



KINGSTON POLICE SERVICE BOARD

Criminal Investigation Management and Procedures (LE-012)

Adopted: May 28, 2026 (Res. 26-74)

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 395/23:

Investigations, 2019.

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

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

O. Reg. 87/24: Training, 2019, s. 30-34.
Community Safety and Policing Act, 2019, s. 14 (1).

Board Policy

It is the policy of the Kingston Police Service Board (the Board) that this Police Service shall investigate all major cases, in accordance with *Ontario Regulation 394/23 - Major Case Management and the Approved Software Requirements* and *Ontario Regulation 395/23 – Investigations*.

1. Standard for Investigation:

a) Pursuant to *Ontario Regulation 395/23 - Investigations* this Police Service shall have at least one of each of the following members available 24 hours a day:

I. A senior investigator;

- II. A Supervisor; or
 - III. A major case manager.
- b) The Chief of Police shall ensure that every investigation shall be undertaken by an Investigator, Senior Investigator, or a Major Case Manager as determined by a Supervisor;
- c) The Chief of Police shall ensure that assistance is provided to Victims of Crime – section 13 of *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*:
- I. Victims of crime shall be offered assistance, as soon as possible;
 - II. Victims of crime shall be provided with referrals to, as appropriate in the circumstances, emergency services, health care professionals, victim support agencies, social service agencies and other appropriate governmental, non-governmental or community organizations;
 - III. The Chief of Police shall ensure that this Police Service will provide assistance to victims that:
 - reflect the principles of the *Victims' Bill of Rights, 1995* and the *Canadian Victims Bill of Rights*; and
 - the responsibilities of members of the police service in providing assistance to victims are set out the Police Service's procedures on Victim's Assistance.

2. **General Requirements for Major Case Investigations:**

Ontario Regulation 394/23 - Major Case Management and the Approved Software Requirements (MCM Regulation).

- a) The Chief of Police shall ensure that written procedures are developed and maintained on major case management that are consistent and at a minimum address section 2 of the *MCM Regulation*;
- b) The Chief of Police or designate shall ensure that any individual assigned as a major case manager has the necessary training, competence and experience to fulfil the role in accordance with the *MCM Regulation*.
- c) In determining whether an individual should be assigned as a major case manager, the Chief of Police or designate shall consider whether the individual possesses the following attributes:

- I. Strong communication skills;
 - II. Leadership and team building skills;
 - III. Emotional intelligence and creativity;
 - IV. Critical thinking skills;
 - V. The ability to understand ethical and legal considerations; and
 - VI. Time management and organizational skills.
- d) The Chief of Police or designate shall ensure that the major case manager assigns a primary investigator, a non-threshold investigator, a file co-ordinator or a supporting role that has the necessary competence and experience to fulfil the role in accordance with the *MCM Regulation* and *Ontario Regulation 87/24 – Training*; and
- e) The Chief of Police shall ensure that investigators assigned as primary investigators have received the training as outlined in section 30, 31, 32 and 33 of *Ontario Regulation 87/24 – Training*.
3. The objective of Criminal Investigations Management & Procedures is to ensure that investigations into criminal acts:
- a) Are effectively and efficiently investigated by investigators with competence and experience;
 - b) Respect the individual rights of victims, persons of interest, suspects, and witnesses alike; and
 - c) Are capable of supporting a successful prosecution of the person(s) for the criminal acts in question.
4. It is the policy of the Kingston Police Service Board (the Board) with respect to general criminal investigation that:

The Chief of Police will:

- a) Periodically review and report back to the Board as part of the Annual Report on the occurrences which can be investigated by members of the Police Service based on their competence and experience, and which occurrences require the services of another Police Service;
- b) Prepare and maintain a Criminal Investigation Management Plan that meets the requirements of *Ontario Regulation 394/23 - Major Case Management*

and the Approved Software Requirements and Ontario Regulation 395/23 – Investigations;

- c) Identify the type of occurrences which should be investigated by another Police Service or through a combined, regional, or cooperative service delivery method;
- d) Develop and maintain written procedures on and processes for undertaking and managing criminal investigations;
- e) Establish a selection process for criminal investigators, including ensuring that members who provide this service meet the requirements of this Police Service Procedure;
- f) Establish procedures for managing informer and agents and ensuring their security;
- g) Ensure that the Police Service has the required number of investigators available as stated in Section 1 (a) of this policy;
- h) Require supervisors to ensure that the member assigned an occurrence listed in the Criminal Investigation Management & Procedures has the competence and experience to investigate that type of occurrence;
- i) Ensure that persons providing scenes of crime analysis and forensic identification investigative supports meet the requirements of *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*;
- j) Ensure that persons who provide other investigative supports identified in Section 4 (l) of this policy have the competence and experience to provide that support;
- k) When required, enter into an agreement with the Ontario Provincial Police (OPP) for the investigation of occurrences pursuant to section 14 (1) of the *Community Safety and Policing Act (CSPA)*;
- l) When required, the Board will augment the number of criminal investigators available to this Police Service through the OPP Framework Agreement;
- m) Scenes of crime analysis, forensic identification, canine tracking, behavioural science, physical surveillance, electronic interception, video and photographic surveillance and polygraph investigative supports will be provided by the Ontario Provincial Police (OPP) through the Framework Agreement;
- n) Maintain liaison capabilities with other specialized, extra-jurisdiction enforcement agencies;

- o) Ensure the dissemination of investigative information is limited to the police service, law enforcement agencies, appropriate government agencies, and other organizations that have a bona fide need for the investigative information;
 - p) Regularly review procedures on criminal investigation management to remain current with case law, inquests, inquiry findings, and amendments to related legislation.
5. The Chief of Police will prepare procedures regarding notifying supervisors of missing persons occurrences and matters where there is a reasonable suspicion that an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) has or will be committed; Violent Crime Linkage Analysis System Reporting:
- I. Develop and maintain written procedures to ensure compliance with *Ontario Regulation 395/23 – Investigations - ViCLAS Reports*; and
 - II. A document that is required to be provided to the Provincial ViCLAS Centre under this section must be in the form approved by the Provincial ViCLAS Centre's Manager and must be submitted in accordance with the established standards of ViCLAS.

"original signed by Chair"

"original signed by Board Administrator"