



Peterborough Police Service Board

Policy Missing Persons 2026-ER-024

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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 to require the Chief of Police to establish procedures and processes for undertaking and managing investigations into missing persons;
- 1.5 The Board has deemed it appropriate and consistent with the principles set out in section 1 of the CSPA, with its objective sand priorities determined pursuant to section 37 and 38 of the CSPA to require the Chief of Police to develop

procedures on ground searches and promote through partnerships with other emergency providers and volunteer groups the co-ordination of ground searches;

- 1.6 The Board has deemed it appropriate that it establish a policy on investigations into missing persons;
- 1.7 The *Missing Persons Act, 2018*, (O. Reg. 182/19) was enacted on July 1, 2019 to assist members of a police service when responding to missing persons occurrences, including demands for records and annual reporting.

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 **“Missing Persons Act”** includes O. Reg. 182/19 made under the *Missing Persons Act, 2018*;
- 2.3 **“Board”** means the Peterborough Police Service Board;
- 2.4 **“Chief”** means the Chief of Police of the Peterborough Police Service;
- 2.5 **“Member”** means a member of the Peterborough Police Service as defined in the Act;
- 2.6 **“Ministry”** means the Ministry of the Solicitor General;
- 2.7 **“Service”** means the Peterborough Police Service.

3.0 Board Policy

- 3.1 The Board recognizes that matters of missing persons are serious in nature, and it is therefore the policy of this Board that investigations into such matters be conducted 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 Procedures to be Followed when Investigating a “Missing Person” Incident

- 4.1.1 The Chief shall develop and maintain procedures that set out the steps to be followed to undertake investigations into reports of missing persons, including situations involving children, teenagers and elder and vulnerable adults.
- 4.1.2 The Chief shall ensure that the procedures referred to in Section 4.1.1 above include a mechanism for investigative follow-up on outstanding missing person cases.
- 4.1.3 The Chief shall establish procedures and processes to recognize and deal with the circumstances where there is the possibility of foul play and comply with the Ministry’s designated Ontario Major Case Management Manual.
- 4.1.4 The Chief shall ensure that an AMBER Alert activation is considered in all missing children investigations and Major Case Management is implemented in all cases involving AMBER Alert activation.

4.2 Ground Search

- 4.2.1 The Chief shall develop procedures on ground search for lost or missing persons.
- 4.2.2 The Chief shall promote, through partnerships with other emergency service providers and volunteer groups, the co-ordination of ground search services in the City of Peterborough, Township of Cavan Monaghan, and Ward of Lakefield.

4.3 Training

- 4.3.1 The Chief shall ensure that search coordinators and team leaders involved in investigating a missing person incident and/or ground search incident have the requisite knowledge, skills and abilities.

4.4 Number of Urgent Demands

- 4.4.1 The Chief shall ensure that officers who make an urgent demand for records do so in accordance with section 5 of the *Missing Persons Act, 2018*.

5.0 Report to the Board

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

- a) In response to questions from the Board regarding Service procedures developed pursuant to the policy, either verbally at a meeting when the questions is asked, or in writing at the next regularly scheduled Board meeting, as directed by the Board; and
- b) 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 could result in liability for or reputational damage to the Board or the Service, the Chief shall 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 the corrective measures taken, including amendments to the procedure to guard against future breaches and .

5.2 Annual Reporting Requirements

- a) Under section 8 of the *Missing Persons Act, 2018* the Service is to report annually on the use of urgent demands for records by members of the Service, this includes:
 - i) The total number of urgent demands made that 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; and,
 - iii) The total number of times that different types of records listed in subsection 4(2) of the *Missing Persons Act* were specified in the urgent demands made in that year; and if applicable, a description of any types of records not listed in subsection 4(2) of the *Missing Persons Act*;
- b) The Annual Report must be provided to the Board by April 1st in a format approved by the Minister and made available to the public on the Police Service website by June 1st of the year it is received;
- c) A copy of the Annual Report must be filed with the Ministry including the lead contact information of the Service.

6.0 Implementation

- 6.1 That the Board approves and adopts this Policy #2026-ER-024 Missing Persons which shall come into force on July 22, 2026.
- 6.2 That Policy #ER-007 Ground Search for Lost or Missing Persons enacted on October 20, 2014 and last revised March 23, 2016 is hereby repealed effective July 22, 2026.



Mary ten Doeschate, Chair
Peterborough Police Service Board

July 22, 2026

Date



Lisa Wilson, Executive Assistant
Peterborough Police Service Board

July 22, 2026

Date