Peterborough Police Service Board

Policy
Criminal Investigation Management and Procedure
2026-LE-032

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1.0 Authority

1.1 Subsection 37(1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1,* ("CSPA") provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by section 10 of the CSPA;

1.2 Subsection 38 (2) of the CSPA provides that a police service board may establish policies respecting matters related to the police service or the provision of policing;

1.3 O. Reg. 392/23: Adequate and Effective Policing (General) prescribes standards for adequacy and effectiveness of police services;

1.4 The Board has deemed it appropriate and consistent with the principles set out in section 1 of the CSPA, with its objectives and priorities determined pursuant to sections 37 and 38 of the CSPA that it require the police service to have investigative supports including 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;

1.5 The Board has deemed it appropriate that it require the police service to have one or more criminal investigators who are members of the police service and who have successfully completed the required Ministry accredited training;

1.6 The Board has deemed it appropriate that it require the Chief of Police to prepare a criminal investigation management plan;

NOW THEREFORE THE PETERBOROUGH POLICE SERVICE BOARD APPROVES AND ADOPTS THE FOLLOWING:

2.0 Definitions

In this Policy:

2.1 **"Act" or "CSPA"** means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, as amended;

2.2 **"Board"** means the Peterborough Police Service Board;

2.3 **"Chief"** means the Chief of the Peterborough Police Service;

2.4 **"Member"** means a member of the Peterborough Police Service;

2.5 **"Ministry"** means the Ministry of Community Safety and Correctional Services;

2.6 **"Service"** means the Peterborough Police Service.

3.0 Board Policy

3.1 The purpose of this policy is to require that the Chief ensures that investigations into criminal acts:

a) are effectively and efficiently investigated by qualified investigators and investigative supervisors;
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.

3.2 The Board recognizes that appropriate criminal investigation management and procedure is crucial to policing, and it is therefore the policy of this Board that criminal investigation management and procedures be dealt with in a professional and thorough manner, and in accordance with procedures established by the Chief as directed in this Policy.

4.0 Direction to the Chief

4.1 Criminal Investigation Management Plan

4.1.1 The Chief shall prepare a criminal investigation management plan that addresses general criminal investigation procedure.

4.1.2 The Chief shall ensure that the criminal investigation management plan meets the investigative needs of the Service, including identifying the types of occurrences which should be investigated through a combined or cooperative service delivery method.

4.1.3 The Chief shall ensure that the criminal investigation management plan makes reference to the existence of additional guidelines dealing with specific type of occurrences that address procedures and processes that are unique to that type of occurrence.

4.1.4 The Chief shall ensure that the criminal investigation management plan is reviewed on an annual basis and amended as required.

4.2 Procedures

4.2.1 The Chief shall develop and maintain written procedures on processes for undertaking and managing criminal investigations.

4.2.2 The Chief shall ensure that the police service has one or more members who are criminal investigators.

4.2.3 The Chief shall establish a selection process for criminal investigators which shall ensure that Members who provide this service meet the requirements of O. Reg. 392/23: Adequate and Effective Policing (General).

4.3 Training

4.3.1 The Chief shall ensure that the procedures developed and maintained in section 4.2 ensure that Members to whom a supervisor assigns an occurrence have the training, knowledge, skills and abilities to investigate that type of occurrence.

4.4 **Investigative Supports**

4.4.1 The Chief shall ensure that the Service has investigative supports, including 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 or ensure that agreements are in place for securing the required assistance from other police agencies or organizations as appropriate.

4.4.2 The Chief shall establish written procedures and processes in respect of the investigative supports referred to in section 4.4.1 above.

4.4.3 The Chief shall ensure that the procedures in respect of investigative supports include that a person providing investigative supports in the areas of scenes of crime analysis or forensic identification have successfully completed the required Ministry accredited training.

4.4.4 The Chief shall ensure that persons who provide any type of investigative supports have the knowledge, skills and abilities to provide that support.

4.5 **Police Service Guidelines**

4.5.1 The Chief shall ensure that all written procedures referred to above are in accordance with this policy.

5.0 Report to the Board

5.1 The Chief shall report to the Board on the Service's implementation of this Policy as follows:

5.1.1 In response to questions from the Board regarding Service procedures developed pursuant to the policy, either verbally at a meeting when the question is asked, or in writing at the next regularly scheduled Board meeting, as directed by the Board; and

5.1.2 Within thirty days of the Chief becoming aware of a breach of Service procedures developed pursuant to this policy that the Chief in his sole discretion determines to be a significant breach that is likely to result in liability for or reputational damage to the Board or the Service, the Chief shall:

a) report to the Board verbally regarding the matter at its next regularly scheduled meeting;

b) provide periodic verbal updates as directed by the Board at subsequent meetings pending completion of internal and external proceedings regarding the matter; and

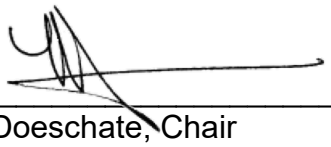
c) after the conclusion of all internal and external proceedings regarding the matter, provide a written report to the Board explaining:

i) the breach;
ii) the circumstances surrounding the breach;
iii) the Chief's liability or reputational concerns; and
iv) the corrective measures taken, including amendments to the procedure to guard against future breaches.

6.0 Implementation

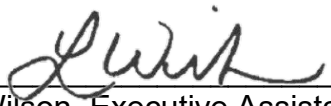
6.1 That the Board approves and adopts this Policy #2026-LE-032 Criminal Investigation Management and Procedure which shall come into force on October 21, 2026.

6.2 That Policy #LE-006 Criminal Investigation and Major Case Management, enacted on October 20, 2014 and last revised November 18, 2018, is hereby repealed effective October 21, 2026.



Mary ten Doeschate, Chair
Peterborough Police Service Board

October 20, 2026
Date



Lisa Wilson, Executive Assistant
Peterborough Police Service Board

October 20, 2026
Date