



Police Service Inspection Program Public Order Maintenance

2023

Inspection Overview

This document is provided to assist boards and police services in preparation for an upcoming inspection by the Ministry of the Solicitor General. Please contact your assigned Policing Inspections Unit - Police Services Advisor Lead, listed at the end of this document, if there are any additional questions about the inspection program.

Ministry of the Solicitor General

The statutory responsibilities of the Minister of the Solicitor General (the Minister) in relation to policing are set out in section 3 of the *Police Services Act (PSA)*. Included are requirements that the Minister shall:

- monitor police forces to ensure that adequate and effective police services are provided at the municipal and provincial levels;
- develop and promote programs to enhance professional police practices, standards and training;
- conduct a system of inspection and review of police forces across Ontario;
- assist in the co-ordination of police services;
- provide information and advice respecting the management and operation of police forces;
- issue directives and guidelines on policy matters; and
- develop and promote programs for community-oriented police services.

Inspectorate of Policing

Within the Ministry of the Solicitor General, the Inspectorate of Policing (the Inspectorate) provides leadership and collaborates with stakeholders to:

- the Policing Inspections Unit serves as a platform to ensure compliance and consistency, with the aim of transforming policing and establishing and renewing community-police relationships in every Ontario community;
- complete an objective assessment, which is open, fair, and credible, to identify improvement opportunities for each police service; and
- work collaboratively with all stakeholders to address non-compliance within policing in Ontario.

Public Order Maintenance

The *Police Services Act* and *Ontario Regulation 3/99 “Adequacy and Effectiveness of Police Services”* and the standards contained within, with regards to Public Order Units, are some of the mechanisms by which the Minister meets the statutory requirements set in section 3(2) of the *PSA*. In particular, the standards address:

- monitor police services to ensure they provide adequate and effective police services;

- adequate and effective police services must include public order maintenance;
- police services shall have a Public Order Unit; and,
- promote and develop professional police practices, standards and training.

The standards are also one of the primary tools to assist police services boards and chiefs of police with their understanding and implementation of a Public Order Unit.

Inspection Program and Standards

The Police Service Inspection Program, carried out by the Inspectorate of Policing, is another mechanism used by the ministry to meet the statutory requirements set out in the *PSA*.

Inspections are conducted to determine compliance with the requirements set out in the *PSA* and its regulations. Inspections are also conducted to determine the extent to which police services boards and chiefs of police have adopted the policies, procedures and practices recommended by the Ministry. Lastly, practices required by local policy and procedure are examined to verify actual service delivery.

Inspection standards relevant to the current scope are derived from:

1. legislation, such as the *Police Services Act R.S.O. 1990, c. P.15*; and
2. *PSA regulation Adequacy and Effectiveness of Police Services Ontario Regulation 3/99*.

Inspection Scope

Public Order Unit:

The Ministry will be conducting a focused inspection on Public Order Maintenance. Section 18 of the *Adequacy and Effectiveness of Police Services, O.R. 3/99*, requires that police services shall have a public order unit or a board may enter into an agreement under section 7 of the *PSA* to provide the services of a public order unit through another police force or on a combined or regional or co-operative basis..

The inspection span includes all Municipal Police Services and the Ontario Provincial Police.

The scope will include relevant information as outlined in:

- Appendix A: Relevant legislation,
- Appendix B: Self Generation required information to be provided to the Ministry, and
- Appendix C: On-Site Assessment preparation required by the Ministry.

The scope will ask for information current to March 1st, 2023, as well as request of Public Order Unit deployments within a five-year window, 2018 until 2022 inclusive.

The inspection seeks a five-year information request on POU deployment history to provide both a pre and post pandemic analysis.

Inspection Phase 1 – Self Generation

An initial step in the inspection process is the examination of current policies and procedures by the Inspection Team. This will also assist with the development of work plans for the on-site phase (if required) of the inspection process. To assist with Phase 1, you are being requested to provide the information as outlined in Appendix B.

Self-Generated information from each Police Service will include:

- Police Service organizational chart,
- Police Service's Board Policy,
- Chiefs Procedure,
- Public Order Unit Section 7 Agreements,
- Public Order Unit Manual,
- Public Order Unit composition and member details,
- Public Order Unit relevant training, and/or
- Public Order Unit deployment history.

Each police service's Notice Of Inspection will identify their assigned Policing Inspections Unit - Police Services Advisor Lead, who will be the primary point of contact with the Inspectorate and the Inspections Team. All correspondence, including self-generation requested information, will be through that identified Policing Inspection Unit - Police Services Advisor Lead. The assigned Advisor Lead will provide a contact form that will outline the Inspection Team, as well as identify the Police Service's point of contacts.

The Policing Inspections Unit highly recommends the designation of an appropriate staff member as the Services Inspection Liaison. The Services Inspection Liaison will be expected to ensure that relevant information, records and data are provided, and that staff are available to the Inspection Team.

The Ministry will require return of required information within three weeks of the date of the Inspection Notice.

Policy and procedure documents and relevant reports should be provided by May 3rd, 2023.

Inspection Phase 2 – Off Site Assessment and Planning

An initial step in the inspection process is the review of the information provided by the police services.

All police services will be subject to the offsite assessment.

It should be noted for Police Services that will not have an On-Site assessment, will have a Pre-Brief and/or De-Brief with a virtual option, as discussed and agreed by the Inspection Team, through discussion with Board and Chief.

Inspection Phase 3 - On-Site Assessment

Only police services that indicate that they have a Public Order Unit and/or have designated members part of a Public Order Unit through another police service or on a combined or regional or co-operative basis will have an onsite assessment.

The preliminary information review and analysis by the Inspection Team will assist with the development of on-site work plans. The Inspection Team will discuss timing, logistics and requirements prior to the scheduling of the on-site assessment.

The Inspection Team will provide the Board and Chief with an overview of the proposed on-site work plan prior to the on-site work.

Inspection scheduling is arranged after consultation with chiefs of police. Ministry priorities, local circumstances and inspection intervals are considered. The ministry will provide written notification of a scheduled onsite inspection.

At the start of the On-Site assessment a Pre-Brief Inspection presentation will be provided to the Police Services Board and Chief of Police.

At the conclusion of the On-Site assessment a De-Brief meeting be provided to the Police Services Board and the Chief of Police, providing a high-level overview summary of the inspection.

Appendix C describes information and sources to be examined during the inspection and outlines a schedule for provision – advance, on arrival or by request only. Access to original documents when on-site may be required.

Practices are examined through observations, record reviews, data analysis and staff interviews. Regular updates are provided to the Chief and appropriate staff. The Inspection Team will make findings and, where required, provide recommendations to the Board and Chief with the goal of improving the delivery of police services. An oral briefing will be provided to the Board and Chief at the conclusion of the on-site phase.

The Inspection Team will need the following administrative support:

- unrestricted access to police buildings and offices relevant to the inspection;
- dedicated office space;
- guest Wi-Fi internet access (if possible);
- access to a copier and paper shredder; and
- parking.

It is strongly recommended that the Chief distribute a notice informing all members that an Inspection Team from the Inspectorate of Policing will be on-site for the purpose of conducting an inspection in

accordance with the *Police Services Act*. Each member of the Inspection Team will be clearly wearing Ministry photo identification.

Inspection Phase 4 - Reporting and Response

Inspection findings and recommendations are set out in a written report. The final report will be completed approximately eight weeks after the conclusion of the on-site phase. A service improvement plan will also be provided to assist with managing the implementation of any recommendations.

The inspection report will be provided to the Chief of Police with a copy to the Board. The ministry considers inspection reports to be confidential documents and would leave further distribution to the discretion of the Chief. Requests received by the ministry for a copy of a completed inspection report will be directed to the Board.

The Board and Chief will be requested to provide the ministry with a coordinated response to inspection recommendations within **90 days** of report delivery. The Policing Inspections Unit-Police Services Advisor Lead will be available to the Board and Chief for any required clarification. The Police Services Advisor Lead is prepared to assist with the development of a response and will monitor the implementation of the recommendations.

Media Inquiries

From time to time, the local media expresses interest in the Inspection Program. At its discretion, the Board may issue a news release to the local media. If so, the ministry suggests the following messaging:

- Inspections are conducted by the Ministry of the Solicitor to determine compliance with legislative and regulatory requirements set out in the Police Services Act.
- This inspection is part of a regular program conducted by the ministry. All Ontario police services will be inspected.
- When completed, inspection reports are provided to the Board with a copy to the Chief of Police.
- Requests for copies of the completed inspection report should be directed to the Board.
- Inspection reports are subject to applicable freedom of information and protection of privacy legislation.

Contact Information Inspectorate of Policing - Policing Inspections Unit:

The following lists the assigned Policing Inspection Unit – Police Services Advisor Lead for each zone. The listed Advisor Lead will be each police service point of contact throughout the inspection process.

Policing Inspections Unit

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Appendices

- Appendix A – Relevant Legislation
- Appendix B – Self Generation required information to be provided to the Ministry
- Appendix C – On-Site assessment preparation required by the Ministry