



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Investigations
Policy Number:	LE-006
Effective Date:	October 28, 2024
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Section 6 of Ontario Regulation 395/23 Investigations

Policy Statement

Investigations into criminal and other matters are a fundamental responsibility of the Woodstock Police Service (the "Service"). The Woodstock Police Service Board (the "Board") acknowledges that effective investigations enhance community safety and build public trust in the police. Conversely, investigations that result in wrongful accusations can significantly damage community confidence. Therefore, the Board is committed to applying rigorous standards to ensure that the highest levels of investigative excellence are consistently upheld.

Policy Application

1. The Chief of Police (the "Chief") shall comply with *Ontario Regulation 395/23 Investigations (O. Reg. 395/23)* and ensure that:
 - a. the Service has at least one of each of the following individuals available

24 hours a day:

- i. a senior investigator;
 - ii. a supervisor; and
 - iii. a case manager
- b. the following procedures are established and maintained in accordance with *O. Reg. 395/23*:
- i. procedures regarding notifying supervisors of matters for the purposes of section 6 of *O. Reg. 395/23*;
 - ii. procedures for undertaking investigations;
 - iii. procedures for the management of information relating to investigations; and
 - iv. procedures for managing informers and agents and ensuring their security;
- c. consultation occurs with the Crown Attorney in accordance with *O. Reg. 395/23*, including with respect to any concerns raised by the Crown Attorney of judiciary regarding the investigation procedures or the practices of members of the Service related to any aspect of an investigation, and appropriate follow up and review is conducted when concerns are identified.
- d. members of the Service are deployed as required to undertake or supervise investigations.
- e. the following factors are considered when determining the number of members of the Service that are required to undertake and supervise an investigation:

- i. data on the workload of members conducting investigations from the previous 5 years;
- ii. the crime severity index for areas being policed;
- iii. the clearance rates for the areas being policed;
- iv. the strategic plan for the Service; and
- v. the geographical characteristics of the community.

Reporting

2. The Chief shall submit an annual report to the Board demonstrating compliance with this policy.