



NIAGARA REGIONAL POLICE SERVICE

Police Services Board Report

PUBLIC AGENDA

Subject: Annual Report – Property Offences (including Break & Enter) -
January 1 to December 31, 2021

Report To: Chair and Members, Niagara Police Services Board

Report Date: 2022-04-25

Recommendation(s)

That the Niagara Regional Police Services Board, receive this report for information.

Key Facts

- The purpose of this report is to advise the Board that the Service is in compliance with By-Law 222-2000 – Property Offences.
- By-Law 222-2000 contains provisions requiring the Chief of Police to report specific information in order to ensure compliance with legislative guidelines.
- This report is submitted to provide the Board with the necessary and required information pursuant to the operation of the Evidence Management Unit

Financial Considerations

Not Applicable

Analysis

On November 30, 2000, the Regional Municipality of Niagara Police Services Board enacted several By-Laws in response to Provincial Adequacy Standards regulation (O. Reg. 3/99). The By-Laws contain provisions requiring the Chief of Police to report specific information to the Board that demonstrates the Service's compliance with the previously mentioned legislative guidelines.

The report that follows provides the Board with information concerning the investigation of property-related offences by Service members. The report addresses the reporting period of January 1, 2021 through December 31, 2021.

By-Law 222 – 2000 - Property Offences

Section 5.1 states, "The Chief shall make a written report to the Board on or before August 30 of each year. The report shall include:

- a) a summary of written procedures concerning property offence investigations.”

Written procedures regarding Property Offences are found in the following Niagara Regional Police Service General Orders:

- GO - 095.10 – Major Incidents and Routine Criminal Investigations
- GO - 121.12 – Forensic Services Unit
- GO - 035.13 – Evidence and Property Management
- GO - 037.08 – Fire Calls and Arson Investigations
- GO - 034.10 – Report Submissions

These orders detail the responsibilities of officers when investigating property offences. They were prepared and approved to comply with Provincial Adequacy Standards Regulations LE-006, LE-020, LE-030, LE-042 and ER-004.

General Order 095.10 – Major Incidents and Routine Criminal Investigations - Identifies the duties and responsibilities of officers conducting routine criminal offences. It also outlines the process to be followed when involved in incidents deemed to be of a major nature. The order outlines the duties and responsibilities of officers who respond to the scenes of crimes, as well as those who undertake follow-up investigations – particularly members assigned to investigative units. The provisions contained in the order effectively address Section 5.1a of By-Law 222–2000, a summary of the written procedures concerning property offence investigations.

General Order 121.12 – Forensic Services Unit - Was written to assist with the investigation of most types of occurrences where the collection and preservation of physical evidence is appropriate. The order emphasizes the responsibility of the first officer at the scene of an occurrence to ensure proper measures are taken to guard against the contamination of evidence. The order reinforces the need for officers to determine whether a Scenes of Crime Officer, or Forensic Services Officer, is required for a more detailed examination of evidence. Moreover, the order provides a sequential list of considerations that should be entertained by officers undertaking investigations: criteria for examining stolen vehicles, preliminary examination at break and enter crime scenes, seizing exhibits, factors affecting the retrieval of crime scene fingerprints and footwear comparison, and use of mug shots and lineups.

General Order 035.13 – Evidence and Property Management - Expands on the duties and responsibilities of officers investigating property offences by establishing procedures for the control of evidence/property seized by members of the Service pursuant to the Police Services Act, peripheral regulations, and/or federal statutes. The order directs members to properly document and submit, without delay, seized items to the Service's Evidence Management Unit. This includes all evidence/property that is acquired, either directly or indirectly by reason of their duties unless otherwise permitted by this general

order, with the exception of licit and illicit drugs and motor vehicles, which are dealt with by way of other Service general orders.

General Order 037.08 – Fire Calls and Arson Investigations - Identifies the structure, operation and responsibilities of detectives investigating arson. Additionally, the order establishes the requirement for Service members to liaise, and work in partnership, with the fire departments investigators, members of the Ontario Fire Marshal's Office, and where necessary, personnel from other police services. Last, the order directs members of District Detective Offices to monitor fire related occurrences and arson reports identifying similarities, patterns and suspects; coordinate, as required, any program or project to combat serial arsons; maintain files on all arson suspects; and monitor any identified high-risk individuals.

General Order 034.10 – Report Submissions - Was written to ensure that all members adhere to the Service policies that are in place to address the establishment of procedures on records management, including the collection, security, retention, use, disclosure and destruction of records, in accordance with the requirements of appropriate legislation.

Status of Service Compliance with the Previously Mentioned Procedures:

Numerous systems have been implemented to ensure Service members' compliance with the previously mentioned orders. General Order 034.10 - Report Submissions, requires officers to submit a report when a criminal offence has been committed or alleged to have been committed. Officers will also report any incidents identified by the Service, or any member, as being worthy of documentation for future reference. The criteria for reporting include property offence investigations.

Section 3.10 stipulates that each submitted report must reviewed by a supervisor in order to ensure accuracy of information contained within the report; as well as adherence to the Service's standard of information conveyance.

General Order 095.10 – Major Incidents and Routine Criminal Investigations - Obliges the District Detective Staff Sergeant or Detective Sergeant to review all occurrence reports submitted by members under their command, and return occurrence reports to officers for follow-up investigation, where required. The order also requires the above-referenced supervisory member to review all occurrence reports pertaining to criminal investigations and return them to the original investigating officer, or re-assign as necessary, to a detective for follow-up investigation.

The order also identifies supervisor's guidelines for case management. Supervisors are required to review each incident and determine whether further resources are appropriate. Each incident is assigned a priority between one and three based on criteria identified in the order. Priority one investigations shall take precedence over priority two occurrences, and so on. The priority system ensures that all occurrence reports are reviewed and receive the required attention and follow-up. The Niagara Regional Police

Service, Quality Assurance Unit, ensures that property offence calls are properly coded so that statistical data may be accurately captured.

Alternatives Reviewed

Not to accept this report.

Relationship to Police Service/Board Strategic Priorities

To comply with the provisions of Police Services By-Laws and to maintain compliance with Provincial Adequacy Standards Regulations.

Relevant Policy Considerations

Police Services By-Law No. 222-2000 – Property Offences (including Break & Enter)

GO - 095.10 – Major Incidents and Routine Criminal Investigations

GO - 121.12 – Forensic Services Unit

GO - 035.13 – Evidence and Property Management

GO - 037.08 – Fire Calls and Arson Investigations

GO - 034.10 – Report Submissions

Other Pertinent Reports

Not Applicable

This report was prepared by Bruce Mair, Sergeant, Evidence Management Unit, reviewed by Richard Frayne, Superintendent, Corporate Services and recommended by Bill Fordy, Deputy Chief, Support Services.



Submitted by:

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Chief of Police

Appendices

None