



## Kingston Police Service Board

### Public Agenda Recommendation Report

To: Chair and Board Members  
From: Lorie Sargeant, Board Administrator  
Subject: Adequate and Effective Policing Policy  
Date: April 16, 2025

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#### Recommendation:

**That** the Kingston Police Service Board adopt the proposed Policy on Adequate and Effective Policy as attached to Report Number 25-24.

#### Introduction and Background:

Under section 10(1) of the *Community Safety and Policing Act* (CSPA), police service boards are responsible for ensuring that adequate and effective policing is provided in the area for which they have policing responsibility, in accordance with the needs of the population and having regard to the diversity of the population in the area.

Section 37 of the CSPA affirms this duty, stating that a police service board shall ensure adequate and effective policing is provided as required under section 10. Further, section 38(b) requires that a board establish policies respecting the provision of adequate and effective policing in accordance with the needs of the population in its jurisdiction.

Ontario Regulation 392/23 – Adequate and Effective Policing (General) outlines the requirements and standards for such policing services.

#### Discussion/Analysis:

The proposed policy has been developed to reflect the legislative and regulatory obligations outlined above. It is intended to provide clear guidance to ensure that the delivery of policing services in Kingston continues to meet the needs and expectations of the community, with appropriate recognition of the diversity of the population.

By adopting this policy, the Board will demonstrate its commitment to fulfilling its responsibilities under the CSPA and support transparency, accountability, and service excellence within the Kingston Police.

**Attachments:**

Schedule “A” – Adequate and Effective Policing Policy (Draft)

**Contacts:**

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**Consultation:**

Gail MacAllister, Member – Policy & By-Law Committee

Gregory Ridger, Member – Policy & By-Law Committee



## KINGSTON POLICE SERVICE BOARD

### Adequate and Effective Policing Policy (GP-01)

Adopted::

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing  
Act, 2019, s. 38

O. Reg. 392/23: Adequate and Effective  
Policing

#### 1. **Preamble:**

- a) Pursuant to section 37(1) of the *Community Safety and Policing Act, 2019* (CSPA), a Police Service Board shall ensure adequate and effective policing is provided in the area for which it has policing responsibility as required by Section 10 of the CSPA; and
- b) Pursuant to section 38(2) of the CSPA a Police Service Board shall establish policies respecting matters related to the Police Service or the provision of policing.

#### 2. **Policy Statement:**

- a) Policing functions for the Kingston Police Service Board (the "Board") shall be provided to an extent and in a manner that is reasonable, having regard to the following factors:
  - I. The policing needs of the community;
  - II. The geographic and socio-demographic characteristics of the police service's area of policing responsibility;

- III. The extent to and manner in which the policing function is effectively provided in similar communities in Ontario;
  - IV. The extent to which past provision of the policing function by the police service has been effective in addressing the policing needs of the community; and
  - V. Best practices respecting the policing function.
- b) Consideration of the factors listed above shall be based on quantitative and qualitative information, to the extent that such information is available in relation to the factor; and
  - c) The Chief of Police shall ensure that this Police Service provides policing functions with the written procedures the Chief of Police establishes under the *Community Safety and Police Act (CSPA) and its Regulations*.

3. **Board Policy:**

The Chief of Police shall ensure that the Police Service complies with all provisions of *Ontario Regulation 392/23 - Adequate and Effective Policing (General)*, and will establish, communicate and operate within the scope of the procedures in the areas described below. These procedures shall be reviewed and updated consistently and regularly to ensure that they are effective and efficient, reflect current best practices and incorporate improvements where it is determined that changes are required.

a) **Crime prevention, including:**

Community-based crime prevention initiatives that seek to address the root causes of crime and involve stakeholders, consistent with the Strategic Plan and the policing needs of the community.

b) **Law Enforcement, including:**

- I. Community patrol that addresses when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community;
- II. Traffic direction and enforcement, including traffic patrol;
- III. Situations when more than one police officer must respond to an occurrence or call for service;
- IV. Internal task forces;
- V. Joint forces operations;

- VI. Undercover operations;
- VII. Criminal intelligence, addressing the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures;
- VIII. Crime, call for service and public disorder analyses;
- IX. Informants and agents;
- X. Witness protection and security;
- XI. Police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability;
- XII. Search of the person;
- XIII. Search of premises;
- XIV. Arrest;
- XV. Bail and violent crime;
- XVI. Detainee care and control;
- XVII. Detainee transportation;
- XVIII. Property and evidence control;
- XIX. Investigative supports; and
- XX. The provision of law enforcement in respect of all navigable bodies and courses of water within this Police Service's area of responsibility.

**c) Maintaining the Public Peace, including:**

- I. Functions, responsibilities and reporting relationships of a public order unit and its members, including in relation to the role of a public order commander and, if any, to a police liaison team;
- II. The deployment of a public order unit for planned and unplanned public order incidents, including setting out the circumstances for deployment, specifying the process for authorizing deployment and identifying operational responsibility for authorizing deployment and debriefing following deployment, including the preparation of a summary and analysis of the outcome and recommendations for improvement as well as matters to be addressed through changes to procedures or training;

- III. Police action in respect of labour disputes; and
- IV. Police action in respect of protests, demonstrations and occupations.

**d) Emergency Response, including:**

- I. The functions and deployment of any tactical unit, hostage rescue team, incident commander, crisis negotiator, explosives disposal, and containment team;
- II. Preliminary perimeter control and containment;
- III. Extreme incidents that are consistent with the Extreme Incident Response Plan;
- IV. The functions and provisions of any mobile mental health and addictions crisis team;
- V. Explosive forced entry and explosive disposal;
- VI. Responses to a chemical, biological, radiological, nuclear or explosive incident;
- VII. Emergency ground search, rescue and recovery;
- VIII. Emergency waterways search, rescue and recovery, including underwater search and recovery; and
- IX. Canine units.

**e) Providing assistance to victims of Crime, including:**

- I. 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; and
- II. Responsibilities of members of the Police Service in providing assistance to victims.

**f) Additional policing functions, including:**

- I. Communications and dispatch services; and

II. Supervision in accordance with *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*.

4. The Chief of Police shall prepare an emergency plan for the Police Service setting out the roles and responsibilities of the Police Service during an emergency and the procedures to be followed during an emergency. In developing the emergency plan, the Chief of Police shall consult with The Corporation of the City of Kingston and any other applicable emergency service providers;
5. This Board shall comply with any obligations set out in the Extreme Incident Response Plan;
6. The Chief of Police shall ensure that members of this Police Service, or persons performing a policing function under the direction of a member, are capable of performing the functions assigned to them;
7. The Chief of Police shall ensure that Supervision is available to members of this Police Service 24 hours a day in the provision of any policing function;
8. The Chief of Police shall establish and maintain written procedures on supervision, including setting out circumstances in which a Supervisor must be contacted and when a Supervisor must be present at an incident;
9. The Chief of Police shall develop an Operational Plan for the following incidents:
  - a) An incident that requires multiple members of this Police Service to provide emergency response or maintain the public peace policing functions outside of this Police Service's area of policing responsibility;
  - b) The provision of policing functions by this Police Service in relation to the incident is anticipated to continuously last, or has already continuously lasted, longer than the duration of a normal shift for the involved members of this Police Service;
  - c) The Operational Plan shall have regard to the collective agreements with members, and address, without limitation, breaks and meals for members of the Police Service who are deployed in relation to the incident; and
  - d) The Chief of Police shall comply with the requirements in the Operational Plan.
10. The Chief of Police shall implement a quality assurance process relating to the provision of adequate and effective policing in accordance with the *CSPA* and its *Regulations* and any Board policies in respect of quality assurance; and

11. The Chief of Police shall ensure that members have the necessary training, competence and experience to perform the duties required by the *CSPA* and its *Regulations*.

**12. Reporting:**

- a) The Chief of Police shall provide the Board with an annual report on crime analysis, call analysis and public disorder analysis data, and of information on crime trends, and shall ensure that the report is published on the internet.
- b) In accordance with the *Missing Persons Act, 2018*, the Chief of Police shall ensure that an annual report on missing persons is provided to the Board before April 1 each year that includes:
  - I. The total number of urgent demands made in the previous calendar year and the number of missing persons investigations to which they related; and
  - II. A description of the types of records specified in the urgent demands for records made in that year.

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Chair

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Administrator/Secretary