



# NIAGARA REGIONAL POLICE SERVICE

## Police Service Board Report

### PUBLIC AGENDA

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**Subject:** Annual Report – Criminal Investigation Management and Procedures – January 1, 2024, to December 31, 2024

**Report To:** Chair and Members, Niagara Police Service Board

**Report Date:** 2025-06-27

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### Recommendation(s)

**That the Niagara Police Service Board (Board) receive this report for information.**

### Key Facts

- The purpose of this report is to advise the Board that the Niagara Regional Police Service (Service) is in compliance with By-Law 442-2024 – Criminal Investigation Management and Procedures.
- The Chief is required to make an annual written report to the Board concerning criminal investigation management.
- This report is submitted to provide the Board with the necessary and required information relating to the Service's written procedures concerning criminal investigation management.

### Financial Considerations

There are no financial implications relating to the recommendations contained within this report.

### Analysis

By-Law No.442-2024, a By-Law respecting Criminal Investigation Management and Procedures was enacted as a result of the Adequacy and Effective Policing, Law Enforcement – 006 – Criminal Investigation Management and Procedures (LE-006).

The Chief shall make a written report to the Board on or before August 30 of each year in respect of the Criminal Investigation Management Plan. The report shall include:

- a) a summary of the Criminal Investigation Management Plan;
- b) the status of Service compliance with the said procedures;
- c) confirmation that members have been trained in accordance with section 4.3; and

- d) confirmation of the appropriate use of investigative support in accordance with section 4.4.

The following is a detailed response to each of the above requirements:

- a) *“... a summary of the Criminal Investigation Management Plan...”*

Written procedures regarding Criminal Investigation Management and Procedures are found in the following Service General Orders (GOs):

GO – 095.10 – Major Incidents and Routine Criminal Investigations, provides a criminal investigation plan that addresses general criminal investigation procedures. It is intended to familiarize police officers with their duties and responsibilities as investigators to conduct routine criminal investigations, while also outlining the process to be followed when involved in incidents considered to be major in nature. The GO details the occurrences that are to be investigated by the first officer at the scene and the occurrences that are the responsibility of district detectives. The GO describes the duties of the investigating officer and the supervisor’s guidelines for case management. Also included are arrest procedures that comply with the Canadian Charter of Rights and Freedoms. The provisions contained in this GO address the items detailed in Sections 4.1.1 and 4.2.1 of the By-Law.

Complementing the above GO are several others that deal exclusively with specific offences and investigations:

1. GO – 020.15 – Sexual Assault Investigations
2. GO – 021.07 – Criminal Harassment
3. GO – 028.13 – Sudden Death and Homicide
4. GO – 037.08 – Fire Calls and Arson Investigation
5. GO – 060.06 – Traffic Enforcement
6. GO – 061.11 – Impaired Driving Offences
7. GO – 084.08 – Child Abuse and Neglect
8. GO – 114.13 – Domestic/Family Violence
9. GO – 165.08 – Elder and Vulnerable Adult Abuse
10. GO – 173.10 – Parental and Non-Parental Abduction
11. GO – 192.05 – Electronic Crime Investigations

These GOs detail the duties and responsibilities of officers when responding to specific offences and emphasize when a supervisor is to be notified. These GOs also describe the duties and responsibilities of the supervisors and/or specialty unit officers in continuing the investigation. The provisions contained in these GOs address the items detailed in Section 4.1.3 of the By-Law.

- b) *“... the status of Service compliance with the said procedures...”*

The Service's GOs were prepared and approved to comply with the Adequacy and Effective Policing standards. The GOs establish responsibilities for supervisors in routine criminal investigations, major incidents, and specific types of occurrences. These GOs clearly explain their duty to ensure that all criminal investigations follow the described procedures. The supervisors of the District Detective Offices utilize the Versadex/Workflow system to monitor the status of individual investigations. The Versadex/Workflow system can provide information and statistics for individual officers and units within the Service and allow tracking of individual crimes and trends. It is also used as a management tool to monitor caseloads and to ensure that the officer in charge of the investigation has completed the assignments within the prescribed period.

- c) *"... confirmation that members have been trained in accordance with section 4.3..."*

Officers assigned to the District Detective Offices are required to complete the Ontario Police College (OPC) approved Criminal Investigator Training (CIT) course. This two-week course provides training in criminal investigation and includes case management, crime scene management, search and seizure, interviewing, canvassing, and death investigation. The training involved in this course provides the investigator with the knowledge, skills, and abilities to investigate criminal occurrences and serves as the basis for District and Investigative Support Detectives. In 2024, 33 members of the Service attended the CIT course (Source: Service Training Unit).

Investigators within the District Detective Offices and some Investigative Support Units may be required to investigate major case threshold offences, which mandate the utilization of the Ontario Major Case Management (MCM) system. Threshold offences include homicides and attempts, certain sexual assaults, suspicious missing persons, and non-familial abductions. Most investigators assigned to the District Detective Offices or Investigative Support Detectives conducting these types of investigations have received the Ontario MCM training module. This course provides specialized training to ensure compliance with the MCM Manual and to standardize investigative procedures across the province. Components of this course include fundamentals of MCM, crime scene management, search and seizure, judicial authorization to intercept private communications, strategic approach to investigative interviewing and statement admissibility, behavioral sciences, dangerous offenders, search incident command, and the role of the coroner, media / public appeal, and victim issues. Officers who have successfully completed the OPC MCM training are available to investigate threshold offences. In 2024, 31 sworn Service members received MCM training (Source: Service Training Unit). This training satisfies section 4.3 of the By-Law.

- d) *"... confirmation of the appropriate use of investigative supports in accordance with section 4.4..."*

Criminal investigations are supplemented with investigative supports in the areas of scenes of crime analysis, forensic identification, canine tracking, physical surveillance,

electronic interception, video and photographic surveillance, polygraph, and behavioral science. These services are established in the following GO's:

1. GO – 075.11 – Scenes of Crime Officer
2. GO – 077.14 – Canine Unit
3. GO – 111.10 – Special Investigative Services Unit and Technical Support Access
4. GO – 112.08 – Mobile Surveillance
5. GO – 121.12 – Forensic Services Unit
6. GO – 146.07 – Polygraph Examination
7. GO – 192.05 – Electronic Crime Investigations

GO 075.11 – Scenes of Crime Officer: The Scenes of Crime Officer (SOCO) supplements the duties of the Forensic Services Unit (FSU) by evaluating and investigating certain crimes as described in this Order. This Order establishes the guidelines for the SOCO and describes the occurrences that they are qualified to attend and other scenes that require the attendance of the FSU.

GO 077.14 – Canine Unit: This Order describes the responsibilities of the members of the Canine Unit and outlines the procedure for after hour call outs, as well as the type of occurrences where the use of a Canine Unit team is not suitable.

GO 111.11 – Special Investigative Services Unit & Technical Support Access: This Order outlines the responsibility of the unit and describes the duties of the members of the unit. These duties include physical surveillance, electronic interception, video, and photographic surveillance.

GO 112.08 – Mobile Surveillance: This Order describes the objective of the Mobile Surveillance Unit and provides the investigator with the process to be used when requesting mobile surveillance assistance.

GO 121.12 – Forensic Services Unit: This Order establishes the mandate of the Forensic Services Unit. It provides the first responding officer with information on their responsibilities to protect a crime scene and identifies occurrences when the FSU must be notified to attend.

GO 146.07 – Polygraph Examination: This Order establishes the procedure and responsibilities of investigators requiring polygraph examinations to assist in investigations. This Order also outlines the duties and responsibilities of the polygraph examiner.

GO 192.05 – Electronic Crime Investigations: The purpose of this Order is to familiarize members with the function and capabilities of the Technological Crime Unit, Cyber Crime, Forensic Video Analysis, and Internet Child Exploitation Unit, and to outline the procedure to be followed when requesting the services of the units.

The Service does not have a Behavioral Science Section but has requested and used the services of the Ontario Provincial Police Behavioral Sciences Section in past investigations.

The above-mentioned Investigative Support General Orders provide the detail required to ensure that an investigator is aware of the capabilities and services that may assist in criminal investigations. These orders satisfy section 4.4.1 and 4.4.2 of the By-Law.

### **Alternatives Reviewed**

Not Applicable.

### **Relationship to Police Service/Board Strategic Priorities**

To comply with the provisions of Board By-Laws and to maintain compliance with Adequacy and Effective Policing requirements.

### **Relevant Policy Considerations**

GO-020.15 – Sexual Assault Investigations  
GO-021.07 – Criminal Harassment  
GO-028.13 – Sudden Death and Homicide  
GO-037.08 – Fire Calls and Arson Investigations  
GO-060.06 – Traffic Enforcement  
GO-061.11 – Impaired Driving Offences  
GO-084.08 – Child Abuse and Neglect  
GO-114.13 – Domestic/Family Violence  
GO-165.08 – Elder and Vulnerable Adult Abuse  
GO-173.10 – Parental and Non-Parental Abduction  
GO-192.05 – Electronic Crime Investigations  
GO-075.11 – Scenes of Crime Officer  
GO-077.14 – Canine Unit  
GO-111.10 – Special Investigative Services Unit and Technical Support Access  
GO-112.08 – Mobile Surveillance  
GO-121.12 – Forensic Services Unit  
GO-146.07 – Polygraph Examination

### **Other Pertinent Reports**

8.6 - 2024.07.25 - Annual Report – Criminal Investigation Management and Procedures – January 1, 2023, to December 31, 2023.

*This report was prepared by Jeffrey Bootsma, Acting Inspector, 2 District, and reviewed by Shaun Parrent, Superintendent, Community Services. Recommended by Mario Lagrotteria, Deputy Chief, Community Services.*

A handwritten signature in blue ink that reads "Bill Fordy".

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**Submitted by:**

Bill Fordy, O.O.M. #9615  
Chief of Police

**Appendices**

Not applicable.