish and maintain written procedures consistent with the requirements in *Ontario Regulation 391/23 - Use of Force and Weapons*;
- XII. Establish and maintain written procedures that address Prohibited Use of Force Techniques;
- XIII. Immediately cause an investigation to be made where a member unintentionally or intentionally discharges their firearm, except on a target range or in the course of weapon maintenance;
- XIV. Immediately cause an investigation and file a report to the Board where a member, by the discharge of a firearm in the performance of their duty, kills or injures another person;
- XV. Where the Chief of Police discharges a firearm in the performance of the Chief of Police's duties, promptly report the matter to the Board;
- XVI. Ensure that a written record is maintained of the training courses taken by the members of the Police Service on the use of force and the use of firearms;
- XVII. Ensure the reporting of the use of force by members in accordance with *Ontario Regulation 391/23 - Use of Force*;
- XVIII. Ensure the ongoing review and evaluation of local use of force procedures, training, and reporting; and
- XIX. Provide a copy of the Police Service's annual use of force report to the Board every calendar year for review and ensure the availability of the report to the community which shall include:
  - a. The number of use of force incidents and reports
  - b. A description of the type of force used
  - c. Time of day of the use of force
  - d. The number of armed and unarmed subjects
  - e. The unit the member worked in at the time the use of force occurred
  - f. The number of years of service the member had at the time the use of force occurred
  - g. Member injuries and subject injuries related to use of force incidents
  - h. The perceived race of the subject of the use of force
  - i. Details of de-escalation training provided to member and the number of members who received such training.

- d) The Chief of Police shall further provide any other relevant information that may assist the Board in understanding the application of the use of force and possible trends, to the extent permitted by law and operational requirements. The Board shall publish the annual report under Section (c) XVIII of this policy on the Internet.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Accessibility Standards for Customer Service (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Accessibility for Ontarians  
with Disabilities Act, 2005.  
O. Reg. 165/16: Integrated Accessibility,  
2016.

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

The Kingston Police Service Board (the Board) is committed to ensuring equitable access to services, programs, facilities, and goods for individuals with disabilities. It is the policy of the Board to ensure that people with disabilities benefit fully from the same services, in the same place and in the same or similar manner as other customers. Board policies, procedures and practices are consistent with the core principles of independence, dignity, integration, and equality of opportunity for people with disabilities.

This applies to all residents, visitors, and employees, in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), Ontario Regulation 429/07 Accessibility Standards for Customer Service (O. Reg. 429/07), Ontario Regulation 191/11 Integrated Accessibility Standards, the Community Safety and Policing Act (CSPA) and the Ontario Human Rights Code (OHRC).

#### 2. **Preamble:**

The Kingston Police Service Board (the Board) is committed to meeting its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005* ("AODA").

The AODA is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them.

The Ontario Government is issuing five sets of standards under the AODA to achieve the vision of a barrier-free Ontario by 2025. The first set is the “Accessibility Standards for Customer Service”, Regulation 165/16, which became law on January 1, 2008, and applies to the Board and the Kingston Police Service as of January 1, 2012.

The *Regulation* “Accessibility Standards for Customer Services” applies to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.

The Regulation states that every provider of goods or services will establish policies, practices and procedures governing the provision of its goods or services to persons with disabilities.

Providers must use reasonable efforts to ensure that the policies, procedures and practices they develop are consistent with the following principles:

- a) Dignity;
- b) Independence;
- c) Integration, except when alternate measures are necessary to meet the needs of people with disabilities; and
- d) Equal opportunity.

### 3. **Definitions:**

The definition of disability under the AODA is the same as that under the *Ontario Human Rights Code*. Under that legislation, “disability” means,

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

- d) A mental disorder, or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997.
- f) “Service Animal” – For the purpose of this policy, an animal is a service animal for a person with a disability,
  - a. If it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
  - b. If the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the ability
- g) “Support Person” means that in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

#### 4. **Policy of the Board:**

- a) The Board will ensure that its Internet/Intranet sites and telephone system are accessible to people with disabilities, making technical modifications, where necessary, including building in the capacity for use of assistive devices;
- b) The Board will ensure, where reasonable, that publications printed by the Board be made available in alternate formats, upon request by people with disabilities;
- c) The Board will ensure its meetings and other meetings involving the public:
  - I. Be held at facilities that are physically accessible to people with disabilities; and
  - II. Have agendas and minutes that are accessible to people with disabilities.
- d) The Board will ensure the development of processes and procedures to deal specifically with accessibility in the following areas, as listed in the *Regulation*:

##### **I. Use of service animals and support persons**

- a. To ensure that all Members, volunteers, and others dealing with the public are properly trained in how to interact with persons with disabilities who are accompanied by a Service Animal.
- b. To ensure that any person with a disability who is accompanied by a Support Person will be allowed to enter any Service facility with his or her support person, unless the animal is otherwise excluded by law, such as food preparation areas as prohibited by Food Premises, R.R.O. 1990, Reg. 562 under the Health Protection and Promotion Act, R.S.O. 1990, c. H.7.

## **II. Notice of temporary disruptions**

- a. To ensure that temporary or partial disruption that would limit a person with a disability from gaining access to the services or facilities will be communicated by public notice. The notice will include the reason for the disruption, the date(s) of disruption, its anticipated duration and a description of alternative facilities or services, if available.
- b. Notification shall be done through signage posted in the appropriate places and through the Board's website, Kingston Police website and/or by any other method deemed reasonable and necessary in the circumstances.

## **III. Training for staff**

- a. To provide training to all Members, volunteers, and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approvals of customer service policies, practices, and procedures.
- b. To ensure that a training procedure is prepared identifying positions to be trained, the timeframe after hiring within which the training will be provided, and the recording of the training provided.
- c. The training will be in compliance with the AODA.

#### **IV. Feedback process**

- a. To ensure a feedback process regarding the way the Service provides goods and services to persons with disabilities is created, maintained, and evaluated.
- b. The Board and the Chief of Police will ensure that the feedback process on the provision of accessible customer service is accessible to people with disabilities and must be provided in alternative accessible formats and with communication supports, upon request.

#### **V. Notice of availability of documents**

- a. To provide notice of the availability of its policy and procedures on accessible customer service. The document can be made available on the Kingston Police Service Board website and be provided in accessible format or with communication support upon request.

#### **VI. Format of documents**

- a. To ensure all of the Board's policies including the Accessible Customer Service policy, by-laws and public documentation are available on the Board's website and can be provided in accessible format or with communication support, on request.
- e) The Board will ensure the Chief of Police develops procedures to ensure that Internet/Intranet sites and telephone system are accessible to people with disabilities, making technical modifications, where necessary, including building in the capacity for use of assistive devices;
- f) The Board will ensure the Chief of Police develops procedures to ensure, where reasonable, that publications printed by the Police Service be made available in alternate formats, upon request by people with disabilities;
- g) The Board will ensure the Chief of Police develops procedures to ensure that Police Service meetings involving the public:



- I. Be held at facilities that are physically accessible to people with disabilities, and
  - II. Have agendas and minutes that are accessible to people with disabilities.
- h) The Board will ensure the Chief of Police has taken all measures to ensure accessibility be consistent with the following principles: dignity, independence, integration (except where alternate measures are necessary to meet the needs of people with disabilities) and equal opportunity.

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Complaints of Misconduct by a Member of the Public (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019, s. 134.

O. Reg. 411/23: Complaints About Special Constables, 2019.

### 1. **Policy Statement**

The Kingston Police Service Board (the Board) acknowledges the pivotal role of community trust in effective policing. To foster and safeguard public trust, it is essential that the community perceives the Kingston Police Service as accountable and upholding the highest standards of conduct for all its members.

The Board is commitment to maintaining a comprehensive, impartial, and transparent complaints process. This process ensures that any allegations of misconduct against members are addressed with due diligence, guaranteeing fairness and respect for both Police Service members and the community they serve.

### 2. **Preamble:**

- a) April 1, 2024, the Office of the Independent Police Review Director (OIPRD) was renamed the Law Enforcement Complaints Agency (LECA) and the Independent Police Review Director will become the Complaints Director; and

- b) Pursuant to section 134 of the *Community Safety and Policing Act, 2019, (CSPA)* the Complaints Director has the authority to make rules to govern anything related to their duties or powers under the *CSPA*;
- c) Any member of the public, subject to the exclusions defined in section 154(2) of the *CSPA*, may make a complaint with the LECA. The complaint may be about the conduct of one or more Police Officers;

**Board Policy:**

**3. General:**

- a) The Chief of Police shall ensure that written procedures are in place to maintain an effective and efficient complaint system and to adhere to all requirements under the *CSPA*, associated Regulations and any requirements by LECA. The procedures shall provide that:
  - I. Liaison member(s) are trained to liaise with Supervisors, and to receive and ensure public complaints are investigated in accordance with the *CSPA*;
  - II. Well-defined and comprehensive processes exist for the purpose of investigating public complaints into alleged misconduct by sworn members and Special Constables;
  - III. Adequate training is provided to all members of this Police Service in respect of the complaints procedures of this Police Service and relevant Parts of the *CSPA*;
  - IV. The Liaison Officer or designate co-operate and follow the direction of the Complaints Director in respect of all public complaints;
  - V. A mechanism is developed and implemented to provide assistance for public complainants who may not be literate, or who may not be fluent in English; and
  - VI. That Public Complaint process information, including Public Complaint forms provided by the LECA, be posted and made available in an area accessible to the public.
- b) Any complaints received by a Board member against a police officer or a Special Constable shall be forwarded to the Chair of the Board. The Board shall forward a complaint against a police officer to the Complaints Director and shall notify the complainant, in writing, that the complaint has been forwarded to the Complaints Director. The Board shall also provide the complainant with information regarding

the role of the Complaints Director;

- c) Any complaints received by the Board about a Special Constable shall be referred to the Chief of Police, and the complainant shall be notified that the complaint has been forwarded to the Chief of Police;
- d) If the Board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Board shall forward the report to the Complaints Director; and
- e) If a person makes a complaint to the Board, a Board Member, or the Chief of Police, or any member of the Police Service about the conduct of a Board member, the person or entity in receipt of the complaint shall forward the complaint to the Inspector General, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Inspector General.

#### 4. **Policy and Procedure Complaints:**

- a) If a person makes a complaint to the Board, a Board Member, the Chief of Police, or any member of the Police Service about:
  - I. The adequacy and effectiveness of policing provided;
  - II. A failure of the Board, Chief of Police, Special Constable employer, Police Service, prescribed policing provider to comply with the *CSPA* or the regulations, other than misconduct, including a systemic failure; and
  - III. The policies of the Board or the procedures of the Chief of Police.
  - IV. The complaint shall be forwarded to the Inspector General, and the person who made the complaint shall be informed that the complaint has been forwarded, and the person shall be provided with information about the role of the Inspector General.
- b) If the Inspector General refers a complaint to the Board about the Board's policies or the procedures of the Chief of Police, the Board shall:
  - I. Review the complaint as it relates to the policies or procedures referred to;
  - II. Report back to the Inspector General within the time specified by the Inspector General, if any, about any steps taken in response to the complaint; and

III. Report to the Minister about any steps taken in response to the complaint

5. **Complaints about Sworn Members:**

- a) The Chief of Police shall investigate all complaints referred to the Chief of Police by the Complaints Director, in the manner directed by the Complaints Director and in accordance with the requirements of the *CSPA* and associated Regulations;
- b) In conducting an investigation, the Chief of Police shall endeavour to ensure that the investigation is concluded within 120 days of its commencement, not including any period during which an investigation is postponed or suspended in accordance with the *CSPA*;
- c) If the timing requirements above are not met in respect of an investigation, the Chief of Police shall give notice of the status of the investigation to the complainant, the person who is the subject of the investigation, the applicable designated authority and the Complaints Director every 30 days until the investigation is concluded unless, in the opinion of the Chief of Police, doing so might prejudice the investigation; and
- d) On concluding an investigation, the Chief of Police shall cause the investigation to be reported on in a written report. The Chief of Police shall promptly give a copy of the report to the Complaints Director. A copy of the report shall be provided to the complainant, the person who was the subject of the investigation, and any applicable designated authority, after the Complaints Director determines that providing a copy of the report will not interfere with a criminal investigation or proceeding.
- e) The Chief of Police may conduct an investigation of a police officer employed by the Service, other than a Deputy Chief of Police, and shall cause the investigation to be reported on in a written report.
- f) The Chief of Police shall promptly give notice of the substance of the reason for the investigation to the police officer, unless in the opinion of the Chief of Police, to do so might prejudice an investigation into the matter.
- g) In finally resolving the complaint, the Chief of Police shall take no action, resolve the matter informally, or order a hearing, as appropriate, in accordance with the requirements the Act.

6. **Complaints about Special Constables:**

- a) If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23* about a Special Constable employed by a Special Constable Employer, the Chief of Police shall forward the complaint to the Special Constable Employer and will notify the complainant that the complaint has been forwarded to the Special Constable Employer;
- b) If the Chief of Police receives a complaint made in accordance with *Ontario Regulation 411/23* about a Special Constable employed by the Board, the Chief of Police shall provide the complainant with written acknowledgment that the complaint has been received and shall:
  - I. Ensure that the complaint is investigated to determine whether the Special Constable's conduct constitutes misconduct, contravened the terms and conditions of the Special Constable's certificate of appointment or contravened any provision of the *CSPA* or the regulations;
  - II. Ensure that any allegations in the complaint of conduct that may constitute criminal conduct are investigated by a member of the Police Service or of another Police Service;
  - III. Advise the complainant, in writing, of the outcome of the investigation of the complaint and report on the outcome of the investigation to the Board.
  - IV. Endeavour to complete any investigation of a Special Constable under this section within 120 days after receiving the complaint, not including any period during which the investigation is postponed or suspended.
  - V. If the timing requirements above are not met in respect of an investigation, the chief of police shall give notice of the status of the investigation to the complainant and to the person being investigated every 30 days until the investigation is concluded unless, in the opinion of the chief of police, doing so might prejudice the investigation; and
  - VI. If the Special Constable is found to have engaged in conduct that constitutes misconduct, contravened the terms and conditions of their certificate of appointment or contravened any provision of *CSPA* or the *Regulations*, the Chief of Police shall take appropriate action to remedy the contravention.
- c) Notice to the public about how to make a complaint against a Special Constable shall be published on the Kingston Police Service's web site.

## **7. Complaints Against the Chief of Police:**

- a) If the Board receives a complaint about the Chief of Police, the Board shall forward the complaint to the Complaints Director in accordance with the *CSPA* and associated Regulations; and
- b) The Board shall adhere to all requirements of the *CSPA* and associated Regulations in executing its responsibilities under this section and shall seek legal counsel as required.

## 8. **Reporting**

The Chief of Police shall submit annual reports to the Board. The report shall include comparative data for the previous reporting period. The reports shall include the following information, except for complaints against the Chief of Police:

- a) The number of public complaints made against sworn members and Special Constables;
- b) The nature of the allegations against sworn members and Special Constables;
- c) The resolution of the complaints;
- d) The number of complaints resulting in discipline;
- e) The number of complaints against Kingston Police members referred to another agency; and
- f) The number of disclosures made under section 7 of this policy.

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Disclosure of Misconduct (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019, s. 183, s. 184, s.185, s. 190.

### 1. **Policy Statement**

The Kingston Police Service Board (the Board) recognizes the essential need for handling complaints against senior leaders of the Kingston Police Service with fairness and consistency. The Board is committed to ensuring that a comprehensive, confidential, and respectful process is in place to address allegations of misconduct involving the Chief of Police or Deputy Chief of Police. This policy details the procedures for members or former members of the service who wish to report alleged misconduct by these senior officials. Reprisals of any form for making such disclosures, or seeking advice about the process, will not be tolerated and may result in disciplinary action.

### 2. **Board Policy**

It is the policy of the Kingston Police Service Board (the Board) with respect to disclosure of misconducts and reprisals that the Chief of Police will:

1. Develop and maintain procedures that address:
  - a) Sections 183 and 184 of the *Community Safety and Policing Act (CSPA)*, 2019 – that requires every Chief of police establish written procedures regarding the disclosure of misconduct that is alleged to have been engaged in by members of its Police Service, other than by the Chief or Deputy Chief of Police;



- b) Section 185 of the *CSPA* instances where a member of a Police Service may disclose misconduct to the Inspector General;
- c) Section 190 of the *CSPA* - protection from reprisals for those seeking advice about making a disclosure about misconduct; making a disclosure of misconduct; co-operating in an investigation or other process related to disclosure of misconduct; or seeking enforcement of related sections of the *CSPA* around disclosures of misconduct;

2. The following elements should be included in the Procedure:

a) **Procedures for Disclosing Misconduct:**

- I. Any member or former member of the Police Service may disclose a misconduct by following the Police Service's procedure on disclosing misconducts; and
- II. Disclosures can be made to a designated officer(s), or another designated authority within the Police Service.
- III. Should the member or former member choose to make a complaint of misconduct to the Board, the complaint shall be in writing, addressed to the Board Chair, and submitted to the board office. The complaint should include as much detail as possible, including dates, witness names, and any relevant supporting documents.
- IV. The Board Chair shall review the complaint and consider whether urgent Board action is required. Legal counsel shall be consulted to determine how to address the alleged misconduct, including whether the interests of fairness require the disclosure of the identity of those involved in the complaint.
- V. The Board may refuse to address a disclosure of misconduct or a portion of it under section 183 of the Act if one or more of the following circumstances apply:
  - a. the subject matter of the disclosure is being handled by another person or body as a matter of law enforcement or in accordance with a procedure established under the Act;
  - b. the matter concerns employment or labour relations that could be dealt with through a dispute resolution mechanism, including a grievance procedure, established under the Act or any other Act, under a collective agreement or under an agreement of another kind;
  - c. the disclosure is frivolous, vexatious or made in bad faith;

- d. there has been a substantial delay between the disclosure and the incidents that are the subject matter of the disclosure.
- VI. If the Board declines to act on a disclosure or a portion of it, the Board shall inform the complainant, and may provide reasons for the refusal. If dissatisfied, the individual may contact the Inspector General under s. 185(b).

**b) Confidentiality and Protection of Identities:**

- I. The Chief of Police shall take all reasonable steps to protect the identities of individuals involved in the disclosure process, including the person making the disclosure, witnesses, and individuals alleged to have engaged in misconduct.
- II. Confidentiality measures may include anonymized reporting systems, secure communication channels, and strict access controls to information related to the disclosure.

**c) Exceptions for Fairness:**

- I. The Chief of Police shall ensure in cases where the interests of fairness and justice require, exceptions may be made to the confidentiality provisions, allowing for the disclosure of identities. Such exceptions shall be made under strict guidelines and only to the extent necessary to ensure a fair process for all involved. If the Board decides to disclose the identity of an individual, the Board will:
  - a. Advise the person whose identity will be disclosed in advance of the disclosure;
  - b. Advise the person who made the disclosure of alleged misconduct;
  - c. Require an undertaking of confidentiality from the person or persons to whom the disclosure is made requiring them not to make any further disclosure of the person's identity to any other person for that purpose; and
  - d. Inform the person to whom the identity is revealed that reprisals are not permitted under the Act, Service procedure, and Board policy and that, per the Act, Service procedure, and Board policy, reprisals will not be tolerated.

**d) Responsibilities:**

- I. The Chief of Police shall ensure all members of the Police Service are familiar with the misconduct disclosure procedure and the protections against reprisals for disclosing misconduct and shall provide regular training and updates on these procedures;
- II. The Chief of Police shall ensure all members are encouraged to report misconduct in good faith, in accordance with the established procedures

and to cooperate with any investigations or proceedings resulting from a disclosure of misconduct;

- III. The Chief of Police shall ensure all forms of reprisal or retaliatory action against individuals who disclose alleged misconduct are prohibited;
  - IV. Chief of Police shall ensure reports of misconduct by members are investigated and, when it is determined that such wrongdoing has occurred, take disciplinary or corrective action through established processes of the Police Service; and
  - V. The Police Service shall establish and maintain records of all misconduct disclosures and their outcomes. These records shall be reviewed regularly to ensure compliance with the Boards policy and the Police Services procedure and to identify any patterns or areas for improvement.
- e) **Review and Amendments:** The Police Services procedures shall be reviewed annually or as needed;
- f) **Dissemination and Training:** This policy, along with the Police Service's procedure, shall be made available to all members of the Police Service. Regular training sessions shall be conducted to ensure understanding and compliance;
- g) **Disclosure to the Inspector General:** The Police Service's Procedure will identify that a member of the police service may disclose misconduct to the Inspector General if,
- I. The member has reason to believe that it would not be appropriate to disclose the misconduct in accordance with the procedures established;
  - II. The member has already disclosed the misconduct in accordance with the Police Service's procedure and has concerns that the matter is not being dealt with appropriately; or
  - III. The applicable Board policy or Police procedure has not been established.
- h) **Reprisals:**
- a) The Chief of Police's procedure shall address any form of reprisal against individuals who engage in protected activities under the Police Service's procedure is strictly prohibited. A reprisal will include any adverse measure taken against a member of the Police Service that affects their employment or appointment. For the purposes of this policy and the Police Service's procedure, pursuant the to the *CSPA* reprisal includes:

- I. Terminating or threatening to terminate the person's employment or appointment;
  - II. Disciplining or suspending or threatening to discipline or suspend the person;
  - III. Imposing or threatening to impose a penalty related to the employment or appointment of the person; or
  - IV. Intimidating or coercing the person in relation to his or her employment or appointment.
- b) Any member or former member of the police service may file a complaint detailing the reprisal, including relevant dates, parties involved, and any evidence supporting the claim;
- c) Where an allegation of reprisal is received, the Chief of Police shall ensure an investigation shall be carried out in accordance with this policy and the Police Service's procedure and established processes, and:
- d) Where an investigation determines that a Member, other than the Chief or Deputy Chief of Police, is responsible for reprisal, that Member shall be subject to discipline in accordance with the established Police Service procedures and processes;
3. In respect to disclosures of misconduct relating to the Chief or Deputy Chief of Police, the following persons shall be notified:
  - I. A disclosure of misconduct in respect to the Chief or Deputy Chief of Police, shall be made to the Chair of the Board;
  - II. A disclosure of misconduct in respect of a Board member who is not the Chair, or a Board employee, shall be made to the Chair of the Board;
  - III. A disclosure of misconduct in respect of the Chair of the Board, shall be made to the Vice-chair of the Board.
4. It is also the policy of this Board:
  - I. Disclosures of misconduct received by the Board, the Board shall review the disclosure and, when it appears that a misconduct has occurred, request an investigation, or take disciplinary or corrective action through established processes;

- II. Ensure that, where misconduct has been determined and corrective action has been taken, a further review is also conducted to ensure that steps are taken to address the underlying causes and to take the appropriate actions to mitigate the risk of future occurrences; and
  - III. Where an investigation conducted determines that the Chief or Deputy Chief of Police, a Board member or a Board employee is responsible for reprisal, that Member shall be subject to discipline in accordance with established processes of the Police Service.
5. Any Member of the Police Service who knowingly makes a false allegation of wrongdoing in bad faith or who knowingly makes a false or misleading statement that is intended to mislead an investigation of an allegation of wrongdoing, the Chief of Police shall take the appropriate disciplinary or other applicable action.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Disclosure of Personal Information (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 412/23

Disclosure of Personal  
Information, 2019.

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

The protection of the safety of the community must be the paramount factor in decision-making by the Kingston Police Service. When making decisions regarding the release of personal information, a number of considerations must be weighed within the applicable legislative parameters that aim to balance privacy and the public interest.

This Kingston Police Service must earn and maintain the trust of the community in order to maintain public safety and therefore must be perceived to be acting in the public interest when disclosing personal information. This policy therefore intends to promote accountability and consistency by establishing criteria and conditions for the disclosure of personal information.

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

- a) It is the Policy of the Kingston Police Service Board (the Board) that the Chief of Police shall ensure that all provisions of *Ontario Regulation 412/23 – Disclosure of Personal Information*, are adhered to;
- b) The Chief of Police or a designate may disclose any personal information about any person if:

- I. The individual has been convicted or found guilty of an offence under any Federal or Provincial Act;
  - II. The Chief of Police or designate reasonably believes that the individual poses a significant risk to other persons or to property; and
  - III. The Chief of Police or designate reasonably believes that the disclosure of the personal information is necessary to reduce the risk described in section 2 (b) (II) of this policy.
- c) Disclosures by the Chief of Police must serve one or more of the following purposes:
- I. Protection of the public.
  - II. Protection of victims of crime
  - III. Keeping victims of crime informed of the law enforcement, judicial, or correctional processes relevant to the crime that affected them.
  - IV. Law enforcement.
  - V. Correctional purposes.
  - VI. Administration of justice, including the conduct of civil proceedings
  - VII. Enforcement of and compliance with any federal or provincial Act, regulation, or government program
  - VIII. Keeping the public informed of the law enforcement, judicial or correctional processes respecting any individual.
- d) The Chief of Police or designate may disclose to any person the following personal information about an individual who has been charged with, convicted of, or found guilty of an offence under any Federal or Provincial Act:
- I. The individual's name, age, date of birth and address;
  - II. The offence in question and if the individual has been convicted or found guilty of the offence, and any sentence imposed;
  - III. The outcome of all judicial proceedings relevant to the offence;

- IV. The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody; and
  - V. The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.
- e) If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by the Chief of Police or designate to the victim:
- I. The progress of investigations that relate to the offence;
  - II. The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid;
  - III. The dates and places of all proceedings that relate to the prosecution of the offence;
  - IV. The outcome of all proceedings, including the outcome of any proceedings on appeal;
  - V. Any pretrial arrangements that are made that relate to a plea that may be entered at the trial by the individual;
  - VI. The interim release and, in the event of conviction, the sentencing of the individual;
  - VII. If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence;
  - VIII. If the individual is charged with or convicted of the offence, any escape from custody of the individual; and
  - IX. If the individual is found unfit to stand trial or is found not criminally responsible on account of a mental disorder:
    - Any disposition provided for under the *Criminal Code* that is



made in respect of the individual, and

- Any hearing held with respect to the individual by the Review Board established or designated for Ontario under the *Criminal Code*.
- f) The Chief of Police or designate may disclose personal information about an individual who is under investigation for having committed an offence under any Federal or Provincial Act, or is charged with, convicted of, or found guilty of such an offence, to:
- I. Any Police Service in Canada;
  - II. Any correctional or parole authority in Canada;
  - III. Any person or agency engaged in the protection of the public or the administration of justice; or
  - IV. Any person or agency engaged in the enforcement of or compliance with any Federal or Provincial Act, regulation, or government program.
- g) In deciding whether or not to disclose personal information, the Chief of Police or designate, shall consider:
- I. The availability of resources and information;
  - II. What is reasonable in the circumstances of the case, what is consistent with the law; and
  - III. The public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.
- h) The Chief of Police or designate shall further consider, when deciding whether to disclose personal information of a person who has been charged, but not convicted, with an offence:
- I. Whether the potential exists for unnecessary harm to be caused if personal information is released when notifying the public of charges;
  - II. Whether the alleged offender is a repeat offender;
  - III. Whether the investigation or a related investigation may be advanced by publishing the personal information of the individual charged; and

IV. Whether the publication may assist in identifying other possible victims.

i) **Reporting:**

In the application of this policy, the Chief of Police shall report to the Board any matters of significance to the public interest as the need arises.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Safe Storage of Police Firearms (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.  
Firearms Act, 1995.

### **Board Policy**

1. It is the policy of the Kingston Police Service Board with respect to the safe storage of Police Service firearms that the Chief of Police will:
  - a. Establish and maintain written procedures that are consistent with the *Community Safety and Policing Act (CSPA)* and its *Regulations* and with the requirements of the *Firearms Act* and the *Public Agents Firearms Regulations*;
  - b. Ensure that members receive the appropriate training in relation to firearms safety as required by Section 117 of the *Firearms Act*, Section 3(1) of the *Public Agents Firearms Regulations* and that Members have the requisite knowledge, skills and abilities to perform this function;
  - c. Ensure that members act with full respect for human dignity and according to professional standards of skill, integrity and accountability; and,
  - d. Regularly review procedures on the safe storage of issued/authorized firearms to keep current with case law, inquests, inquiry findings and amendments to related legislation.
2. The Chief shall make a written report to the Board immediately following any incidents involving the discharge of a firearm:
  - a. When a member of the police service, accidentally discharges a firearm during the ordinary maintenance in accordance with the rules of the police service;
  - b. There has been property damage;
  - c. There has been a personal injury or death;

- d. The procedures with respect to firearms safety were not followed; and,
  - e. In any other circumstances where, in the opinion of the Chief, there is significant issue or potential liability to the Board or the Service.
3. The Chief will provide information in the annual report with respect to the safe storage of police service firearms.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Speed Detection Devices (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

### **Board Policy**

Traffic enforcement and the safety of road users are important elements of public safety and are statutorily required. In this regard, positive outcomes depend on the proper and safe operation of speed measuring devices, and the provision of standardized training in the safe, effective, and consistent use of speed measuring devices.

It is the policy of the Kingston Police Service Board with respect to speed detection devices that:

1. The Chief of Police will:

a) Ensure the provision of speed detection devices that:

- I. Devices are tested for accuracy and emission levels and certified following any repair/maintenance;
- II. Are tested for emission certification by the manufacturer in accordance with the current NHTSA performance standards adopted by IACP and entitled, "Speed Measuring Device Performance Specifications: Down-The-Road Radar Module" Technical Manual with certification provided on delivery of any new devices;
- III. Comply with emission safety limits that do not exceed 50W/m<sup>2</sup> in compliance with Health Canada's Safety Code 6, 2009 on all individual devices;
- IV. Are currently on the IACP conforming products list;
- V. Are tested for accuracy on set-up; and,

- VI. Are tested and certified initially by the manufacturer's requirements in accordance with NHTSA standards and are tested and certified following any repair/maintenance with information on tested emission levels and maintenance recorded.
- b) Ensure that training and information are provided on the use of speed detection devices;
- c) Ensure that each member uses, maintains, and cares for the speed detection devices provided to them in accordance with the standards established by the Minister;
- d) Ensure that police officers do not:
- I. Use speed detection devices unless the member has successfully completed the required training course(s) delivered by a qualified instructor;
  - II. Have speed detection devices transmitting when not in use; and,
  - III. Direct the speed detection devices towards any part of the body, specifically the head and groin areas.
- e) Ensure that, at least every twenty-four months, every member who may be required to use speed detection devices receives a refresher training course by a qualified instructor that reviews the topics covered in the initial training course, including updates on changes in case law, new technological developments and/or operating procedures;
- f) Ensure that appropriate equipment, in accordance with the Ministry's performance standard for speed detection devices, is used and available to members who provide the service of traffic radar; and,
- g) Ensure that police officers receive information regarding the Devices approved by the Chief of Police.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Workplace Violence Prevention (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Occupational Health and  
Safety Act, 1990.  
Community Safety and Policing Act, 2019.

### 1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to providing a work environment that encourages mutual respect and preserves personal dignity. The Board recognizes that its members have the right to work in an environment free from discrimination, harassment, and violence. The Board recognizes that unwanted behaviours in the workplace must be addressed early to minimize the potential for workplace harassment and workplace violence. Workplace violence and harassment is serious conduct that may constitute a violation of Canada's Criminal Code and/or the Ontario Human Rights Code.

### 2. **Board Policy**

The objective of workplace violence prevention is to ensure that employees have and feel they have a safe working environment, both physically and psychologically.

Where workplace violence occurs, or the threat of violence exists, it must be effectively investigated and appropriately addressed.

To this end, it is the policy of the Kingston Police Service Board with respect to workplace violence prevention that the Chief of Police will:

- a) Prepare and maintain written procedures with respect to workplace violence, and develop and maintain a program to implement the policy, in accordance with the *OHSA*;

- b) Establish and maintain written procedures on responding to and preventing violence in the workplace;
- c) Ensure that a workplace violence and harassment risk assessment is undertaken. This assessment shall consider the risks of workplace violence and harassment that may arise from the nature of the workplace, the type of work or the conditions of work;
- d) Ensure that all officers receive training on workplace violence prevention, which includes training on diversity and human rights, the Police Service's policies and procedures in relation to reporting and addressing workplace discrimination, violence and harassment are reviewed by all members;
- e) Ensure that the right to refuse work is subject to section 43(1) and 43(2) (a) of the Ontario Occupational Health and Safety Act, which stipulates that anyone employed in a police service cannot assert the right to refuse to work when the particular job or task is inherent in the employee's work; is a normal condition of the member's employment; or when a refusal to work would directly endanger the life, health or safety of another person;
- f) Take every precaution reasonable for the protection of a member if a person in authority becomes aware, or ought reasonably to be aware, of domestic violence that would likely expose a worker to physical injury that may occur in the workplace; and,
- g) Ensure that the disclosure of personal information related to a risk of workplace violence discloses no more than is reasonably necessary to protect the member from physical injury. Any disclosure of personal information shall be in compliance with the provisions of the *Community Safety and Policing Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

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Chair

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Administrator/Secretary





# KINGSTON POLICE SERVICE BOARD

## Communicable Diseases (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

Occupational Health and Safety Act, 1986

### 1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to protecting member health and safety by ensuring comprehensive measures are in place to prevent and manage occupational exposure to communicable diseases. The Board directs the Chief of Police to establish robust procedures, collaborate with health authorities, and provide ongoing training and resources, ensuring all members are equipped to handle potential exposures with the highest standards of care and confidentiality.

### 2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to communicable diseases that the Chief of Police will:

a) Develop and maintain written procedures that are consistent with:

- I. Ministry of Solicitor General directives;
- II. Any direction provided by the Local Public Health Unit;
- III. Ontario Public Health Standards Exposures of Emergency Service Workers (ESW) to Infectious Disease Protocol; and

IV. The most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases - An Information Manual for Designated Officers*.

- b) Designate and train one or more members as a Communicable Disease Coordinator(s);
- c) Ensure that each Communicable Disease Coordinator(s) act as the liaison with the local Public Health Unit;
- d) Ensure the Communicable Disease Coordinator(s) comply with Ontario Public Health Standards Exposures of Emergency Service Workers (ESW) to Infectious Disease Protocol;
- e) Ensure that each Communicable Disease Coordinator is provided with a copy of the most recent edition of the Ministry of Health and Long-Term Care's *Preventing and Assessing Occupational Exposures to Selected Communicable Diseases - An Information Manual for Designated Officers*;
- f) Work, where possible, with the local medical officer of health, to develop a post-exposure plan that addresses roles and responsibilities, reporting protocols, medical evaluation, intervention, confidentiality, access to treatments, and follow-up support for workers who have suffered a high-risk occupational exposure to a communicable disease; and
- g) In collaboration with the appropriate City of Kingston authorities, will develop a plan to ensure the availability of personal protection equipment in the case of a large-scale health emergency (e.g., pandemic).

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Use of Auxiliaries (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019, s. 91 (1).

### **1. Policy Statement**

The Kingston Police Service Board (the Board) is committed to enhancing community safety through the effective and responsible use of auxiliary members. To support this commitment, the Board directs the Chief of Police to develop and maintain clear procedures that govern the use of auxiliaries in accordance with the Community Safety and Policing Act and relevant regulations.

### **2. Board Policy**

- a) Pursuant to section 91 (1) of the *Community Safety and Policing Act (CSPA)*, the Kingston Police Service Board (the Board) may appoint auxiliary members of the Service;
- b) The Board shall ensure a person appointed to be an auxiliary member of this service shall, at the time of his or her appointment, take oaths or affirmations of office and secrecy in the form prescribed by the Minister;
- c) The Board may suspend or terminate the appointment of an auxiliary member. Before the auxiliary member's appointment is terminated the member shall be given written notice with respect to the reasons for the termination and an opportunity to respond orally or in writing, as determined by the Board; and,
- d) The Chief of Police may authorize an auxiliary member to perform select police duties only in time-limited special circumstances, including in an emergency where the police officers of the Kingston Police Service are not sufficiently

numerous to deal with the emergency. The procedure shall be clear in its direction as to the nature of the select duties.

e) It is the policy of the Board with respect to the use of auxiliaries that the Chief of Police will:

- I. Develop and maintain written procedures that address the use of auxiliaries by this Police Service in accordance with the *Community Safety and Policing Act* and its *Regulations*, if any; and
- II. Ensure that records are maintained relating to the use of auxiliaries.

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Use of Volunteers (AI-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 engaging community members through volunteer opportunities that enhance public safety and support Kingston Police Service initiatives. To uphold this commitment, the Board directs the Chief to develop and maintain procedures for the responsible use of volunteers in accordance with the Community Safety and Policing Act and relevant regulations.

### 2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to the use of volunteers that the Chief of Police will:

- a) Develop and maintain written procedures that address the use of volunteers by the Police Service in accordance with the *Community Safety and Policing Act (CSPA)* and its *Regulations*;
- b) Develop and maintain recruitment, screening, training and supervision procedures and processes;
- c) Ensure appropriate supervision is provided to volunteers;
- d) Ensure that records are maintained relating to the use of volunteers;

- e) Ensure that all volunteer fundraising has a specific identified purpose and a designated recipient/organization; and
- f) Ensure that all proceeds shall be donated to designated recipient for the specific intended purpose.

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Management of Police Records (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

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

### 1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to the effective management and safeguarding of police records to ensure the protection of privacy, the integrity of information, and compliance with legal standards.

### 2. **Board Policy**

It is the policy of the Kingston Police Service Board with respect to the management of police records that the Chief of Police will:

- a) Establish and maintain written procedures on records management, including the collection, security, retention, use, disclosure, and destruction of records in accordance with the requirements of appropriate legislation;
- b) Ensure that said procedure above complies with the Municipal Freedom of Information and Protection of Privacy Act;
- c) Comply with the procedures set out in *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*;
- d) Ensure that all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by members of the Police Service and the public; and

- e) Establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.

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Chair

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Administrator/Secretary





## KINGSTON POLICE SERVICE BOARD

### Active Attacker Incidents (GP-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 393/23: Community Safety and Policing Act, 2019.  
Special Investigations Unit Act, 2019, s. 33-34.

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

Readiness in the event of an active attacker is critical to ensuring the safety of the community. The Kingston Police Service Board (the Board) is committed to ensuring that the Police Service is expertly prepared to address such incidents with adequate equipment, training, and processes in place to restore safety and order, and support victims and members of the police service involved in the incident.

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

- a) It is the policy of the Board with respect to active attacker Incidents that the Chief of Police will develop and maintain written procedures that address active attacker incidents in accordance with the *Ontario Regulation 393/23 – Active Attacker Incidents* made under the *Community Safety and Policing Act (CSPA)*.

#### 3. **Definitions:**

- a) **Active Attacker** – pursuant to *Ontario Regulation 393/23 – Active Attacker Incidents* made under the *Community Safety and Policing Act* – means an

individual who appears to be engaged in, attempting to engage in, or about to engage in an attack where there is reason to suspect that:

- I. The attack will be sustained;
  - II. The attacker will cause serious bodily harm or death to other individuals; and
  - III. The attacker will continue to attack more individuals if the attacker is not stopped;
4. The Chief of Police shall comply with *Ontario Regulation 393/23 – Active Attacker Incidents* and ensure that:
- a) Members are deployed immediately to an incident involving an active attacker;
  - b) The response priorities in an incident involving an active attacker are to do the following in the following order:
    - I. To stop the active attacker;
    - II. To preserve life; and
    - III. To restore order.
  - c) Assistance be provided to victims of an active attacker and their families, as soon as possible, including the provision of referrals that are appropriate in the circumstances to emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations;
  - d) If necessary, an area be established for the purpose of providing victims and their family members and friends with information on survivors and death notifications, away from the incident location and, to the extent possible, in a location that is not accessible to persons who are not victims or their family members or friends, or to the media;
  - e) If necessary, in the circumstances, a separate area be established for the media;
  - f) Communications, public alerts, and instructions are accessible to persons with disabilities, language barriers, and other communication needs, including the availability of accessible fonts;
  - g) Members who perform community patrol functions shall be issued at least one tourniquet and at least one pressure bandage or trauma dressing;
  - h) Members who perform community patrol functions and who may be required to respond to an incident involving an active attacker shall have ready access to the following equipment:

- I. A battering ram;
  - II. Bolt cutters;
  - III. A Halligan tool; and
  - IV. A reasonable number, as determined by the Chief of Police, Patrol rifles (Patrol C8).
- i) Consider the following factors in determining the number of semi-automatic rifles to make readily accessible:
- I. The policing needs of the community;
  - II. The geographic characteristics of this Police Service's area of policing responsibility;
  - III. The extent to and manner in which incidents involving an active attacker are effectively responded to in similar communities in Ontario;
  - IV. The extent to which past responses to incidents involving an active attacker by the police service have been effective; and
  - V. Best practices respecting responses to incidents involving an active attacker.
- j) The equipment listed in Section 4 (g) of this Policy shall be readily accessible in a Police Service vehicle that can be reasonably expected to arrive promptly at the location of an incident involving an active attacker;
- k) The following equipment shall be stored in Police Service vehicles being used by members performing community patrol functions:
- I. At least one manually-operated tool that can be used to gain entry into a locked or barricaded structure, such as a battering ram, bolt cutters, an axe, a pry bar, a sledgehammer, or a Halligan tool; and
  - II. For each member performing community patrol functions who is using the Police Service vehicle, body armour that, at a minimum, meets the standards for Type III body armour as classified by the National Institute of Justice's Ballistic Resistance of Body Armor NIJ Standard-0101.06, as amended from time to time.

- l) Reasonable steps to develop partnerships with external service providers to facilitate the provision of assistance to victims following an incident involving an active attacker, including concluding arrangements to facilitate the provision of appropriate referrals to health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations. Whenever possible, assistance shall be provided from a centralized location or common virtual platform;
- m) Ensure the Police Service has the ability to issue public alerts in order to provide information to the public about incidents involving an active attacker, including the nature of the incident and any steps that the public should take:
  - I. An emergency alert system that delivers alerts through television, radio, and wireless devices; and
  - II. Social media notifications.
- n) That the police service has means of communicating non-urgent information respecting an incident involving an active attacker to the public on request, and shall ensure that the public is made aware of those means;
- o) Reasonable steps to conclude arrangements to ensure a coordinated response with emergency medical services and fire departments to incidents involving an active attacker;
- p) Reasonable steps to ensure that, at least every two years, members of the Police Service, including communication personnel, participate in scenario based active attacker response training and exercises together with emergency medical services and fire departments. The development of training and exercises shall be informed by applicable best practices, and by recommendations for improvements contained in reports prepared following any active attacker incidents and demonstrate awareness of diverse community needs and support, and promote equitable service delivery during high-stress incidents;
- q) Procedures are established for responding to incidents involving an active attacker, which must address the following:
  - I. Communications in relation to incidents involving an active attacker;
  - II. Responses by the police officers who initially respond to the incident;
  - III. Responses by off-duty police officers who wish to assist in responding to the active attacker;

- IV. Responsibilities for exercising command in response to the incident;
- V. Responses by police officers who are acting as a team to make contact with the active attacker;
- VI. Rescue efforts
  - a. Including coordinated response arrangements that consider the needs of vulnerable persons, including children and persons with disabilities, or other characteristics that may affect their ability to evacuate or follow emergency instructions; and
- VII. Responding to incidents involving an active attacker at schools and any other locations the Chief of Police believes are at an elevated risk of such an incident occurring or where the physical location may result in the potential for mass casualties, including procedures regarding the following:
  - how emergency protocols and resources of schools and the other locations should be accounted for in the response to the active attacker; and
  - liaising with school or other applicable authorities at the scene of the incident.

## **5. Reporting:**

- a) The Chief of Police or designate shall prepare a report reviewing and evaluating the response to the incident, which must include the following:
  - I. General information regarding the incident, including the nature of the incident, the date, time, duration, and location of the incident, including whether the incident began in one location and ended in another, and the nature or characteristics of the location in which the incident occurred, and the nature or characteristics of the location in which the incident occurred;
  - II. Specific information regarding the active attacker, including information regarding any weapons, ammunition or explosives owned or used by the attacker, any criminal history or history of violence, whether the attacker shared information about the incident or plans for the incident, and the tactics used by the attacker during the incident;
  - III. The type of police service and other first responder personnel involved in responding to the incident, and their role in the response;

- IV. Details on the response to the incident, including the use of communication, intelligence, tactics, and equipment;
  - V. An analysis of the outcome of the incident, including elements of the response that were effective and elements that were not effective, and recommendations for improvements, including matters to be addressed through changes to procedures and training; and
  - VI. The impact of the incident and the Police Service's response to the incident as it related to, as applicable, victims, the community, the Police Service and its members, another Police Service, and any other first responders.
- b) If members of the Police Service respond to an incident involving an active attacker outside the area of policing responsibility of the Police Service, the Chief of Police shall support the preparation of the report by the Chief of Police in which the incident occurred. A joint report may be prepared in the event the incident occurred in multiple jurisdictions;
  - c) The Chief of Police shall prepare the report within 120 days after:
    - I. The day of the incident, if there is no Special Investigations Unit investigation (SIU) into the incident; or
    - II. If there is a SIU investigation into the incident, the day on which public notice in respect of the incident is given under section 33 of the *Special Investigations Unit Act, 2019* or a report is published in respect of the incident under section 34 of that Act, as the case may be.
  - d) If the Chief of Police is unable to complete the report within the time specified, the Chief of Police shall notify the Board of the status of the report every 30 days, until the report is complete;
  - e) The Chief of Police shall give the Board the report within 30 days of its completion.
  - f) The Board shall publish the report on the internet;
  - g) Any redaction of the information in the report before its publication by the Board is subject to the following rules:

- I. The Board shall consult with the Chief of Police respecting any proposed redaction;
- II. If consulted, the Chief of Police shall advise the Board respecting the proposed redaction. If the Chief of Police was required under Section 5 (b) of this Policy to consult with the Chief of Police of other Police Services in preparing the report, the Chief of Police shall consult with them respecting the proposed redaction before advising the Board; and
- III. The Board shall not redact any information in the report that would be required to be disclosed in response to a request for access under the *Municipal Freedom of Information and Protection of Privacy Act* or the *Freedom of Information and Protection of Privacy Act*, as the case may be.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Marked General Patrol Vehicles (AI-00XX)

Adopted:

Reviewed:

Revised

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019.

### **Board Policy**

It is the policy of the Kingston Police Service Board with respect to marked general patrol vehicles that the Chief of Police will:

- a) Establish and maintain written procedures that set out the functions of marked general patrol vehicles;
- b) Ensure that the Police Service's marked general patrol vehicles meet required specifications;
- c) Ensure the regular maintenance, inspection, and replacement of the Police Service's marked general patrol vehicles;
- d) Ensure that any markings are limited to required police markings, Kingston Police division, unit and operational markings, emblems in honour of the country and/or the province; and emblems in recognition of the Kingston Police honours;
- e) Ensure that any alterations to the marking on patrol vehicles as set in subsection (d) not be permitted without prior approval of the Board; and



- f) Check with designated employee representatives regarding the acquisition of patrol vehicles and related equipment.
- 2. The Chief shall ensure that members involved with operating marked patrol vehicles are properly licensed and have available and use appropriate tools and equipment in performing this function.
- 3. The Chief will provide information in the annual report with respect to marked general patrol vehicles.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Police Uniforms (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 405/23: Police  
Uniforms and Equipment, 2019.

### **Board Policy**

Pursuant to *Ontario Regulation 405/23 - Police Uniforms and Equipment*, the Kingston Police Service Board (the Board) shall provide members of the Police Service maintained by the Board all articles of uniform and equipment necessary for the performance of their duties, but if an article of uniform or piece of equipment is damaged or lost through the fault of the member of the police service, the member shall bear the cost of the replacement.

1. It is the policy of the Kingston Police Service Board with respect to police uniforms that the Chief of Police will:
  - a) Comply with *Ontario Regulation 405/23 - Police Uniforms and Equipment*; and,
  - b) Develop and maintain written procedures on the provision and use of a standardized uniform by the Police Service's uniformed police officers. The Chief of Police shall:
    - i. Ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
    - ii. Ensure members are provided with the necessary tools and equipment to perform their duties;
    - iii. Ensure the resources required for police issued uniforms, clothing and equipment are within budgetary requirements;
    - iv. Ensure that significant alterations to a police uniform not be permitted without prior approval of the Board;

- v. Liaise with external agencies, such as the Ministry of the Solicitor General, dealing with issue relating the police uniforms, clothing and equipment; and,
  - vi. Ensure police issued uniforms, clothing and equipment are regularly reviewed by supervisors to ensure compliance with priorities established by the board and/or operational policies of the police service.
2. The Chief of Police shall ensure officers, recruit constables, special constables and auxiliary constables reporting for duty are properly dressed, equipped and fit for duty in accordance with the police service directive and/or procedure.

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Secure Holster (AI-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 the safety and effectiveness of the Kingston Police Service members by mandating the use of secure holster equipment. Acknowledging the critical role that holsters play in protecting both officers and the public, the Board established this policy to guide the provision, use, and function of secure holster equipment.

### 2. Board Policy

It is the policy of the Kingston Police Service Board with respect to secure holsters that:

1. The Chief of Police will:

- a) Ensure the provision of secure holster equipment that is constructed to provide the level of protection that is necessary for the performance of duty including:
  - I. Inhibiting the handgun from being drawn inadvertently;
  - II. Inhibiting the handgun from being withdrawn by an unauthorized person; and,
  - III. Permitting the rapid unimpeded drawing of the handgun should it be required.
- b) Consult with designated employee representatives regarding the acquisition of secure holsters;
- c) Maintain both officer and public safety as a priority; and,

- d) Ensure members receive the appropriate training in relation to secure holsters.

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Chair

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Administrator/Secretary



## KINGSTON POLICE SERVICE BOARD

### Equipment – Body Armour (AI-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 the safety and protection of its members through the provision of high-quality body armour.

Recognizing the critical importance of this equipment in safeguarding officers from various threats, the Board establishes this policy to guide the acquisition, use, and maintenance of body armour.

### **2. Board Policy**

It is the policy of the Kingston Police Service Board with respect to equipment-body armour that:

1. The Chief of Police will:

a) Ensure the provision of body armour equipment that is:

I. Constructed to provide the level of protection necessary for the performance of duty that addresses:

- the type of weapons members are likely exposed to; and
- protection for members from their own handguns and ammunition that are in accordance with prescribed specifications.

- b) Ensure the provision of body armour that is purchased from manufacturers that:
- I. Practice effective quality control for testing and labeling in accordance with current National Institute of Justice (NIJ) Standards/Requirements on Ballistic Resistance of Body Armour;
  - II. Are certified under current International Organization for Standardization-ISO 9001:2008 standards for production and manufacturing; and
  - III. Ensure that the body armour provided is listed on the NIJ Compliant Products List, including replacement panels and carriers, in accordance with current NIJ Standards/Requirements.
- c) Ensure that each member uses, maintains, and cares for the body armour provided in accordance with the manufacturer's instructions;
- d) Ensure that a formal and documented inspection program is in place that addresses wear and tear; and
- e) Ensure that members receive the appropriate training on the legislative requirements of OSHA and information on use and care, as well as the benefits and limitations of body armour:
- I. Consult with designated employee representatives regarding the acquisition of body armour.

This policy does not invalidate or render unsuitable any body armour models previously determined by the NIJ to be compliant to either the NIJ 2005 Interim Requirements or the NIJ Standard-0101.04 Rev. A Requirements. While it may not be necessary to remove these existing armourers from service, agencies are advised to always require their procurements to meet or exceed the most recent and up-to-date version of this policy.

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Chair

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Administrator/Secretary



# KINGSTON POLICE SERVICE BOARD

## Acoustic Hailing Devices (AI-00XX)

Adopted:

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 405/23: Police  
Uniforms and Equipment, 2019.

### **1. Policy Statement**

The Kingston Police Service Board (the Board) recognizes the importance of workplace and public safety, including safety with respect to long-range acoustic hailing devices. It is therefore the policy of this Board to require the Chief to set out appropriate procedures that ensure that long-range acoustic hailing devices are used only for the purpose of communicating and, further, that they are used in a way that minimizes risk to the public.

### **2. Board Policy**

It is the Policy of the Kingston Police Service Board with respect to long-range acoustic hailing devices that:

- a) Acoustic hailing devices will only be used in accordance with procedures that set out the supervisory, operating, reporting, and training requirements for their deployment;
- b) Police Service procedures regarding the use of acoustic hailing devices are based on recommendations about the devices pursuant to *Ontario Regulation 405/23 – Police Uniforms and Equipment*; and,



- c) Ensure that members receive the appropriate training in relation to acoustic hailing devices including police service procedures, proper use of the device, and training on product information, warnings and practical application of the device.

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Chair

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Administrator/Secretary