



POLICY MANUAL

FOR

**SASKATCHEWAN MUNICIPAL POLICE
SERVICES**

**SASKATCHEWAN
POLICE COMMISSION**

INTRODUCTION

This Policy Manual, which replaces the November 2015 edition and its amendments, affords a framework to enable accountability of municipal police services to the community(s), accountability of the police services to the Saskatchewan Police Commission, and the accountability of the Saskatchewan Police Commission to the residents of Saskatchewan.

The Manual provides direction to Saskatchewan municipal police services and, notwithstanding differences that exist from one locality to another, ensures that regardless of the municipality, [except those policed under contract by the RCMP], the policy framework is consistent throughout the province.

Each police service is required to establish procedures that meet the respective standard(s) of each policy in the manual. These minimum standards for the establishment of procedures will also help to ensure uniformity in the application of policing policy in Saskatchewan.

In the spirit of “community policing” and its attendant fundamentals of valued service, accountability and openness, this Policy Manual is public information.

A handwritten signature in black ink that reads "Neil Robertson". The signature is written in a cursive, flowing style.

Neil Robertson, Q.C.
Chairperson
Saskatchewan Police Commission

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AUTHORITY

The Policy Manual for municipal police services, which have been established further to Sec 26 of *The Police Act, 1990*, is authorized by the Saskatchewan Police Commission pursuant to Section 19(2)g of *The Police Act, 1990*.

PHILOSOPHY OF POLICING

It is the intent of the Saskatchewan Police Commission that police services in Saskatchewan operate in the context of the principles and fundamentals of “community policing.” These principles and fundamentals are:

- a customer/client focus;
- consultation and collaboration with the community;
- quality and valued customer service;
- continuous improvement and change;
- teamwork;
- decentralization of authority and decision making;
- total involvement;
- participative leadership;
- increased communication;
- continuous evaluation;
- outcome focused; and
- internal and external alignment.

Consequently, the policies of this Manual are designed to satisfy these principles and fundamentals. Police services are encouraged to ensure that they have a Business Plan embodying the organizational strategy of “community policing” and that all procedures are designed to be congruent with that strategy.

STATEMENT OF PRINCIPLES

Policing has evolved to the extent that demands on police services sometimes exceed the resources of any particular police service. The Saskatchewan Police Commission supports and encourages cooperation and collaboration between police services, the sharing of resources between police services, and the establishment of necessary mutual assistance protocols.

RESPONSIBILITY OF POLICE SERVICES

It is the responsibility of police services to ensure that each policy is operationalized through written procedures that meet the respective minimum standard and follow accepted policing practices. Subject to meeting the minimum standards, a chief of police may implement supplementary procedures that apply to a specific police service. Protocols and procedures established by a police service should reflect the unique nature of their community without compromising the intent of the policy.

In addition, subject to complying with the policies in this manual, chiefs of police and/or boards of police commissioners may add police service specific policies and develop and implement procedures for such policies. These policies should also be accessible to the public.

FORMAT

To the extent that it is possible, the Manual is broken down into Sections for each major policing function. Each of these functions will be governed by a policy(s) of the Saskatchewan Police Commission and the police service will develop procedures that meet the minimum standard(s) established by the Saskatchewan Police Commission for each policy.

AUDIT

The Saskatchewan Police Commission may audit police services to ensure that procedures are in place which meet the standards for each policy and that these procedures, and thus the policy(s) of the Saskatchewan Police Commission, are followed.

REVISIONS

The Saskatchewan Police Commission, in consultation with the Saskatchewan Association of Chiefs of Police, the Saskatchewan Federation of Police Officers and the municipal boards of police commissioners, may review the policies and the respective standards of this Manual to ensure that they are relevant and meet the needs of the police services and the public.

Chiefs of police, chairs of boards of police commissioners, the president of the Saskatchewan Federation of Police Officers and members of the public are encouraged to submit suggestions, and/or requests to the Saskatchewan Police Commission, relative to revisions as necessary.

GLOSSARY

Agent: a person who assists the police in furthering an investigation or gathering evidence. An agent may be required to disclose his or her identity and may be required to testify in court.

Apprehended: to take a person into custody.

Arrest: The term “arrest” is not defined in statute law. For the purposes of the *Criminal Code*, the S.C.C. defined it, in *R.v. Whitfield* (1970), following the common law definition: “*Arrest consists of the actual seizure or touching of a person’s body with a view to his detention. The mere pronouncing of words is not an arrest, unless the person sought to be arrested submits to the process and goes with the arresting officer.*”

“At risk”: See *The Child and Family Services Act* and *The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act*.

Auxiliary: a volunteer uniformed member of a police service appointed as a special constable pursuant to *The Police Act, 1990*. Auxiliary members of a police service who are appointed as special constables are peace officers when they are carrying out their duties as special constables either accompanied by or under the supervision of a sworn police officer.

Child: unless otherwise specified, a person under the age of 18 on the date of the incident.

Child in need of protection: as defined by *The Child and Family Services Act* - includes a person under 16 years of age who as a result of an act or omission of the child’s parent “has been or is likely to be exposed to harmful interaction for a sexual purpose, including conduct that may amount to an offence within the meaning of the *Criminal Code*”. This definition includes involving the child in prostitution. Generally, 16 and 17-year-olds cannot be found to be in need of protection; however, the Director of Child and Family Services has discretion, in exceptional circumstances, to find them to be in need of protection and provide services to them.

CISS: Criminal Intelligence Service Saskatchewan is an organization that provides the facilities to unite the criminal intelligence units of Saskatchewan law enforcement agencies.

Confidential Source: a person who provides information or intelligence to the police. A source may be paid for providing this information.

Court-based victim/witness services: services offered to victims and vulnerable witnesses during criminal proceedings. The services include court orientation and support. Crown Prosecutor or police-affiliated victim services personnel generally makes referrals to these services.

CPIC: a nationwide computerized police information database managed by the Canadian Police Information Centre.

Custody: any circumstance when a person is in the care and control of a police officer such that that person is not free to leave.

Detention: the act of restraining of a person's liberty by confining them.

Hate/bias motivated crime: crime motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or any other similar factor.

Industrial Accidents: See *The Occupational Health and Safety Act, 1993*.

Informant: a person who supplies information to police.

Interpretation piece: an explanation of something that is not immediately obvious.

Lethal Force: any use of force likely to cause death or grievous bodily injury. Police officers are authorized by law to use lethal force to prevent death or grievous bodily harm occurring to a person.

Medically trained professional: a physician, nurse, paramedic, emergency medical technician or ambulance attendant.

Non-lethal Force: any use of force which is not considered lethal.

OC Spray: Oleoresin Capsicum Spray: this is deemed to be a weapon, and any use must be justified. OC Spray will only be used in harmony with policy and guidelines on the use of force.

Peace Officer: as defined in Section 2 of the Criminal Code.

Police-Affiliated Victim Services: respond to the needs of victims throughout the criminal justice process, to provide immediate assistance to victims of crime and their families.

Police Officer: a person appointed as a member of a municipal police service.

Police Service: means a police department, police service or police force established by a board.

Policy: to enable accountability of municipal police services to the residents of Saskatchewan.

Procedure: series of actions conducted in a certain order or manner.

Protective Intervention Order: means an order issued by a justice under *The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act, 2002*.

Protocol: set of rules, principles or laws governing conduct.

Pursuit: a vehicular pursuit occurs when a police officer attempts to stop a vehicle the driver of which is aware of this attempt and refuses to stop, and/or takes evasive action, and/or fails to obey the directions of the police officer, following which the police officer pursues for the purpose of stopping the vehicle, and/or identifying the vehicle, and/or identifying/apprehending, the driver and/or passenger(s).

Special Constable: a peace officer appointed pursuant to *The Police Act, 1990*, with specific and usually limited police authority and jurisdiction.

Specialized Services: those services provided by a police service that require specific skills and training. They include, but are not restricted to: tactical/emergency response or public order response teams, privacy act interceptors, surveillance specialists, technologically based crime investigators, police service dog handlers, forensic identification specialists.

Standards: the Standard(s) are the minimum criteria that are necessary to include in procedures in order to satisfy the respective policy. The Saskatchewan Police Commission will consider compliance with these standards when evaluating/auditing police services.

Sudden Death: any sudden unexpected death.

Training: activity leading to a skilled behavior, the cognitive process of acquiring skill and knowledge.

Use of Force: See “Non-lethal Force” and “Lethal Force”

Volunteer: a member of the community who volunteers to assist a police service in some aspects of service delivery.

Violent Crime Linkage Analysis System (ViCLAS): a computer-assisted linkage system managed by the RCMP. It is designed to assist all police agencies in tracking, coordinating and linking serial type cases involving homicides, sexual assaults, non-parental abductions, missing persons and found human remains where foul play is suspected.

USER'S GUIDE

Format

This manual consists of two Parts: Administration/Management and Operations.

Indexing

Alphanumeric indexing.

Local Policies

For easy reference, local policies should be printed on coloured paper, formatted consistently with the Manual and, if related to a policy of the Saskatchewan Police Commission, inserted immediately following the relevant Saskatchewan Police Commission policy and respective procedure(s). If the policy is not related to an existing Saskatchewan Police Commission policy, the local policy should be included in the Local Policy Section of Part I or Part II depending on whether the policy is with respect to Administration/Management or Operations.

Local Procedures

For easy reference, procedures developed by the police service should be printed on coloured paper, formatted consistent with the Manual and inserted immediately following the page on the respective subject.

Revisions

Revisions will be provided by the Saskatchewan Police Commission in the form of NEW or REVISED policies printed on white paper. An Amendment Log is provided at the front of the Manual to record the receipt and insertion of revised policies.

All updated policies will have a caption identifying the revision number and date revised. This information should correspond to amendment log entries.

EXAMPLE: Updated: Revision #1, Feb 8, 2013

(The use of written dates -- e.g. Feb 8, 2013-- rather than 04-08-04 is to be used to ensure clarity and consistency.)

New or Revised Pages

- (1) List the revision number on the Amendment Log.
- (2) List the Section number amended or added, followed by the name of the Section, name of the person revising the Section, and date of the revision, as shown on the header of the revised or new page.

EXAMPLE: AMENDMENT LOG

REVISION #	SECTION #	NAME OF SECTION	REVISED BY	DATE REVISED
1	OB 70	MISSING PERSONS	JOHN DOE	MAR 5, 2013

- (3) Insert the revised or new pages in the correct place and destroy the old pages.
- (4) If the latest amendment or addition number indicates that you may have missed a previous amendment or addition, obtain a copy from the office of the Saskatchewan Police Commission to ensure that your Manual is always up to date.

Ease of Access

This manual is available on the Internet at:

<http://www.saskatchewan.ca/government/government-structure/boards-commissions-and-agencies/saskatchewan-police-commission#legislation-and-annual-reports>

PART ONE ADMINISTRATION/MANAGEMENT

AA ADMINISTRATION/MANAGEMENT OF THE POLICE SERVICE

AA ADMINISTRATION/MANAGEMENT OF THE POLICE SERVICE

AA 10 AUTHORITY AND JURISDICTION

POLICY:

Because, pursuant to Section 36(3) *The Police Act, 1990*, a municipal police officer in Saskatchewan has authority to exercise the powers and duties of a peace officer anywhere in the province, police services are encouraged to assist other police services and/or obtain assistance of police officers from other jurisdictions.

AUTHORITIES:

Section 36(3) *The Police Act, 1990*

AA ADMINISTRATION/MANAGEMENT OF THE POLICE SERVICE

AA 20 STRATEGIC MANAGEMENT

POLICY:

The board of police commissioners and the police service must have a strategic business plan and the means of measuring performance of the police service. The performance measurement should address outcomes as well as authorities.

STANDARD(S):

The strategic business plan must clearly articulate the organizational strategy of the police service.

AB HUMAN RESOURCE MANAGEMENT

AB HUMAN RESOURCE MANAGEMENT

AB 10 HUMAN RESOURCE MANAGEMENT STRATEGY

POLICY:

The police service must have a human resource management strategy(s) that includes recruitment, selection, hiring, vertical and horizontal mobility, training and education and individual performance development and evaluation. The human resource management strategy should also include a strategy for succession management.

STANDARD(S):

The Human Resource Management strategy should follow accepted human resource management structures and be congruent with the organizational strategy of "community policing".

AB HUMAN RESOURCE MANAGEMENT

AB 20 JOB DESCRIPTIONS

POLICY:

The police service must ensure job descriptions and relevant competencies are in place for each job in the police service.

STANDARD(S):

The job descriptions must follow accepted human resource management practices and include the means for an employee who aspires to a particular job to identify the qualifications, experience and competencies necessary for the job(s).

AB HUMAN RESOURCE MANAGEMENT

AB 30 RECRUITMENT, SELECTION AND HIRING

POLICY:

The police service must ensure procedures, which comply with *The Police Act, 1990* and Regulations and Human Rights Regulations, are developed for recruitment, selection and hiring of personnel.

STANDARD(S):

Procedures must ensure that recruitment, selection and hiring processes are clearly articulated and communicated internally and externally.

AUTHORITIES:

The Municipal Police Recruiting Regulations, 1991
The Saskatchewan Human Rights Code

AB HUMAN RESOURCE MANAGEMENT

AB 40 WORKPLACE HARASSMENT

POLICY:

The police service must not condone or permit harassment in the workplace.

The police service must be committed to providing a work environment in which all individuals are treated with respect and dignity.

The police service will not refuse to employ, or refuse to continue to employ, or discriminate against, any person because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. All employees must meet bonafide occupational requirements.

STANDARD(S):

These policies will be observed to:

- prevent harassment in the workplace;
- establish and maintain a healthy work environment;
- comply with Human Rights and Occupational Health and Safety legislation.

Employees are responsible for ensuring and supporting a work environment in which harassment does not occur.

No person in a police service will harass or discriminate against any other person or group of persons because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age.

Procedures must include provisions for reporting, investigating and resolving complaints of harassment in the workplace.

AC CONDUCT

AC CONDUCT

AC 10 CONFLICT OF INTEREST

POLICY:

Both on duty and off duty, personnel of Saskatchewan police services must maintain, and be seen to maintain, the highest standards of honesty, integrity and impartiality.

A Conflict of Interest policy is necessary to ensure the public's trust in the integrity of the police services and their personnel.

Personnel will disclose, in writing, to their chief of police any and all business, commercial and financial interests where such interests might conceivably be construed as being in actual or potential conflict with their official duties.

Personnel are specifically prohibited from engaging in any of the following situations or activities that have an obvious potential for conflict of interest:

- personnel will not place themselves under a monetary or other obligation to any person in such a manner that could be construed as having the potential to affect the proper and impartial performance of their duties;
- personnel will ensure that no conflict exists between their private interests and their official duties;
- personnel will not use their position with the police service for private advantage;
- in the performance of their duties, personnel will not give preferential treatment to relatives, friends, or organizations in which they or their relatives or friends have an interest;
- personnel will not hold outside employment that might place demands on them that could be inconsistent with their police duties, or call into question their capacity to perform those police duties in an objective manner;
- personnel will not accept gifts, benefits or favours from any person or organization where these might appear to have the potential of improperly influencing them in the performance of their police duties;
- personnel will not provide gifts, benefits or favours to others where this may be perceived as attempting to influence others in their relations with the individual police officer or the police service; and

- without the approval of the chief of police, personnel will not directly or indirectly solicit or receive any gratuity, reward or compensation, or give any paid or unpaid testimonial.

STANDARD(S):

The police service will develop procedures relating to conflict of interest.

AC CONDUCT

AC 10.1 CONFLICT OF INTEREST – POLICE SERVICE FUNDING

POLICY:

As is the case with their personnel, Saskatchewan police services as organizations must also maintain, and be seen to maintain, the highest standards of honesty, integrity and impartiality.

A Conflict of Interest policy governing organizational conduct, in addition to the policy governing personnel conduct, is necessary to ensure the public's trust in the integrity and impartiality of the police services.

In order to maintain public trust and confidence in policing, police services must not be perceived as having a connection to, affiliation with or obligation to any organization where it might create an actual or apparent conflict of interest between the discharge of the police services' public duties and responsibilities and the interests of such organization. Police services are therefore specifically prohibited from:

- receiving and utilizing funds or in kind contributions of equipment or other tangible assets from sources originating other than with the municipality which they serve through their respective Boards of Police Commissioners, the Government of Saskatchewan including its agencies and crown corporations or the Government of Canada including its agencies and crown corporations in funding or use in the provision of policing operations or police service administration; and
- placing themselves under a monetary or other obligation to any person or organization that could be construed as having the potential to affect the proper and impartial discharge of their public duties and responsibilities, or conducting themselves in such a manner as to potentially create the perception that they have done so.

This policy does not preclude a police service from providing additional security services for special events on a fee for service basis where there is a reasonable belief that such services may facilitate maintaining peace and order and enhancing public safety during such events.

Other situations may arise where members of the community wish to make a contribution, either financial or otherwise, to assist the police service with policing operations or police service administration. In such situations the Chief of Police shall apply to the Commission for an exemption from the application of this policy, and the Commission may grant such an exemption where it is satisfied that it is in the public interest to do so.

AC CONDUCT

AC 20 INTERNAL INVESTIGATION PROCESS

POLICY:

The integrity of police services will be ensured and maintained through an internal system that uses objectivity and impartiality to investigate complaints and concerns to ensure fairness and natural justice.

Under appropriate circumstances as outlined in *The Police Act, 1990*, the police service will consider relief from duty.

In considering whether or not to suspend a member of the police service, consideration of a temporary reassignment of duties must be made.

In accordance with *The Police Act, 1990*, the police service will initiate and maintain liaison with the Crown Prosecutor in any investigations involving alleged criminal conduct on the part of any member of the police service.

STANDARD(S):

Procedures must be established to ensure:

- the community's continued cooperation, respect and confidence in the police service through the prompt investigation of complaints made by the public against the police service and/or its personnel;
- the integrity of the police service is maintained; and
- accountability for, and direction on, the police service's internal investigation function and process for fairly and thoroughly addressing complaints and concerns.

The police service will develop and implement an internal investigation function that will:

- record, register and conduct the investigations against police service personnel;
- identify the categories of complaints or breaches of discipline that require internal investigation, making the distinction between those that would be handled by the internal investigation function and those that would be routinely handled by line supervisors;
- supervise and control the fair and impartial investigation of alleged or suspected misconduct within the police service;
- investigate all documented complaints in accordance with *The Police Act, 1990*;
- maintain the confidentiality and security of internal investigations and records;

- determine the status of any employee under investigation;
- act as a resource for line supervisors;
- be administered under the authority of the chief; and
- be evaluated regularly and revised if necessary.

AUTHORITIES:

The Police Act, 1990

AD ELECTRONIC INFORMATION TECHNOLOGY SECURITY

AD ELECTRONIC INFORMATION TECHNOLOGY SYSTEMS

AD 10 SECURITY OF ELECTRONIC RECORDS

POLICY:

Police services receive, store and create records which include highly sensitive information, including criminal intelligence; information regarding ongoing investigations; investigative techniques; the identify of confidential informants and agents; personal information and personal health information. The unauthorized disclosure of police information can place persons at risk and may constitute an offence against discipline pursuant to *The Municipal Police Discipline Regulations, 1991*. Unauthorized disclosure of information collected pursuant to the *Youth Criminal Justice Act* or the *Sex Offender Information Registration Act* may also constitute an offence under those Acts. It is therefore essential that police services take all precautions to secure information in their possession and ensure it is protected from unauthorized access, use and disclosure, even where such may be inadvertent.

Records created or stored in an electronic format, including email communications, require particular security measures be in place regarding access. Police services must ensure that access to electronic police records is not possible by persons other than employees of the police service and others specifically screened by the service and accredited by the Chief of Police to have access, such as information technology service providers. The Chief of Police may place further restrictions on the level of access which will be granted to any persons or class of persons set out above.

In order to ensure that access to police information is appropriately controlled, electronic file servers, operating systems and storage facilities and media, including those related to email systems, in use by police services must provide for access to police service files and information that is restricted to only those persons who have been granted access by the Chief of Police. Specifically, police services may not use shared electronic information technology systems or systems operated by any other organization, such as the municipality to which policing services are provided, which permit access to police files or information in any form by any persons other than those authorized access by the Chief of Police. Because information disclosure may be compellable under foreign legislation, electronic information technology systems in use by police services must be housed and maintained within the territorial boundaries of Canada.

AUTHORITIES:

The Police Act, 1990

The Municipal Police Report Forms and Filing System regulations, 1991

The Municipal Police Discipline Regulations, 1991

Youth Criminal Justice Act

Criminal Code

Sex Offender Information Registration Act

NOTE: This policy comes into effect on January 31, 2017

LOCAL POLICY: ADMINISTRATION/MANAGEMENT

When the local policy is not related to an existing Saskatchewan Police Commission policy, the local policy may be inserted in this Section.

PART TWO OPERATIONS

OA EMERGENCY RESPONSE SITUATIONS

OA EMERGENCY RESPONSE SITUATIONS

OA 10 DISASTERS AND CIVIL DISTURBANCES

POLICY:

The police service will maintain order in situations of disaster or civil disturbance, protecting citizens and property, using only the degree of force that is necessary to maintain or restore order while minimizing physical contact between the police and those involved in the disturbance.

Specifically:

- force of any type will be used only to the legal extent required to control a given situation;
- deadly force will only be used to prevent death or grievous bodily harm;
- deadly force will not be directed at offenders involved in property crimes if lives are not in immediate danger;
- chemical agents will be used only by personnel who are trained and certified;
- when responding to labour disputes, the police service will maintain objectivity and impartiality, fairly enforcing the law as it relates to strikes, lockouts and picketing, while at the same time protecting the rights of individuals;
- when responding to sit-in demonstrations, the police service will provide assistance to the lawful possessor of the property, or to the possessor's agent, using as much force as is reasonable, but no more than necessary, to remove trespasser(s) from the property;
- police response to riot situations will be undertaken only by personnel who have the required, specialized training in riot control with support as necessary;
- in response to blockades, the police service will work to restore order and remove any impediment that obstructs the public's common right to free movement; and
- the police service will comply with provincial emergency preparedness programs.

STANDARD(S):

Procedures will be developed, incorporating consultation with appropriate civic and community representatives and organizations, to create suitable preparations for the implementation of planning, preparedness, response, review and reporting of disasters and civil disturbances. At a minimum, with respect to Disaster and Civil Disturbances these must:

- ensure the maintenance of liaison with emergency program authorities;
- be administered under the authority and responsibility of a person identified for this role;
- provide a process for appointing an on-site commander, and specify the duties and responsibilities of the police service in relation to the on-site commander; and
- be evaluated and revised as necessary.

AUTHORITIES:

Criminal Code, Sections 25 & 26

National Use of Force Model

The Labour Standards Act

Emergency Preparedness Canada

SaskEnergy Preparedness

PROCEDURES:

Should be developed as a shared plan with other service providers.

OA EMERGENCY RESPONSE SITUATIONS

OA 20 HOSTAGE/BARRICADED PERSONS

POLICY:

Hostage/Barricaded person incidents are volatile, unpredictable events that place the safety of the public, the police, and the involved parties in jeopardy. The policy of the Saskatchewan Police Commission is that police services deliver an organized, safe, methodical response and resolution proportionate to the magnitude of the event.

The police service will have procedures for the planning, preparedness, response, review and reporting of situations involving hostage/barricaded persons.

In a hostage/barricaded person situation, public safety and the safe release of the victim(s) are of equal priority.

STANDARD(S):

Procedures for hostage/barricaded person must be developed and tested prior to being used in actual situations. Such procedures must include provisions to cover the following:

- The prime objective of entering into negotiations with a hostage taker will be to reduce the potential for violence and secure the safe release of hostages.
- Direction on and accountability for the police service's preparedness to respond to hostage taking/barricaded person incidents must be established.
- Police service procedures must establish responsibility for response to hostage taking/barricaded persons incidents, including how the accountability process works.
- In all hostage taking/barricaded person incidents involving injury, death to any of the parties involved or the need for decisions by the Minister of Justice, a report is to be forwarded to the Director of Public Prosecutions as soon as possible after the incident's conclusion. In other hostage taking/barricaded person incidents, the police service involved in the situation may decide whether or not it is necessary to forward a report to the Director of Public Prosecutions as soon as possible after the incident's conclusion.
- Preparatory activities will include the involvement and response of the tactical and hostage negotiation personnel, including:

- the selection, training and deployment of hostage negotiation personnel;
 - interaction between the tactical personnel, hostage negotiation personnel and on-scene officers;
 - a list of negotiable and non-negotiable items; and
 - authorization for use of force and force options.
- The police service which creates its own plan for responding to hostage taking/barricaded person situations will develop policy and procedures for the planning, preparedness, response, review and reporting of such situations.
 - At a minimum, these will address the following:
 - the roles and responsibilities of all parties who may be involved in a hostage/barricaded persons situation;
 - the means of assessing the situation with regard to its origination, persons involved, potential for violence and how to report that information to the appropriate personnel;
 - how and when to notify required personnel, including tactical and/or hostage negotiation personnel, command officers and support personnel;
 - activities to control and contain the immediate situation, and avoid confrontation, pending the arrival of trained tactical and hostage negotiation personnel. These activities will include:
 - establishment of a command post, line of authority and communication between all personnel;
 - establishment of an operational first response plan for on-scene personnel to deal with the situation, pending the arrival of trained tactical and/or hostage negotiation personnel;
 - establishment of a perimeter;
 - evacuation of injured victims and bystanders;
 - appropriate use of ambulance, rescue or fire equipment;

- establishing a means of communicating with the barricaded person;
 - provision of chase/surveillance vehicles and control of travel routes; and
 - appropriate involvement of media.
- debriefing and review of hostage/barricaded person situations, upon their termination, as a means of evaluating the response and identifying areas requiring modification;
 - reporting on hostage/barricaded person situations;
 - involvement in scenario training with tactical personnel, hostage negotiation personnel and other police services and agencies as required;
 - the police service will ensure that personnel involved in specialized response units have been adequately trained and are qualified to perform those duties, and that their training and re-certification are current; and
 - the use of special equipment will only be undertaken by personnel who have been trained in its use, and whose training and re-certification are current.

AUTHORITIES:

The Police Act, 1990

Canadian Police College

Crisis Negotiators Course

Incident Commander – Hostage/Barricaded Persons Course

National Use of Force Model

OA EMERGENCY RESPONSE SITUATIONS

OA 30 ALARMS

POLICY:

Safety is paramount when responding to and attending to alarms.

STANDARD(S):

Procedures will be developed with respect to the police service's response to alarms, including:

- giving priority to the safety of the public, investigating police officers and occupants/owners of the premises.

AUTHORITIES:

The Traffic Safety Act

OA 30 HOSTAGE/BARRICADED PERSONS

OA EMERGENCY RESPONSE SITUATIONS

OA 40 EXPLOSIVE DEVICES

POLICY:

The police service will have procedures for the planning, preparedness, response, review and reporting of situations involving explosive devices.

- In the event of an incident involving bomb threat and bomb emergency situations, or situations involving explosives, the protection of life will be of primary importance and must be given first consideration.
- All calls that allege the existence of an explosive device will be assumed to be authentic, until proven otherwise, and investigative action will commence immediately upon receipt of the incident call.

Specifically:

- In the event of a search, the building authority may request the assistance of attending police personnel. Aid will be given whenever possible though there may be situations in which assistance cannot be provided.
- All search activity will be planned and coordinated to ensure safety and thoroughness and will include instructions to the searchers.
- Only trained Explosive Disposal Technicians will handle any material or object believed to be an explosive device.
- Municipal police services without trained resources to deal with explosives should establish procedures for intervention by an appropriate agency that does have these trained resources.
- The police service will ensure that personnel involved in specialized response units have been adequately trained and are qualified to perform those duties.

STANDARD(S):

Procedures for bomb threat and bomb emergency situations or situations involving explosives must be developed and tested prior to use in actual situations.

At a minimum, procedures must include provisions to:

- establish accountability for, and direction on, the planning, preparedness, response, review and reporting of bomb threats and bomb emergency situations or situations involving explosives; and

- ensure that only suitably trained and equipped personnel are used in bomb or explosives emergency situations;
- the police service will develop a plan to deal with bomb or explosives emergency situations, and test it prior to use in actual situations; and
- the police service will develop procedures for the planning, preparedness, response, review and reporting of bomb threat and bomb emergency situations or situations involving explosives.

At a minimum, procedures will address the following:

- the roles and responsibilities of all parties who may be involved in a bomb threat, bomb emergency, or explosives situation;
- the means of assessing the situation with regard to its origination, validity/potentiality, seriousness and scope, and how to report that information to the appropriate personnel;
- how and when to notify appropriate personnel, including command officers and support personnel;
- activities to control and contain the immediate situation pending the arrival of trained/specialized personnel, including:
 - establishment of a command post, line of authority and communication between all personnel;
 - establishment of an operational first response plan for dealing with the situation by on-scene personnel, pending the arrival of trained/specialized personnel;
 - establishment of a security perimeter;
 - evacuation;
 - request for ambulance, rescue or fire equipment; and
 - appropriate involvement of media.
- the involvement and response of the trained/specialized personnel, including bomb disposal personnel and specialized investigators;
- search requirements, including:
 - search equipment and search process;
 - action taken upon finding a bomb/explosive device or suspicious package.

- debriefing and review of bomb threat and bomb emergency situations or situations involving explosives, upon their termination, as a means of evaluating the response and identifying areas requiring modification; and
- reporting on bomb threat and bomb emergency situations or situations involving explosives.

AUTHORITIES:

The Police Act, 1990

Explosives Act

Canadian Police College:

Police Explosives Technician Course

Police Explosives Technicians – Electronics Module III Course

PET – Explosives Forced Entry Instructors Course

Post Blast Scene Technicians Course

Radiography

Canadian Bomb Data Centre - Ottawa, Canada

OA EMERGENCY RESPONSE SITUATIONS

OA 50 CHEMICALS/VOLATILE SUBSTANCES/DANGEROUS GOODS

POLICY:

The police service will have procedures for the planning, preparedness, response, review and reporting of situations involving chemicals/volatile substances/dangerous goods.

In the event of a major incident in which hazardous materials are a potentially dangerous factor, the safety of the community and attending police personnel are of equal and primary importance and must be given first consideration.

STANDARD(S):

Appropriate procedures will be developed by the police service with respect to the safe and appropriate response to a hazardous material incident having due regard for the safety of attending personnel and the community.

AUTHORITIES:

OB 60 INDUSTRIAL ACCIDENTS

WHMIS (Workplace Hazardous Materials Information System)

Ministry of Transport

CANOTEC - Emergency Response Guide for Dangerous Goods (2nd Edition)

Owners of Hazardous Goods

Policy and Procedures of local protective services

Policy and Procedures of manufactures of hazardous goods

OA EMERGENCY RESPONSE SITUATIONS

OA 60 EMERGENCY VEHICLE OPERATION

POLICY:

When a police officer operates a vehicle in an emergency situation, they will have the safety of the general public as their primary consideration, and will drive with due regard for the safety of other vehicles and pedestrians, and themselves in compliance with the *Highway Traffic Act*.

STANDARD(S):

The police service will develop procedures for emergency vehicle operation and for the investigation, reporting, and recording of resulting accidents.

Procedures must also include the reporting of serious injuries or fatal accidents, resulting from the emergency use of a police vehicle to the Saskatchewan Police Commission.

AUTHORITIES:

The Traffic Safety Act

The Police Act, 1990

National Use of Force Model

OA EMERGENCY RESPONSE SITUATIONS

OA 70 VEHICULAR PURSUIT

UPDATED: Revision # 11, November 15, 2017

There are times when the risk associated with the apprehension of offenders may outweigh the benefits.

1.0 STATEMENT OF PRINCIPLES:

The first responsibility of every police officer is the protection of life and property. The operation of a police vehicle in a manner that compromises officer safety or exposes members of the public to an unnecessary risk of property damage, injury or death is inconsistent with that responsibility.

Protecting the public during a vehicular pursuit and the safety of police officers must be the primary concern of the police. Therefore vehicular pursuit may be initiated and continued only when:

- all other alternatives have been considered; and
- it is believed, on reasonable grounds, that the driver or another occupant of the vehicle has committed a criminal offence for which he or she can be arrested without warrant; and
- the danger to public safety which might reasonably be expected to be caused by allowing the offender to flee outweighs the danger which may result from the pursuit.

The primary and paramount consideration in defining what conduct constitutes a vehicular pursuit, and in members engaging in and continuing a pursuit, is the safety of the public and of police officers.

2.0 DEFINITION OF VEHICULAR PURSUIT:

For the purposes of this policy, a vehicular pursuit occurs when a police officer follows a vehicle with the intent to stop or identify the vehicle, driver or another occupant and, in the course of doing so, operates the police vehicle in a manner authorized by section 238 (4) of *The Traffic Safety Act* but not otherwise lawful in the normal course of operating a vehicle. Whether the occupants of the subject vehicle are aware they are being followed by the officer, intentionally continue, initiate evasive action or ignore directions to stop are not relevant considerations in defining what constitutes a pursuit.

Vehicular pursuit does not include following a vehicle during the conduct of surveillance activities with the intent of identifying and/or monitoring the movements and activities of persons who are the subject of or related to an ongoing investigation where there is no intent to stop the vehicle and the intention is that the police officers involved will not be observed by the occupants of the vehicle.

Vehicular pursuit does not include closing the distance to a vehicle during the course of traffic enforcement activities to the extent only as necessary to reach a position of visual proximity with the subject vehicle. If the subject vehicle does not stop upon the officer reaching visual proximity, the officer will cease following and return to posted speed limits and will not initiate pursuit. When closing the distance, the officer will do so with the safety of the public and the officer as a primary consideration and will consider those factors set out in section 3.11 of this policy, including duration, in the same manner as if it were a pursuit.

PROCEDURES

3.01 When police officers are involved in vehicular pursuit, they will have the safety of the general public and of themselves and other police officers as their primary consideration and will therefore drive with due regard for the safety of themselves, other vehicles and pedestrians.

3.02 Use of firearms to stop a fleeing vehicle is prohibited unless there is a clear danger to the public if the vehicle is not stopped immediately.

3.03 Pursuit will only be undertaken or continued in regard to *Criminal Code* offences. No pursuit will be undertaken or continued solely in regard to a *Criminal Code* offence of evading police pursuant to section 249.1. No pursuit will be undertaken or continued in relation to offences under a municipal bylaw or a provincial statute or regulation.

3.04 No pursuit will be undertaken or continued if there is a loss of police communications that is more than an extremely brief service interruption.

3.05 No pursuit will be undertaken or continued using a vehicle other than a police vehicle.

3.06 No pursuit will be undertaken or continued using any police vehicle in which a civilian is one of the occupants.

3.07 No pursuit will be undertaken or continued using a police vehicle unless:

- the vehicle is marked in accordance with *The Municipal Police Equipment Regulations, 1991*; and
- the vehicle is equipped with emergency equipment including flashing red and blue lights and a siren; and
- the emergency equipment is used throughout the pursuit.

3.08 Notwithstanding section 3.07, in the event that initiation and/or pursuit by unmarked vehicles is deemed necessary, a marked vehicle with emergency equipment will be immediately directed to intercept and take over as the primary unit and the unmarked vehicle will disengage from the pursuit.

3.09 Only in exceptional circumstances and with the approval of a supervisor granted in regard to the specific pursuit, will more than one primary and two secondary vehicles be engaged in any pursuit.

3.10 Police may use tire deflation devices as defined in *The Municipal Police Equipment Regulations, 1991* to stop fleeing vehicles when doing so is reasonably considered to be appropriate taking into consideration the risk of loss of control of the vehicle which may result.

3.11 Even when reasonable grounds for a pursuit exist, termination of the pursuit must be considered when:

- a clear danger exists to the public, the police or the subject(s) being pursued and the risk to anyone is reasonably considered to be too great to continue in all of the circumstances including but not limited to:
 - the manner of driving of the subject vehicle; and
 - the age and apparent condition and driving ability of the operator of the subject vehicle; and
 - the location, road condition and vehicle and pedestrian traffic volume in the area; and
 - the type and apparent condition of the subject vehicle; however
 - the apparent attempt to evade apprehension by the operator of the subject vehicle will not be considered in evaluating risk; or
- the pursuit has exceeded two (2) minutes; or
- the apprehension by other means is possible including but not limited to situations where:
 - the driver or other occupant of the fleeing vehicle has been identified; or
 - the subject vehicle is equipped with an internal GPS device that is active and police personnel are in contact with the GPS service provider.

3.12 The senior officer of the primary unit will be responsible for the decision to commence, continue or terminate a pursuit; however, either the senior officer engaged in the pursuit or the supervisor may order that the pursuit be terminated at any time.

3.13 When a pursuit is terminated all officers involved will move their vehicle off the travelled portion of the road, stop the vehicle, shut off the emergency equipment and advise communications of their location. They will remain parked at that location until cleared by a supervisor to return to their regular duties. Before clearing members to return to their regular duties, the supervisor will verify that the vehicle is stopped by GPS location or, where GPS is not available, by other means when practicable to do so.

3.0 REVIEW

Vehicular pursuits will be reviewed substantially in accordance with the provisions of Commission policy OF 40 (Use of Force Review) as applicable; however the review may be conducted by a different committee or person than conducts use of force review. Although the personnel may be different than those conducting use of force review, the structure and procedures for the review and the classification of vehicular pursuits will be as set out in sections 2.0 and 3.0 of OF 40.

4.0 STANDARDS

The Chief of Police will ensure that local policies and procedures related to the initiation, responsibilities, accountability, operation of, termination, follow-up reporting and review of vehicular pursuits are developed, implemented and utilized in a manner consistent with this policy and that all police service staff are made aware of the policy and its requirements. At a minimum those policies and procedures will include:

- ensuring the safety of the general public is the primary consideration in initiating, continuing and terminating any pursuit;
- the roles, responsibilities and accountability of all parties involved in the pursuit;
- conducting the pursuit;
- inter and intra-jurisdictional pursuits and the transfer of responsibility;
- use of roadblocks and the forcible stopping of fleeing vehicles;
- terminating pursuits;
- reporting by the officers involved in the pursuit; and
- review of the pursuit and reporting to the Chief.

AUTHORITIES:

Criminal Code

The Traffic Safety Act

National Use of Force Model

OB INCIDENT RESPONSE

OB INCIDENT RESPONSE

OB 10 ANIMALS

POLICY:

The police service will establish procedures to deal with vicious or potentially vicious animals in the community.

STANDARD(S):

Procedures will be developed with respect to the police service's function related to animals, including:

- enforcement of bylaws regarding animals; and
- dealing with emergency situations regarding animals.

AUTHORITY:

Local bylaws

OB INCIDENT RESPONSE

OB 20 CHILD ABUSE

POLICY:

Police services will promptly respond to complaints of abuse involving children and will ensure a cooperative approach with appropriate agencies as necessary.

STANDARD(S):

Procedures will be developed with respect to child abuse, including:

- co-ordinating the areas of responsibility overseen by the Department of Justice, Police, Department of Community Resources and Employment, and other Health and Community Services;
- handling child abuse complaints co-operatively to ensure that the victim, family and offender are afforded the benefit of all the care and treatment available;
- training call takers and dispatchers in appropriate response to child abuse complaints;
- involving the Department of Public Prosecutions as early as possible in the investigation to provide advice as to appropriate legal procedures; and
- ensuring that confidentiality is paramount.

AUTHORITIES:

Criminal Code

The Child and Family Services Act

Canada Evidence Act

The Department of Justice's Child Abuse Protocol

Saskatchewan Police Commission Child Abuse Policy

The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act

The Traffic Safety Act

OC 120 Child Exploitation

OB INCIDENT RESPONSE

OB 30 SUDDEN DEATHS

POLICY:

Sudden deaths without a death certificate signed by a physician will be investigated to determine the circumstances of the death and establish the identity of the deceased. Police services will co-operate with other agencies in the closing of the coroner's case.

STANDARD:

Procedures will be developed for the investigation of sudden deaths sufficient to determine whether a criminal offence has, or may have occurred, to determine the circumstances leading up to the death and the identification of the deceased. If foul play is suspected or confirmed, procedures must provide for the appropriate resources and or transition to a criminal investigation.

AUTHORITIES:

The Coroners Act, 1999

The Occupational Health and Safety Act, 1993

The Workers' Compensation Act, 1979

Criminal Code

OB INCIDENT RESPONSE

OB 31 DEATH INVESTIGATIONS

PREAMBLE:

Police and the Office of the Chief Coroner both have the responsibility to investigate sudden, unexpected, unexplained, and unnatural deaths. Whereas the Office of the Chief Coroner is responsible for determining the identity of a deceased person and identifying how, when, where, and by what means that person died, Police are responsible for determining whether or not there is evidence to suggest the death is criminal or suspicious. It is important for both the Coroner and Police to understand their respective roles and responsibilities in death investigations.

AUTHORITIES:

The Coroners Act, 1999

The Coroners Regulations, 2000

Saskatchewan Police Commission Policy Manual

DEFINITIONS:

Cause of Death

Cause of death is any medical disease or injury that results in the death of an individual.

Manner of Death

Manner of death explains how the cause of death came about and can generally be categorized as natural, homicide, suicide, accident or undetermined.

Reportable vs. Non-reportable Deaths

- (a) Police must attend to the scene and immediately notify a Coroner of all deaths, other than those listed in (b) below, including:
- stillbirths that occurred without the presence of a physician;
 - the recovery of skeletal remains or body parts; and
 - incidents which include indicators of death (for example incidents in which no body is recovered but there is enough evidence to reasonably assume a death has occurred).
- (b) The following deaths do not have to be reported to the Coroner:
- where the death is entirely natural and anticipated, or where the individual was in a palliative care situation; or
 - where the death occurred in a nursing home or care facility and the deceased was under the care of a physician or recently attended to by a physician,
- and the physician is able to sign the Medical Certificate of Death.

Suspicious vs. Non-suspicious Deaths

Suspicious deaths are those deaths in which criminal actions are suspected. Non-suspicious deaths are those in which there is no apparent or suspected criminality.

POLICY:

Role of Police at the Scene

Police may serve as both criminal investigators and investigators assisting the Coroner. Initially, the primary responsibility of Police is to determine whether or not there is any evidence to suggest that the death is criminal (suspicious or apparent homicide). In non-suspicious deaths, the duty of the Police is to assist the Coroner in gathering information about the deceased and the circumstances of the death at the scene.

The completion of the "Preliminary Report of Death" form is the responsibility of the coroner, or the police if requested to do so by the coroner.

Role of the Coroner at the Scene

The Coroner's duty is to investigate all sudden, unexpected and unnatural deaths in Saskatchewan and to visit the scene of death. The Coroner's investigation focuses on the following:

- determining the identity of the deceased
- estimating the date/time of death
- determining where the death occurred
- determining the manner of death (natural, accident, suicide, homicide or undetermined)
- determining the medical cause of death

Who is In Charge of the Investigation, the Scene and the Body

In all suspicious/criminal deaths, Police direct the investigation and are assisted by the Coroner. Police will continue to aid the Coroner in collecting evidence and statements required to complete the Coroner's responsibilities. When attending the scene of a suspicious or criminal death, the Coroner must liaise with the police scene coordinator prior to entering secured or controlled areas so as not to disturb the scene.

In all non-suspicious deaths (natural, accident, suicide), the Coroner directs the investigation and the role of Police is to collect information and assist the Coroner in their investigation. Typically, assistance from Police includes securing the scene, collecting evidence, taking statements, photographing the scene, notification of next-of-kin, securing valuables, and assisting with identification by fingerprinting.

It is important to note that even in a suspicious/criminal death, the Coroner always has jurisdiction over the body. Police must not alter or remove the body from the scene without the Coroner's authorization. The body remains in the

Coroner's possession until such time that the Coroner releases it (i.e. it is no longer needed for the investigation).

Transportation of the body is the responsibility of the Coroner. The Coroner, or Police acting on specific direction of the Coroner, shall contact and make arrangements with an appropriate transportation service to remove the body from the scene.

In all investigations, it is important that the Coroner and Police establish a close liaison early into the death investigation to ensure the following:

- The Coroner has appropriate and timely access to the scene;
- The attendance of the Coroner will not compromise the criminal investigation;
- The criminal investigation of Police will not compromise the Coroner's need to examine the body; and
- The transportation of the body can be expedited and arrangements completed for any further examination of the body, i.e. the autopsy.

Seizure and Control of Exhibits

In all reportable deaths, the Coroner may delegate Police to seize anything on the Coroner's behalf under *The Coroners Act, 1999*.

In suspicious/criminal death investigations, the Coroner may request information regarding exhibits seized by Police for the purpose of concluding their investigation. Police have an obligation to provide the Coroner with information in these circumstances.

In non-suspicious death investigations, all evidence is seized under the authority of *The Coroners Act, 1999*. Police may have access to exhibits. If, for example, Police require a suicide note for handwriting analysis, the Coroner can allow Police to hold the suicide note for this purpose with a copy being provided to the Coroner. Upon completion of the handwriting analysis, however, the suicide note must be returned to the Coroner.

Notification of Next of Kin

In all reportable deaths, notification of next of kin should be done by Police. Wherever possible this should occur at the earliest opportunity and should be done in person by a Field Supervisor, with the assistance of a chaplain or Victims Services worker, if possible. The notifying member should consult with the Coroner concerning what information can and cannot be released to the next of kin.

When speaking to the next of kin, Police can provide a general description of the circumstances of the death but should not speculate as to the cause and manner of death. All questions concerning the investigation should be directed to the Coroner. It is the Coroner's responsibility to provide the family with information about the investigation, whether or not an autopsy will be done, when the body

will be released, and when they can expect to receive information regarding the cause and manner of death.

If the next of kin is outside their jurisdiction, Police should contact the appropriate police agency to perform the notification. Police should request confirmation that the next of kin has been notified.

Following the notification of next of kin, the notifying member should advise the Media Relations Unit and the Coroner that the notification has been made.

Release of Information/Reports

In all reportable deaths, Police have a responsibility to provide the Office of the Chief Coroner with sufficient information for the Office to fulfill their duties under *The Coroners Act, 1999*.

- In suspicious deaths, Police will routinely provide the Office of the Chief Coroner with a summary report that identifies the name of the deceased, the date and place of death, and a brief description of the circumstances leading up to the death – there is no need to send a copy of the entire police file. Copies of photographs taken at the scene and a copy of the toxicology report should also be sent to the Office of the Chief Coroner and to the pathologist.
- In non-suspicious deaths, Police will routinely provide a copy of the entire police file to the Office of the Chief Coroner.

The release of information/reports to other agencies or individuals is guided by the following:

- In all suspicious deaths, Police are responsible for any release of information pertaining to the criminal investigation. Information pertaining to the cause and manner of death (e.g. the Report of Coroner, autopsy results, etc.) can only be released by the Office of the Chief Coroner, in consultation with Police.
- In all non-suspicious deaths, the Coroner can verbally release information related to the process and outcome of the investigation to next of kin or to agencies assisting in the investigation. All requests for any written reports or information related to the investigation, including requests from Police, next of kin, executors, insurance companies, lawyers and any other agency, must be directed to Office of the Chief Coroner.

Responding to the Media

In all suspicious deaths, Police are the lead investigative agency, assisted by the Coroner. As such, Police will often take the lead in responding to media requests for information. In speaking with the Media, the police representative must take care to ensure accurate information is released, while protecting the integrity of the investigation. In cases of suspicious deaths, the police representative can comment on the following:

- nature of the call,
- police actions,
- preliminary indications,

- whether or not anyone is in custody,
- the gender and approximate age of the victim, and
- that the Coroner is assisting with the investigation.

The police representative may release the identity of the deceased after ensuring that positive identification has been established and that the appropriate next of kin has been notified. The police representative can provide a general description of the circumstances of the death but should never speculate as to the cause or manner of death, as these are determined by the Coroner. Media inquiries regarding whether or not an autopsy or inquest will be held should be directed to the Chief Coroner.

In all non-suspicious deaths, the Coroner is the lead investigator, assisted by Police. However, the Coroner may request Police take the lead in responding to the Media. The police representative may comment on police actions at the scene and can provide a general description of the circumstances of the death but should not speculate as to the cause or manner of death. The police representative should state that the death is not suspicious and that the Coroner will be continuing the investigation with the assistance of the Police.

Inquests

Police have the following roles and responsibilities pertaining to inquests:

- To provide police reports, witness statements, a comprehensive summary, and scene and autopsy photographs regarding the matter of the inquest at the request of the Chief Coroner.
- To attend the inquest and provide witness testimony or expert witness testimony at the request of the Chief Coroner.
- To serve witness summons received from the Chief Coroner on respective witnesses.
- To be a jury guard at the inquest; to open, adjourn and close the inquest; and/or to assist the jury as needed at the request of the Chief Coroner. If being asked to open, adjourn and close the inquest, Police will receive procedural instructions from the Coroner presiding over the inquest.

Upon being notified of an inquest by the Office of the Chief Coroner (only those police agencies that were involved in the investigation will receive notification), Police may request standing at the inquest and have legal representation.

OB INCIDENT RESPONSE

OB 40 INTIMATE PARTNER VIOLENCE AND ABUSE

UPDATED: Revision # 12, January 18, 2018

1.0 STATEMENT OF PRINCIPLES:

The primary mandate of police is to reduce harm and victimization, and to prevent crime. Incidents of intimate partner violence and abuse (IPV) are considered as a high priority for response and comprehensive investigation by police services.

Responding to IPV is a shared responsibility across police, public health, social service and community agencies. Community safety is promoted through inter-agency collaboration.

Responses to IPV should seek to mitigate the trauma and other impacts on victims, offenders, families, responders and communities. Effective case management includes collaboration among service providers to support both victims and offenders by addressing the factors that create risk in order to prevent further harm.

2.0 DEFINITIONS:

In this policy:

“intimate partner” means:

- persons who reside together or have previously resided together in a family, spousal or intimate relationship;
- persons who are or have previously been engaged in a dating relationship regardless of whether they have resided together at any time;
- persons who are the parents of one or more children regardless of their marital status or whether they have resided together at any time; or
- persons who are in an ongoing caregiving relationship regardless of whether they have resided together at any time.

“intimate partner violence and abuse” and **“IPV”** means behaviour by an intimate partner that causes physical, sexual or psychological harm, including physical aggression, sexual coercion, psychological abuse or controlling behaviours and includes:

- any intentional or reckless act or omission that causes bodily or psychological harm or damage to property;
- any act or threatened act that causes a reasonable fear of bodily or psychological harm or damage to property;
- unlawful confinement;
- sexual abuse;
- harassment; or
- deprivation of necessities.

“**victim**” means an intimate partner who has been subjected to IPV by another intimate partner.

3.0 INVESTIGATION

The Chief of Police will ensure that local policies and procedures related to the investigation of IPV incidents are developed, implemented and utilized in a consistent manner in accordance with the investigative guidelines set out below and that all members and relevant staff of the police service are aware of this policy and its requirements.

3.01 Communications and Dispatch

- All persons who provide communications/dispatch functions will receive training in the risk factors associated with IPV calls for service.
- IPV calls for service will be given priority even if the call is withdrawn and members will respond to the victim’s location in all cases

3.02 Initial Response

- Upon arrival responding members will ensure their own safety and that of all of the parties. The parties to the incident will be separated, all children at the scene will be located and provided with appropriate support/assistance, and medical assistance will be obtained if required.
- Evidence at the scene will be seized and preserved, the scene and any injuries and property damage will be photographed, and the responding members will make detailed notes of the actions and utterances of all parties involved and will complete the provincial risk/threat assessment report attached to this policy as Appendix “A”.
- Where injuries are observed or any of the parties to the incident complains of injuries, responding members will complete and have signed a Consent for Release of Medical Records.
- Responding members will ensure that every IPV occurrence regardless of whether charges are laid or an offence alleged is documented and entered in the police service RMS system for future reference.
- Consideration will be given to the use of peace bonds or other available civil protection orders in cases where charges are not laid.
- Any services specific to the needs of the victim including victims’ services, women’s shelters, etc. will be contacted and put in communication with the victims. Members will undertake every effort to ensure the safety of victims.

- Responding members will inform their supervisor and the police service IPV coordinator, if there is one, of the occurrence.
- The responding member who has lead on the file will provide the victim with their name, phone number and the police file number as well as the name and phone number of the police service IPV coordinator, if there is one, and will provide the victim with a list of victim services agencies in the community.
- Where services are available, victim support will be provided in a safe environment as soon as possible.

3.03 Ongoing Investigation

- If applicable, the offender will be located and arrested or a warrant requested.
- Once located and arrested, members will make every effort to obtain a warned statement, photograph and seize evidence from the offender and search previous IPV reports.
- All witnesses will be interviewed and detailed statements obtained.
- If children were involved or have been exposed to violence, Child and Family Programs Branch of the Ministry of Social Services will be contacted in regard to the welfare of the children.
- Obtain background information concerning any custody and access arrangements and the relationship of the children to the victim and the offender.
- Where relevant, copies of any recorded communications with 911 or the communications centre will be obtained and exhibited.
- If weapons/firearms were used or threats of use were made in relation to the occurrence, the weapons and any licensing documents will be seized and the Canadian Firearms Centre will be advised and requested to flag the offender. Consideration will be given to the appropriateness of application for a firearms prohibition.
- Consideration will be given to the need for remand or appropriate release conditions including any conditions necessary to address firearms/weapons. The victim will be advised of the results of any bail proceedings. *(see section 4.0 of this policy)*

- The file will be entered on CPIC including any warrants outstanding, release conditions, any Special Interest Police (SIP) cautions, an IPV caution and the terms of any applicable probation or family court orders.

3.04 Interview Procedures

- Recognizing the particular traumatic nature of an IPV incident on the victims and witnesses, every effort is to be made to ensure interviews are conducted in a manner which avoids further traumatizing the persons being interviewed.
- When conducting a criminal investigation, witness statements will be video recorded whenever possible and will be in the format of sworn statements in accordance with *R. v. B. (K. G.)* (KGB statements).

3.05 Charge Policy

- Where a comprehensive investigation reveals reasonable grounds to believe that an IPV offence has been committed charges will be laid. Every reasonable effort will be made to locate and, where appropriate, arrest the offender and, if the issuance of a warrant is required, the warrant once issued will be entered on CPIC as soon as practicable and, in any case, not later than 24 hours following issuance.
- Members investigating IPV occurrences will make every effort to determine which party is the principal or dominant aggressor and will charge that person when a comprehensive investigation reveals reasonable grounds to believe that an offence has been committed. The practice of dual charging is to be avoided whenever possible. Prior to laying charges against a victim or dual charges a supervisor and a local Crown Prosecutor will be consulted.
- Only in egregious cases or complaints that have been made with malicious or vexatious intent should charges such as public mischief be considered. Prior to laying such charges against a victim a supervisor and a local Crown Prosecutor will be consulted.

4.0 INTERIM RELEASE

The Chief of Police will ensure that local policies and procedures related to the interim release of an IPV accused are developed, implemented and utilized in a consistent manner in accordance with the guidelines set out below and that all members and relevant staff of the police service are aware of this policy and its requirements.

4.01 Risk Assessment

- The primary goal of risk assessment is the prevention of further violence by managing and minimizing any risks posed by an accused.

- The provincial risk/threat assessment report should therefore inform all consideration of remand applications and interim release conditions including the requirements to enable effective monitoring, management, supervision and treatment of accused and safety planning for victims and families.

4.02 Bail Procedures

- Prior to considering release members will:
 - Complete the provincial risk/threat assessment report;
 - Obtain a criminal history, substance use history and mental health history of the accused;
 - Determine whether there are other outstanding charges;
 - Review previous and current court orders, if any;
 - Determine if there is a history of compliance/non-compliance with release conditions; and
 - Engage the victim in the process and inquire whether they believe the accused is likely to obey release conditions, whether they fear further violence and, if so, the basis of that fear.
- Where opposing release the member speaking to bail should be familiar with the relationship dynamics of IPV to enable them to make appropriate submissions to the Justice of the Peace. Where the police service has an IPV coordinator or a specialized IPV unit, they should be consulted and consideration should be given to having them speak to the matter of release.
- When an accused is being granted release on charges related to an IPV incident the release option utilized should be one that enables the imposition of conditions to monitor and manage the accused and protect the victim and family. Release on a Summons, Appearance Notice, or Promise to Appear without an accompanying Undertaking are therefore generally not appropriate.
- When an accused is being released, the following conditions should be considered:
 - No contact, directly or indirectly or through any form of electronic communication, with the victim, children or other specified persons;
 - Geographical area restrictions to any place such as the victim's residence, place of work, children's schools, day care or child care providers;
 - Abstaining from alcohol or other intoxicants or drugs except in accordance with medical prescription;
 - Prohibition from possession of firearms and the surrender of any license, registration certificate or authorization for firearms;

- Reporting at specified times to a peace officer, probation or other specified person;
 - A fixed residential location and a curfew; and
 - Any other conditions appropriate to the individual case determined in consultation with the victim.
- When an accused has been released the member will ensure that the victim is fully informed of all release conditions and is provided with contact information for a 24/7 contact in the case of the accused violating any of the conditions.
- Members, in partnership with government agencies (probation services, etc.), will ensure that release conditions of an accused charged in relation to an IPV incident are complied with and that breaches of conditions are dealt with immediately. This will include conducting random curfew checks and in the case of a very high risk offender and where resources are available, surveillance.

5.0 PROACTIVE INTERVENTION

The Chief of Police will ensure that local policies and procedures related to the proactive management of IPV incidents are developed, implemented and utilized in a consistent manner in accordance with the guidelines set out below and that all members and relevant staff of the police service are aware of this policy and its requirements.

5.01 Coordination

- Where appropriate to size and resource levels, police services will establish an IPV coordinator who will be the point of contact for members, government agencies and community service providers engaged in intervention, management, rehabilitation, treatment and restoration activities related to IPV incidents.
- The coordinator will maintain a current inventory of government and community based service providers in the area who are engaged in the provision of supports for victims, families and offenders.

5.02 Collaboration

- Police services will work with government and community service providers to establish a mechanism for ongoing dialogue among all partner agencies providing services in relation to IPV incidents in the area and to establish information sharing agreements among all partners to facilitate collaborative intervention and management of IPV incidents.
- Police services will work with government and community partners to develop strategies and action plans that recognize local needs and resource availability and to plan and implement responses to individual

cases together through case conferencing. Individual case responses should consider the need for the development of safety plans for victims of IPV incidents and their family members and management plans for offenders and should link each to necessary government and community supports.

- Where appropriate to size and resource levels, police services will work with government and community partners to establish a specialized, multi-disciplinary unit for the handling of IPV incidents.

6.0 TRAINING

- Consistent with resource levels, the Chief shall ensure that training opportunities are made available to the IPV Coordinator and to police members of specialized IPV units and that such training will include mentorship opportunities with non-police partners.

AUTHORITIES:

Commission policy OI 10 Witness and Victim Support

The Victims of Interpersonal Violence Act

The Family Property Act

The Child and Family Services Act

Criminal Code

The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act

Saskatchewan Child Abuse Protocol

INSERT RISK ASSESSMENT PDF

OB INCIDENT RESPONSE

OB 50 FOREIGN DIPLOMATS

POLICY:

Representatives of foreign governments shall be afforded their rights under reciprocal protocols entered into by Canada and foreign governments.

STANDARD(S):

Procedures will be developed to include an explanation of the terms Consular and Diplomatic entitlements, and appropriate actions to be taken by a police officer in the event of an offence committed by a foreign representative.

AUTHORITIES:

State Immunity Act

OB INCIDENT RESPONSE

OB 60 INDUSTRIAL ACCIDENTS

POLICY:

In the event of an industrial accident, the protection of life will be of primary importance.

STANDARD(S):

Procedures will be developed with respect to industrial accidents to include:

- if the accident involves a fatality or an injury of life-threatening nature, police units will be dispatched and will control the site, securing the accident scene and ensuring that medical aid is administered as required;
- an investigation will be conducted to ensure criminal action was not responsible for the death or injury;
- if a fatality is involved, a coroner will be called;
- the employer, or a representative, shall be reminded of their responsibility to notify the Occupational Health and Safety Branch; and
- the police service shall facilitate and assist and co-operate with any Occupational Health & Safety personnel.

AUTHORITIES:

Workplace Hazardous Materials Information System (WHMIS)

The Occupational Health and Safety Act, 1993

OA 50 CHEMICALS \ VOLATILE SUBSTANCES \ DANGEROUS GOODS

OB INCIDENT RESPONSE

OB 70 MISSING PERSONS

POLICY:

The investigation and resolution of missing person cases are an important responsibility of police services in Saskatchewan. The difficult problems surrounding missing person cases demand a prompt, informed and uniform response. It is imperative that missing and unidentified person investigations be given the appropriate priority.

There is no waiting period required before a person can be reported as missing.

A police service will accept a missing person report regardless of the known or suspected location from which a person has gone missing. Missing person reports will be forwarded to the police service of jurisdiction for investigation.

Police services will support and assist with missing person investigations originating outside their jurisdiction.

Follow-up investigations should be timely and comprehensive and a victim's family should be kept informed of the progress of the investigation. Family referrals to appropriate support services, including Victim Services, should be made as required.

DEFINITIONS:

Missing Person

A person whose location is unknown and who might be:

- in need of assistance to be reunited with his/her family;
- the victim of an offence;
- in critical need of medical attention;
- mentally impaired and unable to care for himself/herself or who might pose a danger to his/her safety or to that of others, or;
- a child or young person who leaves their home, group home or other place of residence for an indefinite period of time.

Missing Person Investigation

An investigation which is activated by reporting a person as missing to a police service.

At Risk Missing Person

A missing person where there is reason to suspect that their health or safety is in jeopardy or the person(s) is vulnerable due to various factors such as age, physical or intellectual disabilities, inclement weather, criminal activity or other circumstances.

STANDARDS:

- 1.0 The Chief of Police will ensure that local policies and procedures relating to missing persons are developed, implemented and utilized in a consistent manner and that all police service staff are made aware of the policy and its requirements.
- 1.1 All calls reporting a missing person will be directed to a designated contact person or position within the police service to ensure a detailed initial report is completed at the time of the call, utilizing the standard template approved by the Saskatchewan Police Commission.
- 1.2 A member shall accept all reports of a lost or missing person, regardless of jurisdiction or the length of time a person has been missing. Missing person reports shall be forwarded to the appropriate police service for investigation.
- 1.3 A Risk Factor Assessment, as approved by the Saskatchewan Police Commission, will be completed immediately following the receiving of a missing person report to assist with prioritizing the level of investigative response to be undertaken based on the circumstances identified in the initial report.
- 1.4 All persons reported as missing shall be immediately entered on the Canadian Police Information Centre (CPIC) system.
- 1.5 AMBER ALERTS SHALL BE DEALT WITH IN ACCORDANCE WITH ESTABLISHED PROCEDURES.
- 1.6 Communication with the missing person's family and/or the family spokesperson will be established and maintained by a designated member at regular intervals as established in consultation with the missing person's family.
- 1.7 Where the missing person is from a First Nation or Métis community, the designated member will, with the written consent of the missing person's family, take reasonable steps to ensure that their First Nation/Aboriginal community leaders or elected officials are consulted for local advice and briefed at regular intervals. Certain sensitive cases or bona fide investigative strategies may preclude this consultation.
- 1.8 Each police service will have a communication strategy for missing person investigations and will designate a media contact person within the service. Local procedures will be developed to ensure information is released and/or disseminated in a manner that maintains the continuity and integrity of the missing person investigation while considering a family's privacy concerns.

- 1.9 In the event a missing person is assessed as being at risk, information will be shared in a timely manner with other police agencies, including the RCMP, Canadian Border Services, where there is reason to suspect that they may be leaving Canada, and any collateral agencies (i.e., Saskatchewan Health, Social Services; the Alzheimer Society of Saskatchewan, Child Find Saskatchewan, etc.) that may be of assistance in bringing the investigation to a successful conclusion.
- 1.10 Information on investigations regarding missing children and suspected or confirmed parental/familial abductions will be forwarded to the RCMP Missing Child Registry.
- 1.11 Each police agency will compile and keep a current list of agencies that may provide support and assistance to the family of a missing person.
- 1.12 A referral to Victim Services should be considered in cases that meet the criteria established in the missing persons protocol between the Saskatchewan Association of Chiefs of Police and the Saskatchewan Association of Police Affiliated Victim Services, Inc.
- 1.13 All persons/members taking calls in respect of missing persons will have training and orientation in completing the Initial Intake Report, the Risk Assessment and in the corresponding investigative responses, including searches for missing persons.
- 1.14 If a person who is an adult is found they shall be provided with the contact information of the person who reported their absence with a request that they contact the reporting party.
- 1.15 If a missing adult is found or located, is mentally competent and does not wish to have their location or whereabouts known, their location shall not be disclosed without consent. The person who reported the absence will be advised the missing person has been found, without disclosing their location.
- 1.16 If a missing person under the age of majority is found and does not want to be returned to his/her residence, and there is reason to suspect there may be some concern for the child's wellbeing at the residence, the child should be taken to the appropriate child welfare agency to determine what action is required.
- 1.17 Upon finding a missing person, all entries on CPIC, NCIC, alerts, media, Social Services, National Missing Children Services, and all other such areas will be removed.
- 1.18 All police services will maintain statistical data on missing persons that includes at least the following information:
 - Number of reports
 - Number of missing persons
 - Gender, age and race of missing persons

- Number of CPIC entries
- Number of cleared cases

AUTHORITY:

- *The Police Act, 1990*
- *The Health Information Protection Act: Sec. 27(4)(a)*
- *The Health Information Protection Regulations: Sec. 5.1(1)(a)*
- *The Freedom of Information and Protection of Privacy Act: Sec. 29(2)(g), (m) and (o)*
- *The Missing Persons and Presumption of Death Act*

“APPENDIX 1” - STANDARD DETAILED INITIAL REPORT

In accordance with section 1.1 of this policy, municipal police services are required to utilize an initial intake reporting form that includes the collection of the following details.

1. Basic information about the Missing Person:

- Full name
- Gender
- Date of birth
- Nicknames, if any
- Marital status or common-law relationship
- Current address
- Current telephone number(s)
- Social Insurance Number (SIN)
- Previous addresses
- Current employer(s), and contact information
- Name of school, if applicable
- Relationship of complainant to Missing Person, and his/her contact information

2. Physical description of the Missing Person:

- Height
- Weight
- Build
- Hair colour/Length of hair
- Eye colour
- Race/Skin type
- Any distinguishing marks (i.e. deformities, tattoos, birthmarks, scars, etc.) and bodily locations
- Any facial hair
- Any observable disabilities (i.e. limp, lazy eye, amputations)
- Include most recent photograph of the missing person (if possible)

3. Known circumstances of disappearance:

Location last seen

- Time and location
- Reason for being at this location
- Name of the individual(s) who last saw the missing person
- Direction travelling, if applicable
- Time and location of expected arrival, if applicable

- Description of vehicle, if applicable

Last seen appearance

- Style and colour of shirt
- Style and colour of pants
- Style and colour of jacket and/or other outerwear, if applicable
- Type of glasses, if applicable
- Type of gloves, if applicable
- Style, colour and type of footwear
- Jewelry, if applicable
- Physical condition
- Emotional condition

4. Health and medical information:

- Prescribed medications
- Physical disabilities
- Mental disabilities
- Substance addictions
- Diseases or conditions
- History of suicidal thoughts or attempts

5. Other circumstances

- Probable cause
- Weather conditions
- Lifestyle risk (high risk lifestyle)
- Any extenuating circumstances
- Any unusual circumstances
- Location risk (high risk location)
- List all areas searched and action taken

6. Potential leads

- Possible locations the individual may visit (ex. particular friend's house)
- Types of locations the individual may visit (ex. taverns)
- Events the individual may attend
- Possible friends, acquaintances, or relatives the individual may contact

“APPENDIX 2” – RISK ASSESSMENT CLASSIFICATION GUIDE

HIGH RISK

The risk posed is immediate and there are substantial grounds for believing that the subject is in danger through their own vulnerability; or may have been the victim of a serious crime; or the risk posed is immediate and there are substantial grounds for believing that the public is in danger.

If one or more indicator is present, it shall be treated as **HIGH RISK**:

- Indication of foul play
- History of domestic violence
- History of suicide attempts or tendencies
- A serious physical or mental illness or any serious condition requiring frequent medication or treatment
- Vulnerable due to age, infirmity, or any other similar factor
- High risk lifestyle
- Potentially harmful weather conditions
- Suspected to be subject of a significant crime in progress
- Missing from a high risk location
- Other unusual circumstances that warrant high risk status

This category requires the immediate deployment of police resources.

MEDIUM RISK

The risk posed is likely to place the subject in danger or they are a threat to themselves or others.

This category requires an active and measured response by police and other agencies in order to trace the missing person and support the person reporting.

LOW RISK

There is no apparent threat of danger to either the subject or the public.

Children and young people under 18 years of age should not be included in this classification.

The police will advise the person reporting the disappearance that once all active enquiries have been exhausted, the case will be deferred to a regular review pending any further information coming to notice.

Complete the following assessment chart:

Is there money missing?	
-------------------------	--

Investigative Consideration	Details and Circumstances
Is there any information to indicate that the person may be the victim of foul play?	
Does the person have a history of being the victim of domestic violence or some other form of abuse?	
Is there a history of the person being a victim of custodial interference and/or a custody dispute?	
Has the person undergone recent emotional trauma, such as the death of a loved one, an arrest, marital or financial difficulties?	
Has the individual recently experienced difficulties at work or school?	
Has the individual recently experienced difficulties with a particular person?	
Does the individual have access to and familiarity with weapons? Are there any weapons missing?	
Does the person have a history of disappearance?	
Does the person have a history of suicide attempts or tendencies?	
Does the person have a serious physical or mental illness or any serious condition requiring frequent medication or treatment?	
Is the person missing under circumstances inconsistent with their normal behavior?	
Did the person leave a note or make any form of communication indicating their intentions or whereabouts?	

Does the person have a criminal history?	
Is the person on probation, parole, or possibly incarcerated?	
Is the person hospitalized?	
Does anyone have a financial gain, such as insurance policy benefits?	
Are any of the missing person's personal belongings missing?	
Are there any indications that preparations have been made for absence?	
Is there a reason for the person to go missing?	
Is the person suspected to be subject of a significant crime in progress?	
Is the person vulnerable due to age, infirmity, or any other similar factor?	
Are the circumstances of going missing different from normal behaviour patterns?	
Does the person lack the ability to interact safely with others in an unknown environment?	
Does the person lack the ability to interact with others due to language, multicultural, or other reasons in an unknown environment?	

Does the missing person need essential medication that is not likely to be available to them?	
Was the missing person involved in a violent and/or racist incident immediately prior to disappearance?	
Is the missing person a victim or perpetrator of ongoing bullying or harassment?	
Does the missing person have a drug or alcohol addiction?	
Is the person missing from a high risk location?	
Are there any other unlisted factors which the officer or supervisor considers should influence risk assessment?	

In consideration of the above factors, their likelihood and seriousness, what level of risk do you consider to be adequate?

LOW RISK

MEDIUM RISK

HIGH RISK

Give reasons to substantiate this level of risk:

Completed by:

Name: _____
(print)

Badge #: _____

Signed: _____

Date: _____

Time: _____

SUPERVISING OFFICER

What level of risk is considered appropriate by the supervising officer?

LOW RISK

MEDIUM RISK

HIGH RISK

Give reasons to substantiate this level of risk:

Completed by:

Name: _____
(print)

Badge #: _____

Signed: _____

Date: _____

Time: _____

OB INCIDENT RESPONSE

OB 80 HIGH RISK OFFENDERS - PUBLIC DISCLOSURE

POLICY:

Except in unusual and urgent circumstances, notification to the public of the presence of high-risk offenders in the community will be made only on the advice of the Public Disclosure Committee. The nature, scope and timing of notification will be made in a manner best calculated to avoid resulting incidents both of undue concern in the community and actions by others of a retaliatory or vigilante nature.

STANDARD(S):

Procedures (which comply with the requirements of *The Public Disclosure Act* and *The Public Disclosure Regulations*) will be developed with respect to public notification of high-risk offenders, including:

- the proper officer(s) to determine when application should be made to the Public Disclosure Committee (or if and when notification can be made without application);
- the considerations which should be taken into account in determining the nature, scope and timing of notification following receipt of the advice of the Public Disclosure Committee that notification should be made (or after the decision to notify without application has been made); and
- the circumstances which will be considered to constitute unusual and urgent circumstances justifying notification without application to the Public Disclosure Committee.

AUTHORITIES:

The Public Disclosure Act

The Public Disclosure Regulations

OB INCIDENT RESPONSE

OB 90 UTILITIES - DANGEROUS CONDITIONS

POLICY:

The protection of the public and police personnel will be of primary concern when problems with public utilities cause an actual or potential threat to public safety.

STANDARD(S):

To carry out the Saskatchewan Police Commission's stated policy, appropriate procedures will be developed with respect to the police service's response to dangerous conditions caused by or affecting public utilities, including:

- blocking off or securing affected areas and identifying potential problems;
- providing traffic and spectator control and maintaining surveillance until the problem is resolved; and
- notifying the responsible/appropriate agency about any incident.

AUTHORITIES:

OA 50 CHEMICALS/VOLATILE SUBSTANCES/DANGEROUS GOODS

SaskEnergy

Policies and Procedures of local protective services

OC INVESTIGATION

OC INVESTIGATION

OC 10 COVERT OPERATIONS

POLICY:

Covert operations undertaken by police services will:

- be conducted in compliance with constitutional and other legal requirements;
- have supervisory approval; and
- be conducted using appropriately selected and trained personnel.

STANDARD:

Procedures will be developed with respect to planning, preparedness, implementation, review and reporting of covert operations undertaken by the police service.

AUTHORITIES:

Criminal Code Part VI

Criminal Code section 25.1

Canadian Charter of Rights & Freedoms

Canadian Case Law

OC INVESTIGATION

OC 20 CRIMINAL INVESTIGATIONS

POLICY:

Police services will ensure they have the capacity to investigate offences, in particular serious and/or complex offences, or are able to access the necessary resources and assistance. Police services will ensure they have the capacity to collect, store, analyze and retrieve intelligence with respect to criminal activity.

Police services will use a case management system for serious and/or complex investigations, which should be the same as or compatible with the case management systems of other Saskatchewan police services.

STANDARD(S):

Procedures for criminal investigations must include provisions:

- for partnerships and internal and external co-operation that are necessary with respect to administering and conducting criminal investigations of serious and/or complex offences;
- for the investigation of serious and/or complex offences;
- for the availability of, and access to, specialized criminal investigations services;
- for accountability mechanisms for the completion of criminal investigations;
- for the qualifications and training necessary to investigate criminal offences;
- for the criteria regarding the selection of qualified personnel to investigate serious and/or complex criminal offences;
- for the responsibilities of police service personnel responsible for criminal investigations;
- for the coordination and interaction between work areas of the police service in order to conduct criminal investigations;
- to ensure that complete and unedited case files are maintained;

- to ensure the security of case files and to protect the integrity of investigations and to prevent unauthorized access to confidential information;
- to ensure accountability and investigative continuity is satisfied through the assignment of responsibility for criminal investigations to appropriate and qualified persons in the police service;
- for 24/7 coverage to respond to criminal investigations when necessary;
- for a principal investigator or case coordinator to be designated for each “open” case; and
- to ensure the status of each case is updated.

AUTHORITIES:

Criminal Code

Canadian Charter of Rights and Freedoms

Canadian Police College

Major Crime Techniques Course

Forensic Identification Course

Major Case Management Course

Cybercrimes Investigative Techniques

Intelligence Analysis Course

Strategic Intelligence Analysis Course

OC INVESTIGATION

OC 30 CRIME SCENE MANAGEMENT

POLICY:

The scene of a crime or incident will be secured and protected at the earliest opportunity to preserve its integrity for the collection and processing of evidence.

STANDARD(S):

Procedures will be developed to include:

- responsibilities and accountability;
- the timely protection of the crime/incident scene by the first persons on the scene;
- availability of crime scene specialists, either on 24-hour coverage or through an on-call schedule;
- accessing and use of forensic specialists from the Royal Canadian Mounted Police Forensic Laboratory; and
- the collection, processing, preservation and continuity of physical evidence.

AUTHORITIES:

Royal Canadian Mounted Police Forensic Lab Services Manual
Canadian Police College
Forensic Identification Course

OC INVESTIGATION

OC 40 JOURNALS/NOTEBOOKS

POLICY:

Unless exempted by local policy, each police officer will maintain a police notebook, which is the property of the police service, within which a concise, accurate record of daily activities, events and other relevant information will be kept.

The Saskatchewan Police Commission advocates that police notebooks be retained for a minimum of 7 years.

STANDARD(S):

Procedures will be implemented with respect to the requirement for, and use of, police officer notebooks as well as the safe retention, storage, and disposal of notebooks, including the disposition of notebooks upon termination of employment.

AUTHORITIES:

The Limitations of Actions Act

Stinchcombe v. R., 1991

Canadian Police College

Major Case Management Course

Saskatchewan Police College Course Training Standard - Recruit Training

-- Topic page/Notebooks

OC INVESTIGATION

OC 50 CONFIDENTIAL SOURCES & AGENTS

POLICY:

Confidential sources and agents can be a useful resource in policing, but police officers must not be compromised by agents/confidential sources. At the same time, the protection, security and confidentiality of agents/confidential sources must be ensured.

STANDARD(S):

Procedures will be developed with respect to the following:

- the necessary training of a manager/handler of an agent/confidential source;
- describing the approved use of agents/confidential sources;
- developing and handling agents/confidential sources;
- ensuring the protection/confidentiality of agents/confidential sources;
- addressing the commission of offences by agents/confidential sources;
- using information provided by agents/confidential sources;
- addressing payment to agents/confidential sources;
- addressing storage of and access to records pertaining to agents/confidential sources and their security and confidentiality;
and
- risk assessment and motivation of the agent/confidential source.

AUTHORITIES:

Criminal Code

Witness Protection Program Act

The Witness Protection Act

OC INVESTIGATION

OC 60 INTERCEPTION OF PRIVATE COMMUNICATIONS

POLICY:

Part VI – Invasion of Privacy interception of private communication (Section 183 offence) is an authority that may be granted to police by a judge on application for specific cases. This authority is to be used judiciously as an aid to an investigation. Any interception of private communications shall avoid bringing the administration of justice into disrepute.

STANDARD(S):

To carry out the Saskatchewan Police Commission's stated policy, appropriate procedures will be developed with respect to the police service's interception of private communications.

The interception of private communications by means of any electromagnetic, acoustic, mechanical or other device will be:

- undertaken in full compliance with the legal requirements of intercepting private communications;
- implemented where the circumstances of the investigation warrant such implementation;
- used as an aid to the investigative process;
- have supervisor approval;
- be administered under the authority of existing statutes and regulations;
- be conducted by appropriately authorized and trained personnel; and
- be reviewed regularly to determine whether the activity needs to be continued.

Police services are to develop procedures for the retention, secure storage and disposal of exhibits.

AUTHORITIES:

Privacy Act

Criminal Code, Part VI Invasion of Privacy

Canadian Charter of Rights and Freedoms

Access to Information Act

OC INVESTIGATION

OC 70 INTERNATIONAL CHILD ABDUCTION

POLICY:

Police services will investigate each report of international child abduction and determine if criminal charges are appropriate, consulting with the Central Authority for Hague Applications in Saskatchewan and the Crown Prosecutor.

STANDARD(S):

- This policy is intended to facilitate cooperation between countries which are signatories to the Hague Convention for the safe return of children who have been illegally removed from their home country.
- Parental child abduction may have criminal as well as civil implications. Saskatchewan may receive requests from foreign jurisdictions to assist with an abduction that has taken place to Canada. The police may be contacted to assist because investigation may be required to determine if criminal charges are appropriate or if there are other risks identified to the child(ren) in question.
- RCMP "Our Missing Children" Registry may also be involved in these cases and can serve as a liaison with foreign police.

General Inquiry:	(613) 993-1525
Investigation:	(613) 993-7860
Border Alerts:	(613) 993-7596
Toll Free:	1-800-THE-LOST (1-800-743-5678)

GUIDELINES:

In order to ensure compliance with the Crown Prosecutor's policy and standards in this area, and to provide direction for any further procedures developed by local police services, the following guidelines are provided:

- investigate each case pursuant to Child Abduction (Parental) Criminal Code, to determine if criminal charges should be laid in consultation with the Crown Prosecutor;
- regarding all matters relating to International Child Abduction (Parental), contact:
Executive Director
Policy, Planning & Evaluation Branch
Saskatchewan Justice
(306) 787-8954

or

your local Crown Prosecutor.

AUTHORITIES:

Hague Convention on the Civil Aspects of International Child Abduction

Criminal Code Part VIII S. 282

National Charging Guidelines

Enforcement of Custody and Access - Civil Law

OC INVESTIGATION

OC 80 CHILD ABDUCTION (PARENTAL) AND ENFORCEMENT OF CUSTODY & ACCESS ORDERS

POLICY:

Police will investigate allegations of child abduction and lay charges where appropriate.

The police service will investigate allegations of Child Abduction (Parental) and follow the National Charging Guidelines to determine if charges should be laid under Sections 282 or 283 of the Criminal Code. Recognize the criminal aspects of parental child abduction, and that a case may have criminal, civil and international aspects simultaneously.

STANDARD(S):

- A 2000 Saskatchewan case, *R. v. Traves*, restricts the applicability of Section 127 of the Criminal Code (disobeying a court order) for enforcement of family law orders, as there are enforcement options in other legislation. However, child abduction is a criminal offence, not an enforcement action, and the police are obligated to investigate abduction complaints to determine if Sections 282 or 283 are applicable, and charge accordingly.

GUIDELINES:

The National Charging Guidelines were developed by the Federal, Provincial, Territorial Family Law Committee and Senior Officials Criminal Law Committee. In 1998, they were adopted by Ministers of Justice representing all Canadian jurisdictions, to provide consistency to the application of Sections 282 and 283 of the Criminal Code.

In order to ensure compliance with the Crown Prosecutor's policy and standards in this area, and to provide direction for any further procedures developed by police services, the following guidelines are provided:

- obtain the following information in your investigation to determine the applicability of Section 282 or 283 of the Criminal Code using the National Charging Guidelines:
 - age of the child;

- is there a court order or written agreement? Review a copy if one exists. Inquire at the courthouse, ask the solicitor of record for either party, or ask the parties for copies of any agreements/letters to determine if this is the most current court order or agreement;
- if there is no court order or written agreement, determine the status of custodial rights. (Obtain legal advice for the latter determination after obtaining basic information such as child's habitual residence, cohabitation of parties since child's birth, etc.);
- what is the alleged abductor's relationship to the child?;
- was consent to the alleged abduction given by the party who says he or she is being denied custody?;
- what are the facts of the alleged abduction?;
- if there is a court order, is there reason to believe the alleged abductor knows about the court order? (if the alleged abductor isn't aware of the order, steps may need to be taken to have that person served with the order and then a demand made to return the child to the other parent -- police may need to attend to avoid a breach of the peace and to act if the facts then show an abduction has occurred or is occurring.);
- is the complainant being denied custody or access that has some equivalent status to custody in terms of a significant degree of care and control over a child? (Obtain legal advice for the latter determination after obtaining basic information); and
- does the alleged abductor intend to deny the other parent, guardian or person possession of the child?

If there is information that the child is at risk of harm from the abducting parent, Department of Community Resources and Employment may need to be contacted. They can apprehend a child in need of protection and at risk of incurring serious harm. Pursuant to Section 17(2) of *The Child and Family Services Act*, if a peace officer apprehends a child in need of protection and at risk of harm, the peace officer must immediately report the matter to Department of Community Resources and Employment. As well, the Act provides that where a child is recovered in an abduction situation, the child can be taken into the care of the police service, if the custodial parent is not available, without becoming a child in need of protection [Section 7(2)].

Questions about the criminal charges should be directed to a Crown Prosecutor.

Note: consent of a Crown Prosecutor is required to charge under Section 283 of the *Criminal Code*. Questions about civil procedures, including international child abduction, interpretation of custody and access orders or agreements and determination of custody rights for criminal matters can be directed to:

Betty Ann Pottruff, Q.C.,
Saskatchewan Justice
(306) 787-8954
bpottruff@justice.gov.sk.ca
After Hours (306) 787-5871

or

Kim Newsham,
Saskatchewan Justice
(306) 787-5709
knewsham@justice.gov.sk.ca
After Hours (306) 761-1993

AUTHORITIES:

Criminal Code

The Child and Family Services Act

National Charging Guidelines

Crown Prosecutor's Policy and Standards on Child Abduction

OC INVESTIGATION

OC 90 LAYING CHARGES

POLICY:

The police service will lay charges as appropriate. The police service is encouraged to consult with the Crown Prosecutor with respect to complex/serious cases.

STANDARD(S):

Procedures will be developed to:

- formally consult, whenever reasonably possible, with the Crown Prosecutor before charges are laid in complex/serious cases;
- ensure that an effective liaison exists between the police service and the Crown Prosecutor; and
- provide the Crown Prosecutor with timely, complete and well-organized court briefs and documentation necessary to enable the Crown Prosecutor to provide a timely and complete disclosure.

AUTHORITIES:

Criminal Code

Local Regional Crown Prosecutor's Policy and Standards

OC INVESTIGATION

OC 100 SEARCH OF PERSONS

POLICY:

Any and all types of search of a person, whether used as an aid to an investigation or for reasons of safety, must be carried out in a manner that complies with constitutional and legal requirements.

STANDARD(S):

The police service will have procedures for search of a person, which ensure that such search complies with the law and will protect evidence seized in the search.

Where a police officer intends to conduct a search on the consent of an individual, the officer must be able to demonstrate that it was “informed consent”, and that the individual had the authority to consent to the search.

In order for the police service to be able to demonstrate that informed consent has been obtained to conduct an investigative search, the police are encouraged to have a “Search Consent Form”.

AUTHORITIES:

Criminal Code

Charter of Rights and Freedoms

OC 110 SEIZURE OF EVIDENCE

OE EVIDENCE & EXHIBITS

OC INVESTIGATION

OC 110 SEIZURE OF EVIDENCE

POLICY:

The police service will ensure procedures are in place to preserve the integrity of evidence.

STANDARD(S):

Procedures will be developed with respect to seizure, including:

- the constitutional and legal requirements for seizure of evidence, including:
 - seizure of bodily fluids and DNA evidence;
 - seizure from a lawyer claiming solicitor-client privilege;
 - seizure of firearms;
 - seizure of telephone records;
 - seizure of business records; and
 - evidence seized from suspected/arrested persons.

Procedures will be established for the seizure, receipt, security, preservation, accountability, and disposal of exhibits and property.

AUTHORITIES:

Criminal Code

OC 100 SEARCH OF PERSONS

OE EVIDENCE & EXHIBITS

OC INVESTIGATION

OC 120 CHILD EXPLOITATION

POLICY:

Children involved in the sex trade are being sexually exploited and are victims of child abuse. Exploited children shall be protected and supported to ensure their safety.

STANDARD(S):

Procedures will be developed with respect to child abuse, including:

- co-ordinating the areas of responsibility overseen by the Department of Justice, Police Service, Department of Community Resources and Employment, and other health and community services;
- handling child abuse complaints co-operatively to ensure that the victim, the family and the offender are afforded the benefit of all the care and treatment available;
- training call-takers and dispatchers in appropriate response to child abuse complaints;
- involving the Department of Public Prosecutions as early as possible in the investigation to provide advice as to appropriate legal procedures; and
- ensuring that protection and support are provided to the exploited children as necessary.

AUTHORITIES:

The Department of Community Resources and Employment

The Child and Family Services Act

Provincial Child Abuse Protocol

Regional Child Abuse Protocols

Public Prosecution Policy Directive on Child Prostitution

OB 20 CHILD ABUSE

OC INVESTIGATION

OC 130.1 INTERVIEWING

POLICY:

To preserve the integrity of evidence a police service should, when practical, electronically record interviews of witnesses, victims and suspects.

STANDARD(S):

- Police Services will develop procedures for the recording of interviews from witnesses, victims and suspects.
- Such procedures must provide for the storage, transcription and retention of electronically recorded interviews to preserve the integrity of the evidence.
- Procedures must also be developed for disclosure to the crown of electronically recorded interviews.

AUTHORITIES:

Criminal Code

The Child & Family Services Act

Child Abuse Protocol

Canadian Police College

Forensic Interviewing Course

Major Crimes Techniques Course

OC INVESTIGATION

OC 130.2 INTERVIEWING OF CHILDREN

POLICY:

When interviewing children in cases of suspected child abuse, a police service will be guided by the provincial Child Abuse Protocol.

STANDARD(S):

Police services will develop procedures for the objective interviewing of children that includes integrated case management with other agencies.

AUTHORITIES:

Criminal Code

Child Abuse Protocol

The Child and Family Services Act

OC INVESTIGATION

OC 140 ViCLAS (Violent Crime Linkage Analysis System)

POLICY:

A police service shall make submissions to the Violent Crime Linkage Analysis System (ViCLAS) in accordance with ViCLAS parameters.

The police service shall be involved with ViCLAS through the RCMP Violent Crime Analysis Section (VCAS).

STANDARD(S):

- Procedures will be developed to identify and track submissions required for submissions to ViCLAS.
- The police service will ensure a ViCLAS co-ordinator is appointed to be responsible for ViCLAS.

AUTHORITIES:

ViCLAS Field Investigators' Guide

ViCLAS Form

Canadian Police College ViCLAS Specialist Course

OC INVESTIGATION

OC 150 CONTACT INTERVIEWS WITH THE PUBLIC

NEW: Revision # 13, May 17, 2018

1.0 STATEMENT OF PRINCIPLES:

Community safety is most effectively achieved and enhanced when police and communities work together as partners to pursue common objectives. The public expect members of a police service to engage with the people of the communities they provide service to, to become familiar with the community and its residents and to continuously communicate with them. For that reason, police services throughout Saskatchewan and the Saskatchewan Police Commission remain committed to Community Policing as their approach to serving our communities effectively.

In order to maintain public confidence in policing, members of a police service must ensure that when their contacts with residents of the community are more than normal social interaction, they are conducted in a manner that is diligent in its respect for the law and the fundamental freedoms and human rights of the public.

2.0 DEFINITION - CONTACT INTERVIEW:

For the purposes of this policy, “**contact interview**” means a contact with the public initiated by a member of a police service with the intention of gathering information not related to a specific known incident or offence. The information being sought must be more than general information common to the community. It does not include, nor does this policy apply to:

- normal social interaction or general conversation with the public where the member has no cause for concern in regard to the purpose, behaviour, demeanor or welfare of the person they are speaking to;
- contact initiated by a member of a police service working in an undercover capacity;
- visual observations made by a member of a police service where no actual contact with the public is initiated;
- circumstances in which investigative detention is authorized by law; or
- contact initiated pursuant to specific statutory authority such as checks authorized under *The Traffic Safety Act* or other provincial or federal statutes.

Where contact is initiated pursuant to specific statutory authority, this policy applies to the extent that the information requested by a member of a police service exceeds that statutory authority and such portion of the contact constitutes a “contact interview”.

Contact interviews may only be conducted in a manner that respects and protects the rights of the public under the *Canadian Charter of Rights and*

Freedoms, the *Canadian Bill of Rights*, *The Saskatchewan Human Rights Code*, the *Canadian Human Rights Act*, and similar federal and provincial human rights legislation, and may not be conducted by members of a police service on a random or arbitrary basis.

Contact interviews are appropriately conducted by members only where the subject's behaviour or the circumstances of the contact cause the member to have a concern as to the subject's purpose or for the subject's safety. Circumstances which should be considered and which may give rise to a concern would include:

- there is no apparent reason for the subject's presence in a particular area, such as being present in a commercial or industrial area late at night when everything in the area is closed;
- the subject's actions, behaviour or demeanor raise a concern as to his/her purpose or for his/her safety; or
- the subject appears to be lost, confused, frightened or in need of assistance.

In the absence of actions, behaviour, demeanor or circumstances giving cause for concern as set out above, contact interviews may not be conducted based solely on the subject's:

- location in an area known to experience high levels of criminal activity and / or victimization;
- actual or perceived race, ethnicity or national origin;
- colour;
- religion;
- age;
- gender, gender identity or sexual orientation;
- physical or intellectual disability or impairment;
- mental disorder;
- any other ground of discrimination prohibited at law;
- socio-economic circumstances;
- medical condition; or
- other personal characteristic of a similar nature.

3.0 CONDUCT OF CONTACT INTERVIEWS:

When conducted properly, contact interviews can provide police with a valuable tool that can effectively prevent and solve crime and enhance community safety. This can only occur, however, when members ensure their actions meet community expectations and legal requirements and safeguard police legitimacy and public confidence and trust.

In conducting contact interviews, members must always be conscious of the fact that they are a voluntary interaction between the public and the member.

Citizens have no obligation to answer questions or provide identification during contact interviews and are free to leave at any time. They are not subject to detention or arrest nor are they chargeable for declining to answer questions or for departing the location.

In conducting a contact interview, members may approach a person and initiate a conversation, however the decision whether to stop and engage in a conversation with the member must be made by the person freely and on a voluntary basis. Should the person choose not to engage in conversation and continue walking away, members may not stop or impede their movement.

The effective conduct of contact interviews will therefore depend upon the members' ability to establish a rapport with the public through approach, demeanor and communications skills. In conducting contact interviews members' communication with the public must be informal, professional, fair, impartial, free of any element of physical or psychological intimidation, responsive to public concerns and of a nature that inspires public trust and confidence in and safeguards the legitimacy of policing.

Members will document in detail their reasons for initiating a contact interview by recording it in their notebook and entering it in police service records management systems.

3.1 INFORMATION REQUESTED DURING CONTACT INTERVIEWS:

The information that members should seek to determine during contact interviews will vary depending on the nature of the contact and the members' concern. Members must use judgment and discretion in collecting information during contact interviews and must seek to collect only such information as is necessary to address the members' concerns as set out in section 2.0 hereof.

Information learned during contact interviews should be recorded in the members' notebook and entered in police service records management systems in accordance with police service policy. Information recorded in the members' notebooks is subject to the relevant retention period for notebooks and journals. Contact interview information recorded in police service records management systems will be retained in accordance with police service policy but in any case not for a period exceeding five years and thereafter will be purged from the system.

3.2 USE OF CONTACT INTERVIEW INFORMATION

Contact interview information obtained and entered in police service records management systems may only be accessed by members in the conduct of lawful investigations or to the extent necessary for the purpose of preparing statistical reports for the Saskatchewan Police Commission.

4.0 STATISTICAL INFORMATION:

Police services will maintain statistical records of the number of and reason for contact interviews conducted by members and will report those statistics to the

Saskatchewan Police Commission annually in the format attached hereto as Appendix "A. The information gathered by members during contact interviews beyond that statistical information will not be reported to the Saskatchewan Police Commission.

5.0 TRAINING:

All members of a police service will complete training in the conduct of contact interviews including effective communications, community engagement and the requirements of this policy and local police service policy for contact interviews as developed and delivered by the Saskatchewan Police College and the police service.

6.0 POLICE SERVICE POLICY:

The Chief of Police shall develop local service policies and procedures related to contact interviews. Those local policies and procedures shall include:

- establishing requirements and procedures for the recording and maintenance of statistical records required by this policy and reporting to the Saskatchewan Police Commission;
- establishing procedures for recording, access to and storage of information gathered during contact interviews and the removal of contact interview information from police service records management systems;
- requiring that members receive training in regard to contact interviews; and
- the maintenance of training records in relation to contact interviews.

AUTHORITIES:

Canadian Charter of Rights and Freedoms
Canadian Bill of Rights
The Saskatchewan Human Rights Code
Canadian Human Rights Act

APPENDIX "A"

SASKATCHEWAN POLICE COMMISSION Contact Interview Annual Statistical Report

CALENDAR YEAR: _____

POLICE SERVICE: _____

NUMBER OF CONTACT INTERVIEWS INITIATED BY MEMBERS: _____

NUMBER OF PERSONS WHO SPOKE WITH MEMBERS: _____

NUMBER OF PERSONS WHO DECLINED TO SPEAK WITH MEMBERS: _____

Number of Contact Interviews Initiated by Reason	
Reason for Initiation	Number
No apparent reason for person's presence in area	
Person's actions, behaviour or demeanor raised concern as to purpose	
Person appeared to be in need of assistance	

OD FORENSIC IDENTIFICATION

OD FORENSIC IDENTIFICATION

OD 10 FORENSIC IDENTIFICATION

POLICY:

Forensic Identification is a valuable investigative aid and the Saskatchewan Police Commission encourages police services to make extensive use of this resource.

The Saskatchewan Police Commission encourages the sharing of forensic identification expertise and the development of procedures for assistance and cooperation between police services.

STANDARD(S):

The police service will develop procedures to ensure adequate forensic identification services are applied to investigations. Such procedures will include:

- selection and training of technicians;
- parameters for use of forensic identification specialist services;
- seizure, storage and transportation of evidence; and
- use of specialists from the RCMP Forensic Laboratory.

AUTHORITIES:

OE EVIDENCE & EXHIBITS

OD 110 SEIZURE OF EVIDENCE

Identification of Criminals Act

RCMP Forensic Laboratory (Lab Services Manual)

Course Training Standard -- Recruit Training (Forensic Identification)

Canadian Police College

Forensic Identification Course

Basic Bloodstain Pattern Recognition Course

Senior Forensic Identification Course

Henry Fingerprint Classification Course

OE EVIDENCE & EXHIBITS

OE EVIDENCE & EXHIBITS

OE 10 FOUND PROPERTY

POLICY:

A police service shall ensure found property is accounted for.

STANDARD(S):

Procedures will be developed to record, process, store, and dispose of found property.

AUTHORITIES:

OE EVIDENCE & EXHIBITS

The Cities Act

OE EVIDENCE & EXHIBITS

OE 20 PROFICIENCY TESTING - BREATH TEST TECHNICIANS

NEW: Revision # 10, September 21, 2017

1.0 STATEMENT OF PRINCIPLES:

The Canadian Society of Forensic Science has established an Alcohol Test Committee which maintains currency in the developing technologies and methodologies for the testing of alcohol concentration in bodily substances. The Alcohol Test Committee periodically recommends best practices and standards for use by police agencies in conducting alcohol testing and in training technicians to conduct testing. As part of the best practices recommended, the Alcohol Test Committee has endorsed mandatory annual proficiency testing of breath test technicians in order to maintain their status to conduct breath tests to determine alcohol concentration.

Public trust and confidence in policing is maintained and enhanced when all police agencies employ consistent practices and standards that are evidence based and scientifically validated.

2.0 PROFICIENCY TESTING – BREATH TEST TECHNICIANS:

All Saskatchewan police services will require that breath test technicians must successfully complete annual proficiency testing to maintain their status to conduct breath tests to determine alcohol concentration. The mandatory proficiency testing will be as recommended by the Alcohol Test Committee and will meet the following standards:

- testing is required to be successfully completed once every twelve months from the date of the technician's certification;
- any technician who has not successfully completed testing within a 12 month period will not be permitted to perform any breath tests until he/she does so;
- after two unsuccessful attempts to complete testing a technician must take and successfully complete refresher training to the standard established by National Police Services, Forensic Laboratory Services;
- any technician who has not successfully completed proficiency testing within 24 months of expiry will be de-certified as a breath test technician and must successfully complete the entire breath test technician training program before being re-certified.

3.0 POLICE SERVICE POLICY:

The Chief of Police shall develop local service policies and procedures to implement the standards set out in section 2.0 above. Those local policies and procedures shall include:

- the requirement that members complete proficiency testing as set out in this policy;

- procedures for the notification of technicians of approaching required completion dates for proficiency testing and of loss of status to conduct breath tests where proficiency testing requirements have not been met;
- procedures for de-certifying technicians who have not successfully completed proficiency testing within 24 months of expiry; and
- the maintenance of testing/training records in relation to proficiency testing.

AUTHORITIES:

Criminal Code

OF USE OF FORCE

OF USE OF FORCE

OF 10 USE OF FIREARMS

POLICY:

A police service will ensure the responsible use and storage of firearms issued by the police service.

STANDARD(S):

Procedures will be developed on the use and control of firearms to include:

- training (*see Appendix OF-A Use of Force*);
- annual qualification standards;
- carrying issue firearms, including:
 - on duty;
 - off duty;
 - in Court;
 - when transporting prisoners; and
 - in holding facilities.
- discharging a firearm, including:
 - appropriateness;
 - reporting the discharge of a firearm;
 - investigating the discharge of a firearm; and
 - reviewing incidents involving the discharge of a firearm.
- security/storage of firearms and ammunition; and
- maintenance of firearms and ammunition.

AUTHORITIES:

Firearms Training Manual

Criminal Code

The Police Regulations

The Municipal Police Equipment Regulations, 1991

OF USE OF FORCE

OF 20 USE OF FORCE

POLICY:

The use of force must be appropriate to the circumstance.

A police service must ensure use of force incidents where baton, OC spray, firearms and/or special weapon, neck restraints, or any incident where the use of force results in injury will be reported and reviewed.

STANDARD(S):

Procedures will be developed with respect to the use of force by police officers to include:

- training in National Use of Force Model;
- provision of appropriate medical response after use of force;
- decontamination after use of OC spray;
- recertification and training;
- use of force and force options;
- use of special weapons as approved by the chief of police;
- the reporting of use of force;
- review at a senior level of incidents involving the use of force in order to:
 - determine their appropriateness and compliance with legal, policy and procedural requirements; and
 - identify, address and resolve incidents of non-compliance with legal, policy and procedural requirements.
- quarterly statistical report to the Saskatchewan Police Commission where force is used.

AUTHORITIES:

Criminal Code

National Use of Force Model

The Municipal Police Equipment Regulations, 1991

FORMS MANAGEMENT:

Provincial Use of Force Reporting Form

OF USE OF FORCE

OF 30 USE OF CONDUCTED ENERGY WEAPONS

1.0 POLICY:

The use of Conducted Energy Weapons (CEWs), also known as Conducted Energy Devices, involves a risk of death or serious bodily harm. Having regard to such risks the Saskatchewan Police Commission authorizes the use of CEWs subject to the standards in this policy.

2.0 DEFINITIONS

Bodily Harm – shall have the same meaning as found in the Criminal Code.

Discharge – firing a CEW in any mode causing it to emit an electrical charge, whether intentional or accidental.

Warning Arc – the electrical discharge displayed across the front of a Taser 7 caused by pressing and holding the Arc Switch.

3.0 STANDARDS

3.1 No CEW is authorized for use in Saskatchewan other than the Taser 7, model X26, model X26P and such other CEW as may be approved by the Commission and is manufactured for police purposes.

3.2 CEWs are an intermediate weapon not intended as a substitute for lethal force.

3.3 Recognizing the risk of death or serious bodily harm related to the use of a CEW, CEWs are only to be used in situations where there is imminent need for control due to a high risk of death or serious bodily harm to the member or others and when other options (including tactical withdrawal and/or crisis intervention techniques) have been precluded because they would be ineffective or inappropriate given the totality of the circumstances. Members may only deploy a CEW in accordance with the following standards:

- When tactically feasible, a warning should be given to a subject and other police officers on the scene that a CEW is being discharged;
- Only one member will discharge a CEW against a person at the same time;
- Only a single discharge from a CEW may be employed on a subject, unless the member is satisfied on reasonable grounds that a

subsequent discharge is necessary and will be effective in reducing the likelihood of bodily harm;

- A CEW may only be employed on one subject at a time. A deployed cartridge shall be removed from the weapon before use of the weapon on another individual is considered;
- A person's head, neck or genitalia should be avoided as target zones for the discharge of a CEW;
- A CEW may only be used against a person in control of a motor vehicle where a member is satisfied that such use is necessary, on reasonable grounds, having regard to the additional risk related to the loss of control of such motor vehicle;
- A CEW may only be used against a person in or near water where a member is satisfied that such use is necessary, on reasonable grounds, having regard to the additional risk of drowning;
- A CEW may only be used against a person in danger of falling, when there is a reasonable likelihood serious injury may occur as a result of the fall, where a member is satisfied such use is necessary, on reasonable grounds, having regard for the additional risk related to the fall;
- CEWs will not be used in any situation where the member believes combustible vapors, liquids or other flammable substances, including alcohol based oleoresin capsicum (OC) spray, are present

3.4 Where operationally feasible, medical assistance should be sought before discharging a CEW in any situation where the member believes there is a high risk or probability of significant harm, danger or medical distress. Examples of these situations include, but are not limited to discharge against:

- an emotionally disturbed person;
- an elderly or frail person;
- a person who the officer has reason to believe is pregnant;
- young children, or;
- a person who the officer has reason to believe has a medical condition that may be worsened because of CEW discharge (e.g., heart disease, implanted pacemaker or defibrillator, etc.).

3.5 Medical assistance should be sought, if available and practicable, whenever a person has been subjected to a discharge of electrical energy from a CEW.

Immediate medical attention must be sought when an individual has any apparent injuries, is in obvious distress, requests medical assistance, when the CEW probes are discharged across a subject's chest, when a CEW is discharged for longer than five seconds or after the discharge of a CEW in any of the situations described in paragraph 3.4.

A person who has been subjected to a discharge of electrical energy from a CEW must be monitored while in police custody as recommended by medical personnel.

3.6 The Chief of Police shall develop local service policies and procedures for the issue, use and discharge of CEWs. These local policies and procedures must include:

- A requirement that all police members are made aware of the policy requirements governing CEWs and the Use of Force model approved by the Saskatchewan Police Commission that emphasizes the exercise of judgment and discretion in responding to a variety of situations;
- Local service policies and procedures for the monitoring, storage, maintenance, inventory, locations, tracking system, pre and post shift checks, data downloads after operational discharges and for routine monitoring purposes, reporting and use of CEWs and probe cartridges;
- For services using Taser 7, local service policies and procedures for the access and maintenance of the weapon's cloud based data storage system and the appropriate global settings;
- Assignment of the responsibility for central coordination, possession, maintenance and accountability for use of CEWs to one or more senior officer(s);
- The training and certification requirements which must be met before members carry or are issued CEWs, including the maintenance of records for all members who have taken the approved initial and follow-up training and certification in the use of CEW's and the authorizations by the Chief of Police for issuance and carriage by the member;
- A requirement for training of all supervisors of police officers carrying or having been issued CEWs operationally on how to monitor the use, storage and maintenance of CEWs;
- A requirement that all CEWs must be tested before first being issued to a member and thereafter on an annual basis. A CEW will also be subject to testing when a serious injury or death occurs proximate to its use. A CEW that does not meet the testing standard will not be issued or used. Records must be kept that show the dates and results of all testing. Testing must be done in accordance with standards approved by the Saskatchewan Police Commission.
- A requirement that the discharge of CEWs, including Warning Arc(s) and accidental discharges and excluding discharges in the course of training, will be documented and reported using the Commission's approved use of force reporting policies. Reports will include all relevant information on the incident such as surroundings, subject behavior, officer perceptions, de-escalation techniques considered and

used, medical assistance provided and any other consideration set out in the local service policy;

- A requirement that Supervisors will review, monitor and investigate the use of CEWs by their respective members. Supervisors will report instances of excessive force and inappropriate individual member performance in use of force incidents involving CEWs in accordance with local service policies related to the investigation of a member's conduct. All records of CEW use shall be retained for a minimum of five (5) years.

3.7 The Commission must approve local service policies and procedures before the use of CEWs is authorized.

AUTHORITY:

1. *Canadian Charter of Rights and Freedoms*: Sections 1 and 12
2. *Criminal Code of Canada*: Section 25
3. *The Police Act, 1990*, and associated Regulations

Amended: February 22, 2021

OF USE OF FORCE

OF 30 (Supplemental) MINIMUM STANDARD FOR TESTING OF CONDUCTED ENERGY WEAPONS

1.0 POLICY:

Section 3.6 of Saskatchewan Police Commission policy **OF 30 USE OF CONDUCTED ENERGY WEAPONS** requires that the Chief of Police shall develop local policies and procedures for the issue, use and discharge of CEWs, which must include:

- A requirement that all CEWs must be tested before first being issued to a member and thereafter on an annual basis. A CEW will also be subject to testing when a serious injury or death occurs proximate to its use. A CEW that does not meet the testing standard will not be issued or used. Records must be kept that show the dates and results of all testing. Testing must be done in accordance with standards approved by the Saskatchewan Police Commission.

This supplement to Commission policy OF 30 is for the purpose of establishing a minimum test standard for the testing of CEWs as required by that policy to ensure that testing is conducted in a consistent manner across the province.

2.0 MINIMUM TESTING STANDARD

- 2.1 Testing must be performed by qualified personnel who are independent of, and have no financial or other interest in or association with, the manufacturer of the CEWs being tested.
- 2.2 The minimum acceptable standard for the testing of CEWs shall be in accordance with ***Test Procedure for Conducted Energy Weapons, Version 3.0, 2021/02/17*** (hereinafter "Test Procedure v. 3.0") attached to this policy supplement as Appendix "A", subject to the modification of that test procedure set out in paragraphs 2.3 hereof.
- 2.3 Section 6.3 of Test Procedure v. 3.0 requires analysis of parameters averaged over the last 8 pulses of the burst, which consists of 90 to 100 pulses across its duration. That is not a standard acceptable to the Commission. Therefore, this policy requires analysis of parameters averaged over all pulses across the full duration of the burst.

AUTHORITY:

1. *Canadian Charter of Rights and Freedoms*: Sections 1 and 12
2. *Criminal Code of Canada*: Section 25
3. *The Police Act, 1990*, and associated Regulations

Amended: February 22, 2021

Test Procedure
for
Conducted Energy Weapons

Version 3.0

2021/02/17

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Test Procedure for Conducted Energy Weapons

0.0 Disclaimer

The persons referred to as “Authors” herein include the following list of individuals and their organizations: Andy Adler (Carleton University), Dave Dawson (Carleton University, and Ian Sinclair (MPB Technologies). The term “implementers” includes all individuals and organizations which choose to implement any or all of the recommendations in this paper.

0.1 Limited Purpose

The Authors prepared this paper for a readership limited to test personnel and their employer organizations (“Readers”). The purpose of the paper is to assist the Readers by providing a set of recommendations intended to allow Readers to carry out tests on Conducted Energy Weapons (“CEWs”) in a controlled and repeatable manner across jurisdictions. The consistent application of the recommendations may enable Readers to establish that they have followed consistent procedures to determine that their CEWs are performing within specification at time of test. The consistent application of the recommendations may also enable the collection of uniform data to allow future assessment of any trends in performance.

0.2 No Warranty

This paper is provided on the terms “As Is, Where Is”, and the Authors give no warranty or representation of any kind whatsoever as to the appropriate policies for the use of, nor the safety of the use of CEWs. The Authors expressly disclaim all express or implied warranties relating to the contents of the paper. The Authors give no warranty or representation of any kind whatsoever that the recommendations contained in this report are comprehensive. The Authors give no warranty or representation of any kind whatsoever that the recommendations are up to date beyond the date on which the paper is published.

0.3 Working Paper Only

This paper is a “working paper” meaning that it reflects the knowledge of the Authors relating to the procedures for testing of CEWs as at the time the paper is written, without any commitment to update or revise the paper.

0.4 Implementer Responsibility

The Implementer acknowledges and agrees that it is possible and probable that new developments will give rise to a need for new testing limits and it is incumbent upon the Implementer to ensure that he/she understands that the paper is up to date to the knowledge of the Authors, only to the time it is written. The Implementer understands and accepts exclusive liability for the decision to rely on the paper and the decision to implement some or all of the recommendations.

0.5 Implementer Indemnifies Authors

THE IMPLEMENTER SHALL INDEMNIFY AND SAVE THE AUTHORS HARMLESS FROM AND AGAINST ANY CLAIMS, LIABILITY OR COST (INCLUDING LEGAL COSTS) TO WHICH THE AUTHORS MAY BE SUBJECT OR THAT MAY BE BROUGHT AGAINST THE AUTHORS BY REASON OF THE IMPLEMENTER’S DECISION TO IMPLEMENT ANY OR ALL OF THE RECOMMENDATIONS IN THE PAPER.

1.0 Foreword

Several studies including the Braidwood Commission report⁵, the Report of the Standing Committee on Public Safety and National Security of the Conducted Energy Weapon⁷, the report of the Commission for Public Complaints against the RCMP⁸ and other provincial reports and coroners' recommendations have discussed the need for reliable uniform testing of Conducted Energy Weapons (CEWs) independent of the manufacturer.

This Test Procedure will enable organizations across Canada to test CEWs in a reliable, repeatable manner to determine whether they are operating within manufacturer's specifications. Test results so obtained will be usable in various ways.

- The CEW inventory of a given police service can be tested on acceptance and regularly thereafter to ensure all issued weapons are functioning as intended.
- Any CEW involved in an incident resulting in personal injury will be able to be tested after the incident to reliably determine its operating parameters.
- All data collected from weapons tests across Canada will be known to be reliable and comparable. As a result, new data will be able to be added to the growing body of knowledge concerning CEW operation over time so that future research may be able to determine trends in age or other factor related changes in performance

This document contains a set of recommendations for measurement of the performance characteristics of conducted energy weapons. It represents the opinions of its authors (Section 8.0), a group of subject matter experts who have been involved in research on or testing of CEWs, and is subject to the disclaimer presented in 0.0. Previous versions of this document are available^{1,2}, and at least one author has published comments¹³. Other test recommendations have been published by DRDC¹⁴ and IEC¹⁵.

None of the authors has any financial or personal interest in Axon Enterprises or any other CEW manufacturer. Several of the authors have discussed weapons testing with staff from Axon Enterprises.

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Andy Adler, David Dawson, Ian Sinclair, "Test Procedure for Conducted Energy Weapons, Version 3.0", 2021-02-17, DOI: 10.22215/cewtp2021

It is available online via: <http://dx.doi.org/10.22215/cewtp2021>
<https://curve.carleton.ca/CEWCollection/CEWTest-Procedure-2021-ver3.0.html>

2.0 Introduction

2.1 Purpose

The CEW Test Procedure:

- Establishes a methodology by which testing facilities and personnel across Canada will be able to test CEWs and determine whether they are operating within manufacturers' specifications,
- Defines data collection requirements so that data collected during the testing of any CEW in Canada may be used in forensic analysis of that weapon and may also be added to a central data base for future research and data mining programs,

2.2 Scope

This Test Procedure is meant for use with Conducted Energy Weapons that have the following characteristics:

- They are hand held
- They use a pulse or pulse train to deliver electrical energy to the target
- They are meant to function by causing temporary human electro-muscular incapacitation

2.3 Revision Log

Version	Date	Modifications
1.0	2010-07-08	Initial Release
1.1	2010-07-31	Added monophasic charge parameter
2.0	2017-02-17	Addition of X2 and X26P in new Appendix C. Section 3.3: Altered sampling rate, trigger settings. Section 3.8: Added requirement for gap for X2 testing Added Section 3.9 Bibliography Clarified definition of Net Charge for different units.
3.0	2021-02-17	Addition of T7 in new Appendix D Section 1.0: Added references to related work Section 3.4: Added warning calibrate voltage probes Section 3.4: Added requirement inspect the spark gap Section 4.2: Added requirement visually inspect spark

2.3 Definitions

Pulse	A short discharge of electrical energy
Peak Voltage	Peak of the voltage waveform for the pulse
Peak Current	Peak of the current waveform for the pulse
Net Charge	The integral of the value of the current waveform for a specified portion of the pulse
Monophasic Charge	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse, and B = the integral of all negative current in a pulse.
Total Charge	The integral of the absolute value of the current waveform for the full pulse duration
Burst Length	Time from the first pulse to the last pulse for a single firing of the CEW
Pulse Duration	The time between the sample points at which the voltage waveform crosses through a specified start point voltage to a specified end point voltage.
Electrode	The electrical connection between the weapon and the subject/load (also referred to “probe” or a “contact”)
Advanced Cross Connect	A mode of operation of the Taser 7 weapon in which pulses are fired between all four electrodes from two cartridges
Pulse Repetition Rate	For an interval which contains N pulses, the Pulse Repetition Rate is (N-1) divided by the time from the first to last pulse.

Detailed descriptions and values for these parameters are included in the appendices for specific models of CEW.

3.0 Test Equipment

3.1 Introduction

The equipment required for the electrical testing is listed in this section.

3.2 Calibration

All test equipment must be calibrated yearly to national standards.

3.3 Data Acquisition and Storage System

- Minimum resolution of 1% of the maximum specified voltage (Section 10 of Appendices)
- Minimum bandwidth of 10 MHz and sampling rate of 5 MSamples/s or sufficient to achieve at least 1% maximum voltage sampling error as per good engineering practice.
- Anti-aliasing low pass filter (5 MHz) in accordance with good engineering practice
- Minimum 8 bit digitization of stored sample data
- Sufficient storage capacity to record all pulses
- Adequate pretrigger interval if pulse triggering is used
- The data acquisition system shall either: 1) capture the entire data stream, or 2) have a trigger setting to capture all pulses which exceed ± 50 V amplitude.

3.4 Voltage Probe

- Voltage reduction probe (e.g. 1000:1 or 100:1)
- Minimum 10kV rating or reduced through a voltage divider in the load.
- Note that voltage probes can easily be damaged by the high voltages from a CEW. Voltage probes must be regularly calibrated and faulty probes discarded.

AND/OR

3.5 Current Probe

- Suitable for ranges to 30 A

3.6 Resistive Load

- Pure resistance (low reactance, non-inductive) at 100 kHz.
 - Note: wire wound resistors are not generally acceptable.
- 10 W power rating
- Value specified in appendices for specific models of CEW.

3.7 Connecting wires

- Should be as large a gauge as practical in order to minimize impedance
- Should be kept as short as possible
- If probe wires are used, keep them from touching the load resistors, cartridges, other wires or the CEW

3.8 Mounting Jig

- A jig or other mounting method is required to stabilize the weapon and allow hands-off operation during test. It will typically employ one or two spent cartridges. The Mounting Jig will connect to a resistive load described in the relevant appendix. A mechanical/electrical system equivalent to a spent cartridge may be used. If so, it must include a housing designed to firmly hold the weapon and expose it to equivalent electrical connections and spark gap as would be seen with a spent cartridge.

- The mounting jig is required to have a spark gap equivalent to the tested scenario.
- For M26/X26E/X26P cartridges, the spark gap is part of the cartridge.
- For the X2 and T7, the spark gap is external to the cartridge and is normally provided by the distance to the wires⁶. A suitable gap should be part of the jig for the X2/T7.
- For the T7, two spent cartridges are required in the mounting jig to fill both bays.
- The residue from sparking can accumulate in the spark gap of a spent cartridge and lead to incorrect readings. Regular inspection and, if necessary, replacement, of spark gaps is required.

3.9 Insulating Surface

- The test set up should be mounted on an insulating surface to ensure protection of the test staff from electrical discharge.

4.0 General Procedure

4.1 Initial Inspection

Carry out a visual inspection of the weapon prior to testing. If there are obvious physical deficiencies such as poor fitting of the battery pack or safety and trigger switches, do not proceed with the electrical testing.

4.2 Visual Inspection of Spark

Conduct a short (approximately 1 second) firing of the test CEW (empty, with cartridges removed). The operator should verify visually that sparks follow the correct pathway between electrodes. (For CEWs with multiple cartridges, all spark pathways should be visually validated)

4.2 Measurement

Insert the weapon into the test jig and fire it for a single trigger pull. Acquire and store relevant data from the full electrical bursts. Obtain quantitative data on

- Peak Voltage (measured directly or calculated by measuring the peak current and multiplying by the load resistance).
- Peak Current (measured directly or calculated by measuring the peak voltage and dividing by the load resistance).
- Net Charge (derived from the current pulse; the portion of the pulse over which Net Charge is calculated is specific to the CEW under test; see the relevant appendix.)
- Total Charge.
- Monophasic Charge.
- Pulse Duration.
- Pulse Repetition Rate.

4.3 Analysis

Determine if the CEW is In Tolerance or Out of Tolerance by comparison of measured values with specifications.

5.0 Specific Procedure

5.1 Introduction

This procedure describes the methodology for test set up, conduct and analysis. Detailed test equipment operating procedures have not been provided, but have been described elsewhere^{6,9}. Good engineering practice, proper laboratory processes and familiarity with laboratory measurement equipment is expected. Detailed quantitative data for determining compliance with manufacturer's specifications are given in the appendices for specific models of CEW.

5.2 Initial Inspection

Prior to beginning testing, record the following

- Manufacturer of the test weapon
- Model number and Serial number
- Battery model and serial number (if available without opening unit under test)
- Battery capacity (if available without opening unit under test)
- Software version installed (if available without opening unit under test)
- Temperature, humidity and atmospheric pressure of the test environment

CAUTION: High voltages will be present during the test. Exercise caution in the layout of the equipment and conduct of the test to avoid exposure to the high voltage.

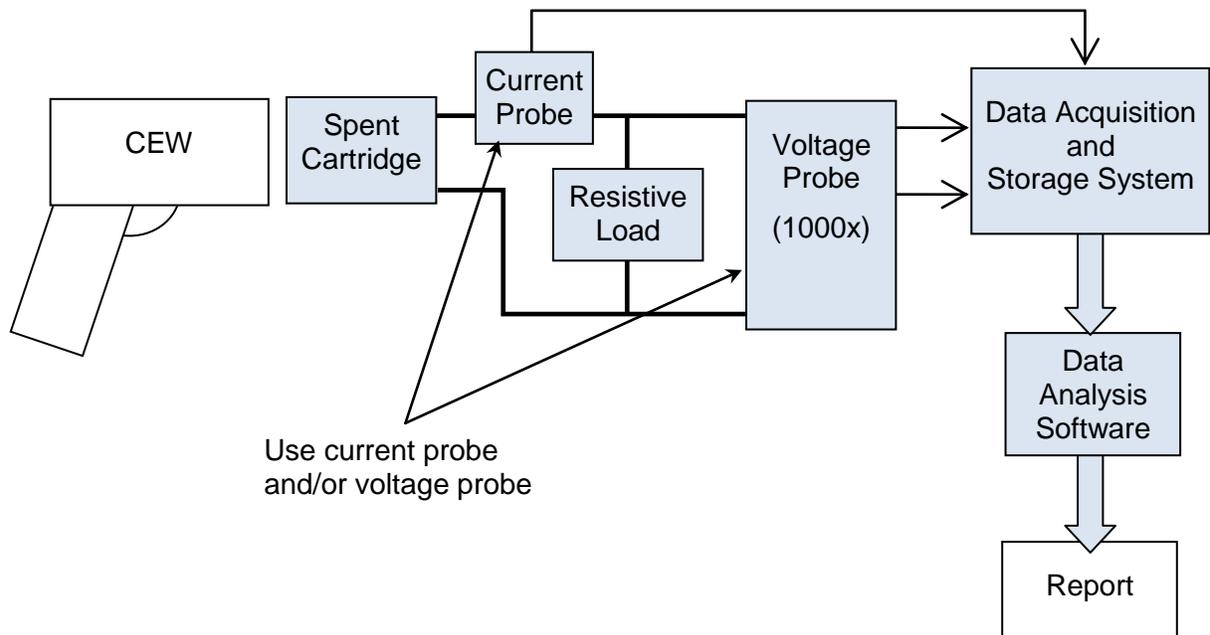


FIGURE 1: TEST SETUP FOR A CEW WITH ONE CARTRIDGE.¹

¹ The T7 must be tested with two cartridges, as described in Appendix D.

5.3 Measurement

5.3.1 Setup

- Set up the test equipment on the insulating surface.
- Select a sampling rate on the Data Acquisition System.
- Connect the probe(s) to the test apparatus:
 - connect the high voltage probe across the test load.
 - AND/OR
 - place the current probe around the appropriate lead from the weapon to the load.
- Connect the probe leads to the Data Acquisition System.
- Prepare the weapon for test by stabilizing it.
- Set up the weapon in the test jig or similar apparatus to allow hands-off support.

5.3.2 Test

- Connect the weapon across the test load. (Note 3)
- Pull the trigger on the weapon to initiate the burst.
- Allow the weapon to fire for the full duration of the burst.
- Verify that all data has been acquired and stored.
- Fire the weapon two more times and record the data. (Note 4)
- Verify data has been acquired and stored.
- Identify the data records with the serial number of the weapon under test.

Note 1: We consider the test loads recommended by TASER International and Axon (600 ohms for the X26/X26P/X2/T7 and 500 ohms for the M26) to be an adequate model of the impedance load of the body. More recent weapons (X26P, X2, T7) measure the load and adapt the current to a target charge per pulse. Older CEWs have relatively little variation in charge with load. Savard et al¹², found a variation of approximately 25% from the average current across loads below 1000 Ohm. Such variation may be accounted for by the safety factor.

Note 2: The full procedure with three weapon firings is meant to collect additional data for future data analysis. This should be used for acceptance testing and regularly scheduled maintenance testing. For users wishing to conduct daily testing, only two firings are required in order to determine weapon compliance with manufacturer's specifications.

6.0 Data Analysis

6.1 Data Analysis Software

Tests may be run most efficiently with data analysis software. (Note 5)

6.2 Parameters averaged over the last second of the burst

The software will determine the following from pulses that fit into the last second of the burst during the first firing of the weapon:

- Pulse Repetition Rate

6.3 Parameters averaged over the last 8 pulses

The analysis software will also determine the following by averaging data from the last 8 pulses recorded for the second firing of the weapon:

- Peak Voltage
- Peak Current
- Net Charge (Note 4)
- Pulse Duration

6.4 CEW status as per manufacturer specifications

All of the previous five values are required in order to determine whether the electrical output of the weapon is within manufacturer's specifications. Compare the output of the analysis software with the manufacturer's specifications given in the appendix. Determine for each of the parameters whether the weapon's performance was:

- Above Tolerance
- In Tolerance
- Below Tolerance

6.5 Within Specification

If all five parameters are In Tolerance, then the weapon may be reported as having performed within manufacturer's specifications. (Note 5)

6.6 Charge Measurements

The analysis software will determine the following for each pulse in each of the three firings of the weapon:

- Monophasic Charge
- Total Charge

CEWs with Monophasic Charge for any individual pulse in excess of the value listed in the corresponding appendix should be declared Out of Tolerance (Note 6).

6.7 Parameter Statistics over the burst

The software should calculate and store, for each of the seven parameters listed (Pulse Repetition Rate, Peak Voltage, Peak Current, Net Charge, Pulse Duration, Monophasic Charge and Total Charge) the value for each pulse for each firing.

In addition, the maximum, minimum and average of each parameter for all pulses in each of the three firings should be calculated and stored. Note that the average pulse repetition rate is the pulse repetition rate for the burst length, and not the average of the pulse repetition rates for each pulse in the burst.

Note 3: An implementation of the analysis software has been created by Carleton University. This software may be used in the analysis of the stored data. It is available under an open-source license (Adler et al, 2011⁴).

Note 4: The appropriate period over which *Net charge* is calculated varies with CEW model. For clarity, this document provides specific terminology for each calculation. For the M26, the *Strike Phase Net Charge* is used; for the X26/X26E, the *Main Phase Net Charge* is used; for the X26P/X2, the *Full Pulse Net Charge* is used. See the corresponding appendices for details.

Note 5: If a weapon performs out of tolerance, replacement of the batteries or Digital Power Module may bring the weapon to within expected performance. Note that for some weapons, introduction of a new DPM may introduce new operating software, which will create an essentially new configuration for the weapon. This procedure should only be carried out if prior agreement on this policy has been established with the owner of the weapon and, in any event, a complete test series should be repeated on the new weapon/power system combination and reported as a separate test with a separate test report.

Note 6: There is no electrical safety specification which applies exactly to the waveforms of complex CEW discharges. In our opinion, the most relevant specification is that of IEC TS 60479 Part 2 (Section 11) which considers the "effects of unidirectional single impulse currents of short durations" (0.1 ms and above). This section of the specification defines curves based on the "probability of fibrillation risk for current flowing through the body from the left hand to both feet". We base our calculation on the "C1 curve" which is defined as "no risk of fibrillation"¹⁰. For a 0.1 ms pulse, this is equivalent to a 710 μC charge. To account for differences in body size and placement of stimulation electrodes, we recommend an additional safety factor of four be imposed, so the maximum allowable value for any individual stimulating pulse would be the value listed in the corresponding appendix for specific models of CEW. Since CEW waveforms are not unidirectional, two possible parameters may be compared to the IEC 60479-2 based threshold: 1) Total Charge, or 2) Monophasic Charge. Total Charge is a more conservative measure, however, Monophasic Charge may be justified based on physiological models such as Reilly et al¹¹. Based on our understanding of the current literature, Monophasic Charge is the appropriate measure³.

7.0 Sample Report Format

7.1 Report Format

The following report format is presented as a sample which shows all of the relevant information collected during testing. Comments in Line 7 could include, for example, notes on the operation of the CEW display or on its general appearance or on obvious discrepancies in the operation of the device itself.

Conducted Energy Weapon Test Report	Date:
Weapon: (mfr and model)	Serial Number:
Police Service:	Police Officer:
Test Service:	Tester:

Visual Inspection	Case <input type="checkbox"/> Battery <input type="checkbox"/> Electrodes <input type="checkbox"/>
Data Download Performed	<input type="checkbox"/>
Comments	
Software Version	
Battery Charge	
Battery Model and Serial	
Temperature	
Humidity	
Atmospheric Pressure	

	Max			Min			Avg			Avg-TI		
	1	2	3	1	2	3	1	2	3	1	2	3
Firing No												
Peak Voltage (V)												
Peak Current (A)												
Net Charge (µC)												
Pulse Duration (µs)												
Pulse Rep Rate (P/s)												
Monophasic Charge (µC)												
Total Charge (µC)												
Burst Length (s)												

Within Specifications: Yes / No

Note: The “Net Charge” definition for the weapon under test should be used (Note 6).

7.2 Data Protection

If an electronic report is used, care should be taken to electronically protect the data from corruption. Digital signatures or encryption may be employed.

8.0 Acknowledgements

This Test Procedure was developed as a result of an initiative spearheaded by Carleton University, Systems and Computer Engineering who organized workshops on the topic of CEWs with partial funding from Public Safety Canada and the Canadian Police Research Centre (CPRC). These workshops brought together a wide range of participants with experience in the field to discuss concerns around the use of these weapons and to develop suggestions for a way forward.

The group which put together Version 2.0 and this version of this document included the following participants:

Dr. Andy Adler, Carleton University

Mr. Dave Dawson, Carleton University

Dr. Ian Sinclair, MPB Technologies Inc.

The first version of this document (version 1.1, 2010-07-31)¹ included the following participants:

Mr. Ron Evans, Datrend Systems Inc.

Mr. Laurin Garland, Vernac Ltd.

Mr. Mark Miller, Datrend Systems Inc.

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¹⁴ D Wood, JR Bray, B Simms, "Technical performance testing of conducted energy weapons: Recommended practices to ensure consistent and quality results", DRDC CSS TR 2013-025, October 2013
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¹⁵ IEC 62792:2015, Measurement method for the output of electroshock weapons. 2015-02-03.
<https://webstore.iec.ch/publication/21809>

Appendix A
Detailed Specifications
TASER M26

Appendix A

Detailed Specifications

TASER M26

A.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER M26. The parameters of interest are based on

A.2 Pulse Waveform

The TASER M26 pulse consists of a damped oscillation with a 17 μ s time constant. The initial half sinusoid is known as the "Strike Phase" as shown in Figure A1. The pulses are delivered in a burst as shown in Figure A2. The burst consists of about 75 pulses over 5 seconds, at the rate of 15 pulses per second if an alkaline battery is used. The burst has 100 pulses at the rate of 20 pulses per second if a NiMH battery is used.

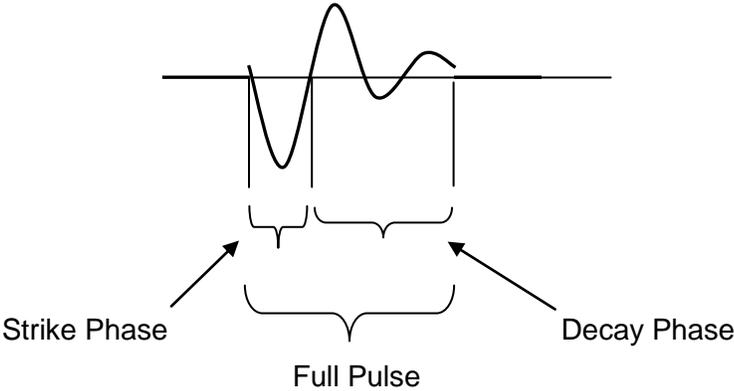


FIGURE A1: PULSE, CONSISTING OF STRIKE PHASE AND DECAY PHASE

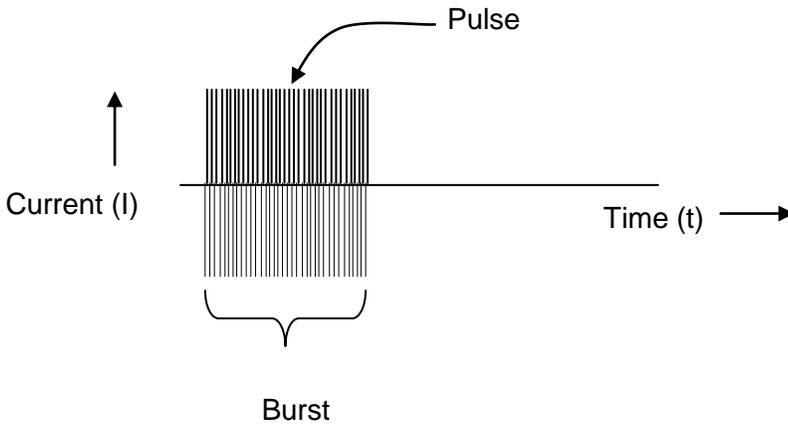


FIGURE A2: BURST OF APPROXIMATELY 75 OR 100 PULSES

A.3 Parameters of Interest

Information is derived primarily from the Strike Phase, since this is the pulse that captures the motor neuron. It is 10 μs long, and delivers about 100 μC of charge in a single direction, whereas the remainder of the pulse delivers about 100 μC spread over 40 μs in alternating negative and positive directions.

Some plots show the Strike Phase above the axis, some show it below the axis (Figure A3). This is merely a question of how the load is connected to the scope. Either orientation of the pulse shows the same thing.

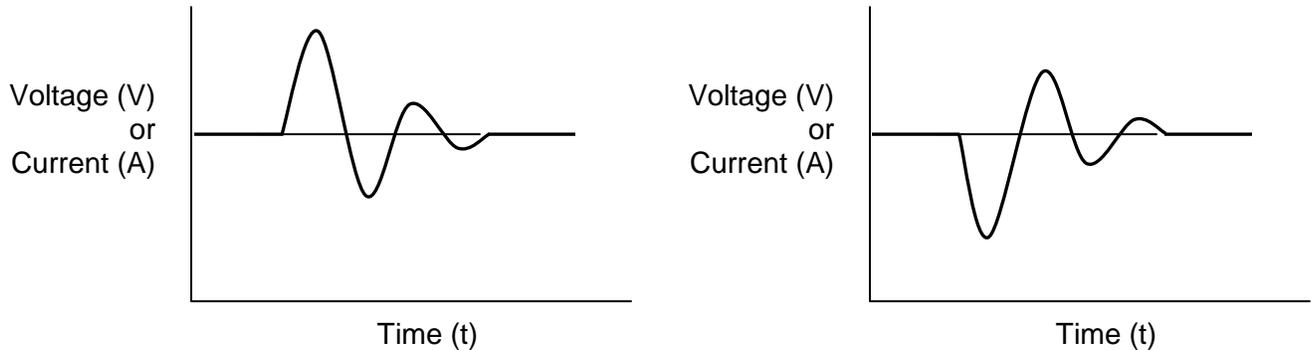


FIGURE A3: M26 PULSE INVERSIONS

Parameters of individual M26 pulses will be calculated as shown in Figure A4 to Figure A8. These describe, respectively,

- peak voltage (strike phase)
- peak current (strike phase)
- net charge (strike phase)
- pulse duration (full pulse),
- pulse repetition rate
- Monophasic Charge
- Total Charge

For the M26, the *Net Charge* is to be calculated over the *Strike Phase*. This parameter is also known as the *Strike Phase Net Charge*. (See Section A.5.)

A.4 Peak Voltage and Peak Current

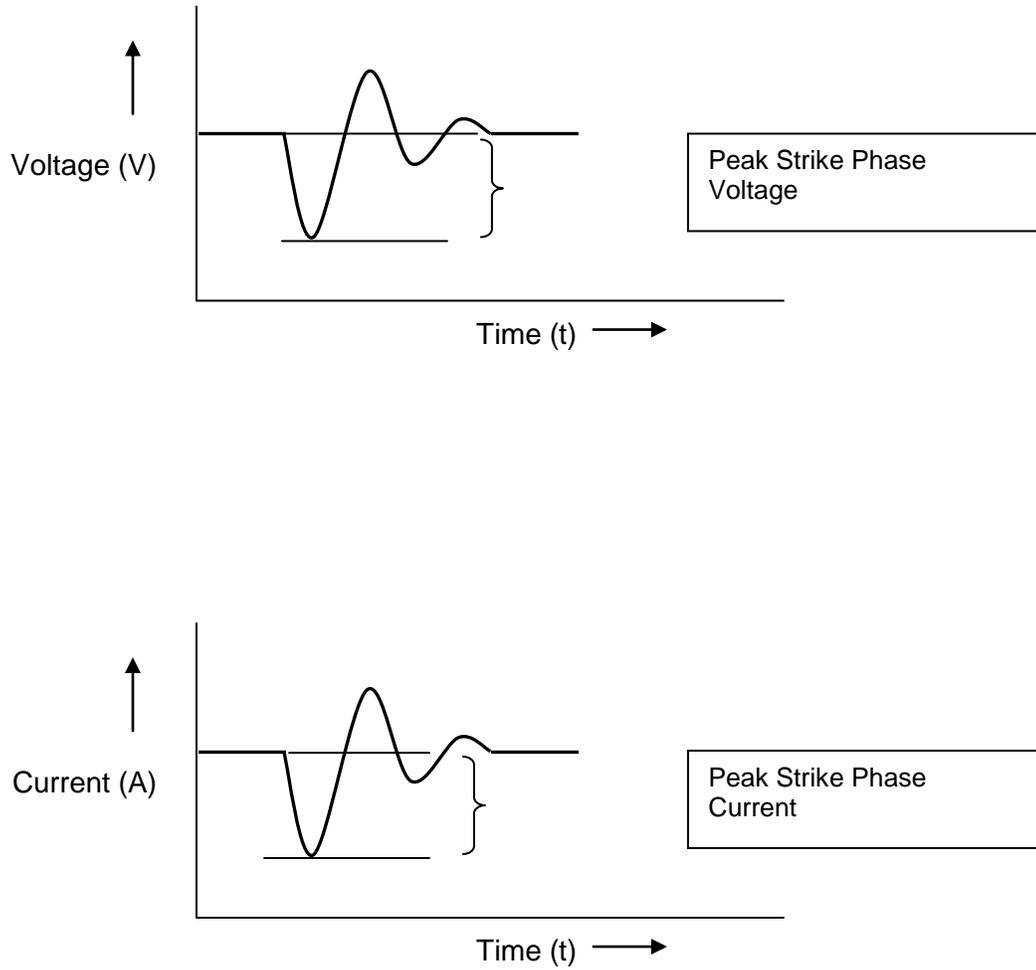


FIGURE A4: M26 PEAK STRIKE PHASE VOLTAGE AND CURRENT

A.5 Net Charge (Strike Phase Net Charge)

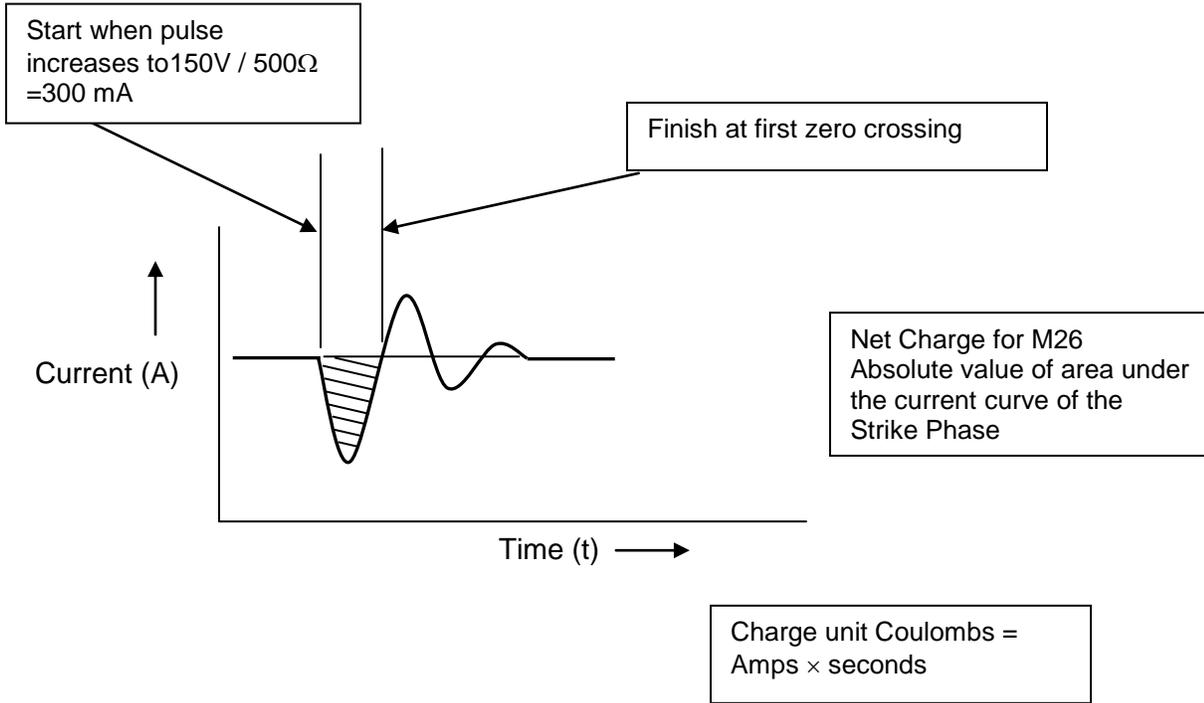


FIGURE A5: M26 STRIKE PHASE NET CHARGE

A.6 Pulse Duration

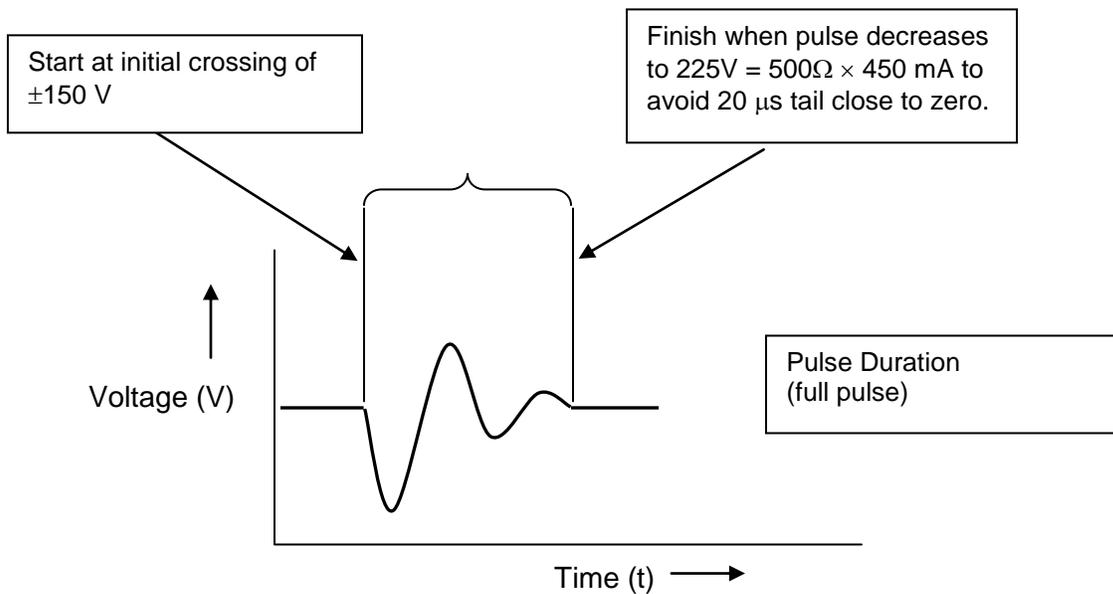


FIGURE A6: M26 FULL PULSE DURATION

A.7 Pulse Repetition Rate

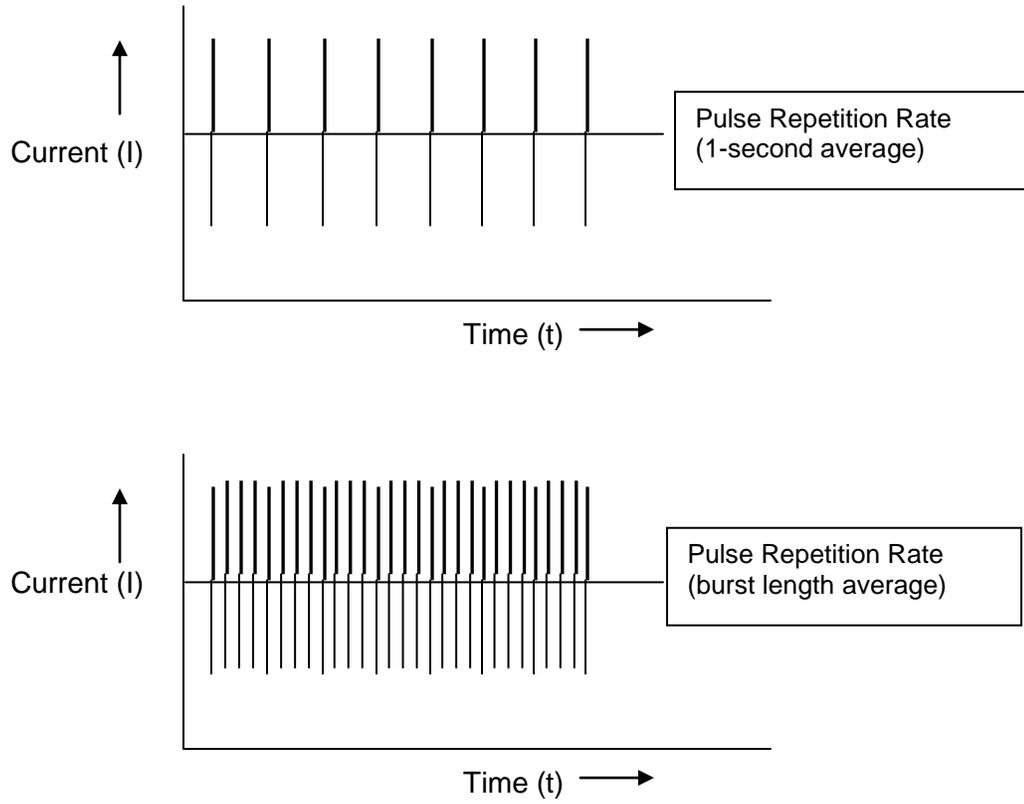


FIGURE A7: M26 PULSE REPETITION RATE

A.8 Monophasic Charge and Total Charge

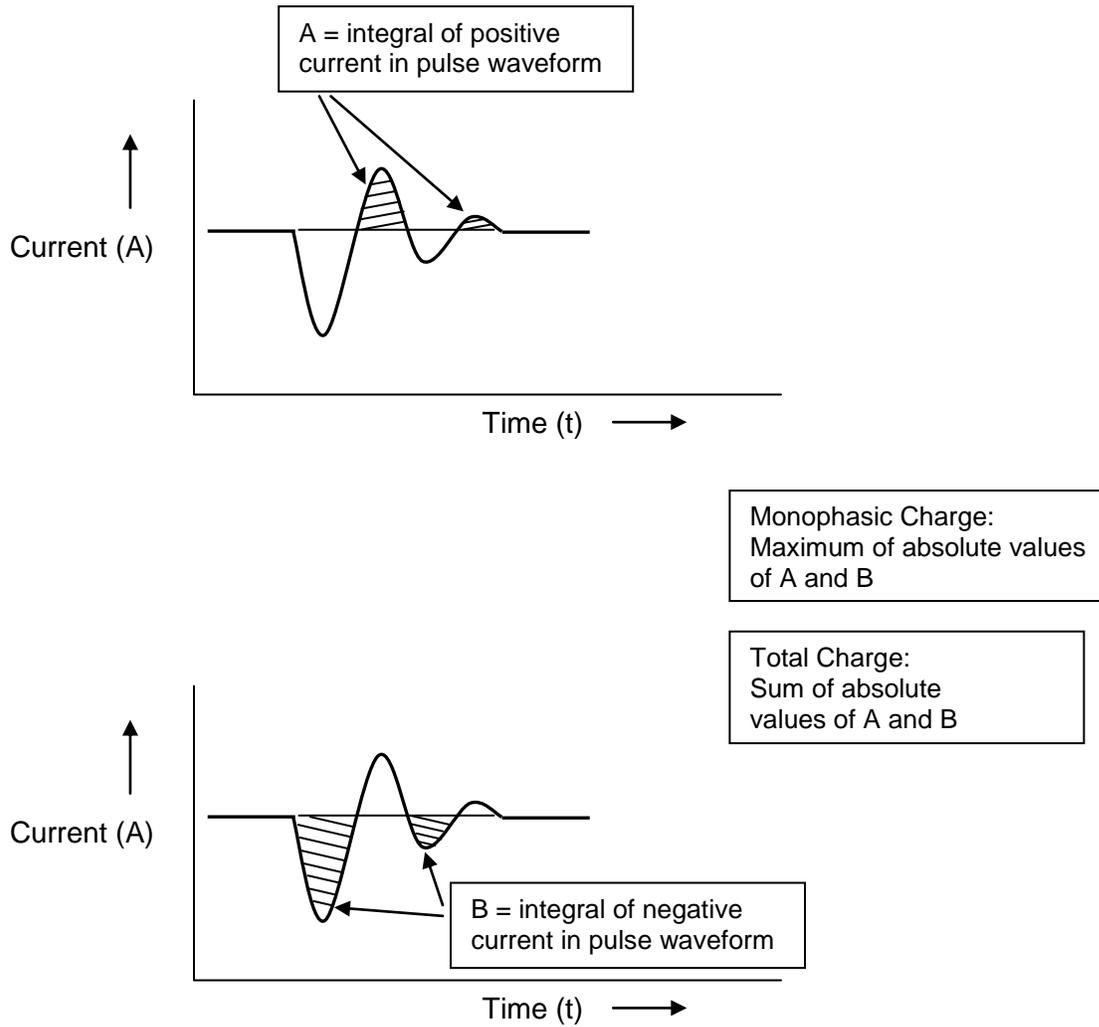


FIGURE A8: M26 MONOPHASIC CHARGE

A.9 Specifications

Advanced TASER™ M26 Electronic Control Device Specification Version 2.0, 2009-02-06 ¹ contains the following electrical specifications.

TABLE A1: TASER M26 SPECIFICATIONS AS PER TI

Item	Value
Waveform	Damped oscillation
Peak loaded voltage	6,900 to 9,400 V
Strike Phase Net Charge	70 to 120 μC
Pulse duration	32 to 60 μs
Pulse rate (NiMH rechargeable cells)	15 to 26 pulses per second
Pulse rate (alkaline cells)	11.25 to 19.5 pulses per second

Two other specifications, Strike Phase Duration and Full Pulse Net Charge are also listed in the specification, but are not included here. The values listed are taken to be sufficient for the purpose of characterizing a device.

The TI specifications call the beginning of the pulse the “Main Phase”. For the purpose of this testing and reporting, this nomenclature has been changed to “Strike Phase” in order to avoid confusion with the Main Phase of the X26 pulse.

The “Strike Phase” is both the arc-creating and current-delivering phase in the M26; the remainder of the pulse could be termed the “Decay Phase”, as it represents the pulse decay in the form of a damped sinusoid.

It is noted in the TASER documentation in part as follows:

- output specifications were derived from a 500 Ω resistive load
- output specifications may vary depending on temperature, battery charge, and load characteristics.
- Pulse rate specifications at room temperature. Temperatures below 32 F (0 C) can significantly reduce the pulse rate.

¹ Taser International, Advanced Taser M26 Series Electronic Control Device Specification Version 2, 2009-02-06, Was: http://www.ecdlaw.info/outlines/EC_02-01-09_M26-Spec.pdf

A.10 Test Details

These test details are required in order to determine whether the unit under test is operating within manufacturer's specifications. Additional test data such as maximum, minimum and average for each parameter from all pulses over all three firings should also be reported.

TABLE A2: TASER M26 SPECIFICATIONS WITH TEST CONDITIONS¹

Parameter	Condition	Spec into 500 Ω Load ²
Peak Voltage	Peak of absolute value of voltage, on a pulse averaged over the last eight pulses	6900 – 9400 V
Peak Current ³	Peak of absolute value of current, on a pulse averaged over the last eight pulses	13.8 – 18.8 A
Net Charge (Strike Phase Net Charge)	Area under Strike Phase current vs time curve, on a pulse averaged over the last eight pulses	70 – 120 μC
Pulse Duration	Between initial point of waveform ⁴ and final point ⁵ , on a pulse averaged over the last eight pulses	32 – 60 μs
Pulse Repetition Rate	Average over last second of the pulse burst ⁶ - Alkaline battery - NiMH battery	15 +5/-4 pps 20 +6/-5 pps
Monophasic Charge ⁷ (see Note 6 on Page 10))	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	< 180 μC

¹ TASER International TASER M26 Specifications have been applied

² Load resistor is 500 Ω non-inductive high voltage pulse-tolerant

³ Peak current specs calculated from peak voltage: e.g. 13.8 A = 6900 V/500 Ω

⁴ Initial point is first sample in the pulse where absolute voltage reaches 150 V with 500 Ω load

⁵ Final point is last sample in the pulse where absolute voltage drops below 225 V with 500 Ω load

⁶ Also known as a "cycle" in Axon nomenclature

⁷ Monophasic Charge is not part of TASER International Specifications

A.11 Sample Test Data

Test data to be measured/calculated during a typical test are as follows:

TABLE A3: TASER M26 CEW TEST OBSERVATION DETAILS

Parameter	Method of Measurement	Typical Values
Model Number	Device label	M-26
Serial Number	Device label	P1-009601
Battery Status	Battery usage record. Power supply voltage	< 25 discharges 12 Vdc
Lab Temperature	Thermometer in the lab	26 C
Battery Version	Battery labels. Power supply description	Duracell Ultra Fixed DC Supply
Load resistance	Multimeter	495 Ω

TABLE A4: TASER M26 CEW OPERATING PARAMETERS, TYPICAL VALUES

Parameter	Method of Measurement	Typical Values
Peak Voltage	Maximum voltage out of all samples during Strike Phase.	7400 V
Peak Current	Maximum current out of all samples during Strike Phase.	15.2 A
Net Charge (Strike Phase Net Charge)	Current at each sample of the strike phase multiplied by the time between data samples, all samples then summed up.	105 μC
Pulse Duration	Time between crossing of initial and final thresholds of the full pulse	40 μs
Pulse Repetition Rate	Number of pulses during the burst minus 1 divided by the burst length.	14.5 pps

Note that Axon also specifies Full Pulse Net Charge and Strike Phase Duration as parameters for the M26. It is believed that Strike Phase Charge and Full Pulse Duration are the more important parameters. This also maintains consistency with the parameters measured for the X26 model.

Appendix B
Detailed Specifications
TASER X26E

Appendix B Detailed Specifications TASER X26E

B.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER X26E. (The weapon previously labelled X26 was designated as the X26E when the X26P was introduced.)

B.2 Pulse Waveform

The TASER X26E pulse consists of an “Arc Phase” and a “Main Phase” as shown in Figure B1. The pulses are delivered in a burst consisting of approximately 95 pulses over 5 seconds, at the rate of 19 pulses per second, as shown in Figure B2.

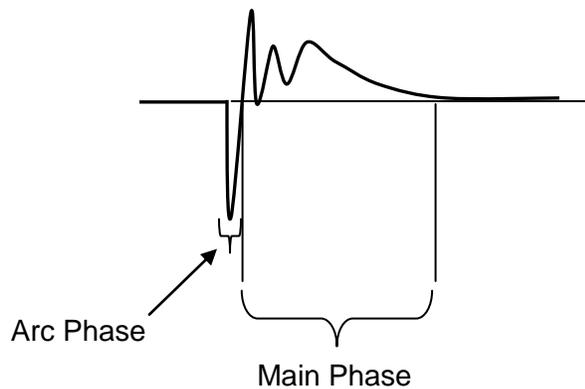


FIGURE B1: PULSE, CONSISTING OF ARC PHASE AND MAIN PHASE

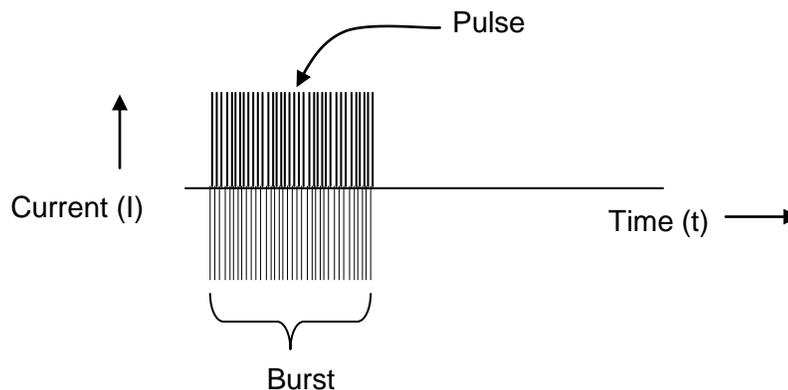


FIGURE B2: BURST OF APPROXIMATELY 95 PULSES

B.3 Parameters of Interest

Information is derived primarily from the main phase, where most of the pulse energy resides. The main phase delivers about 100 μC of charge, whereas the arc phase has only 10 μC . The purpose of the arc phase is to create an arc to allow efficient delivery of current during the main phase

The arc phase has a faster rise time and a higher peak than seen on many oscilloscopes, because of integrating effects in voltage and current probes. For this reason, measurements of the peak voltage, peak current and charge of the arc phase may be in error.

Parameters of individual X26 pulses are calculated as shown in Figure B4 to Figure B8. These describe, respectively,

- peak voltage (main phase)
- peak current (main phase)
- net charge (main phase)
- pulse duration (full pulse),
- pulse repetition rate,
- Monophasic Charge
- Total Charge

For the X26/X26E, the *Net Charge* is to be calculated over the *Main Phase*. This parameter is also known as the *Main Phase Net Charge*. (See Section B.5.)

B.4 Peak Voltage and Peak Current

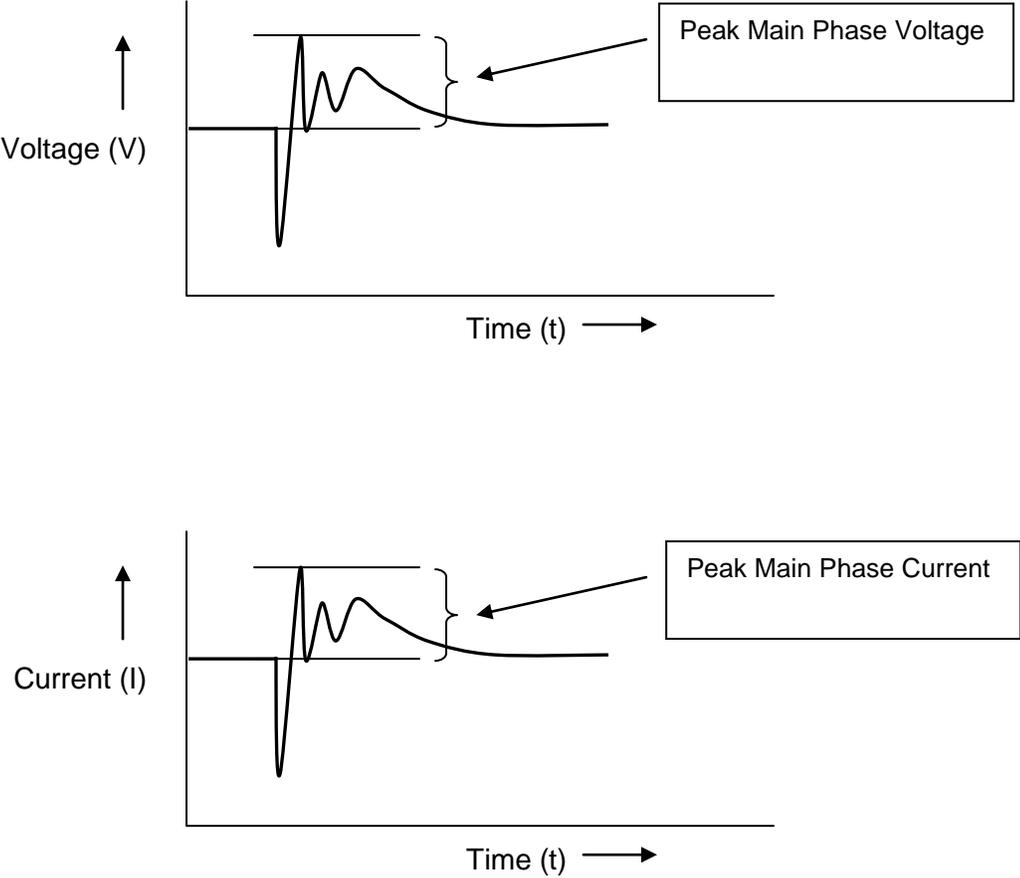


FIGURE B3: X26 PEAK MAIN PHASE VOLTAGE AND CURRENT

B.5 Net Charge (Main Phase Net Charge)

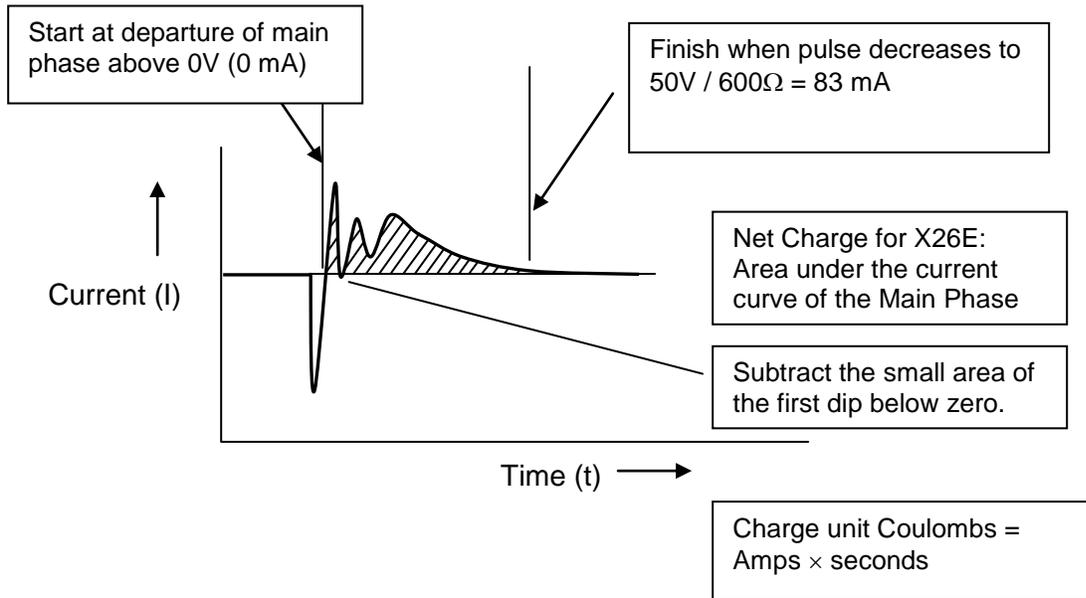


FIGURE B4: X26 MAIN PHASE NET CHARGE

B.6 Pulse Duration

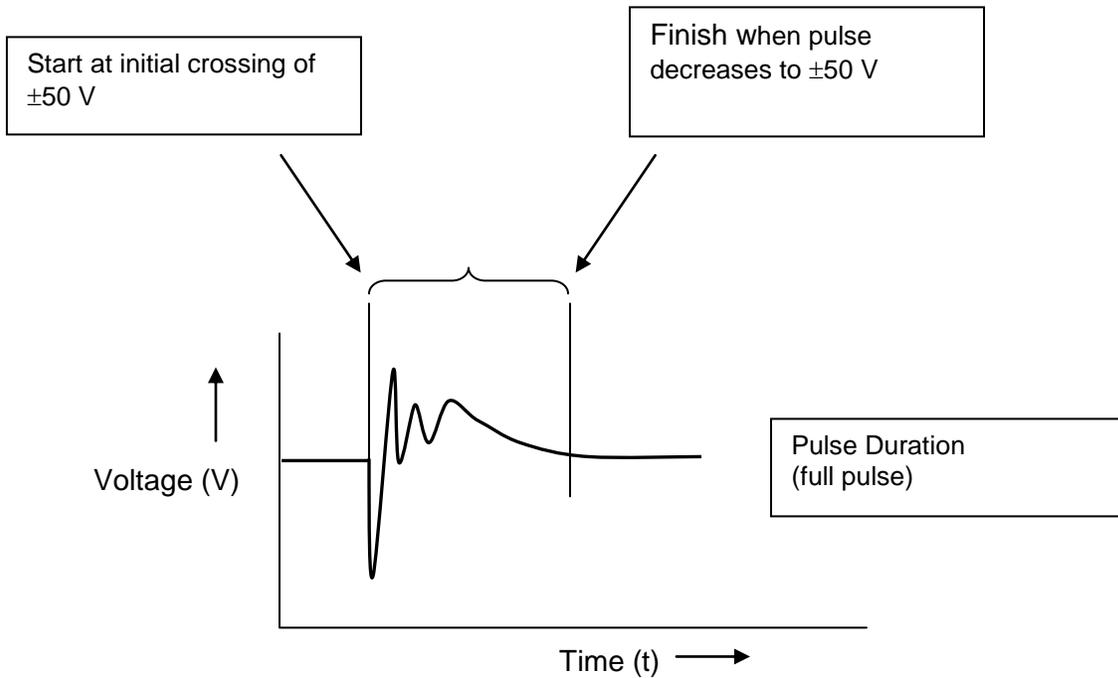


FIGURE B5: X26 PULSE DURATION

B.7 Pulse Repetition Rate

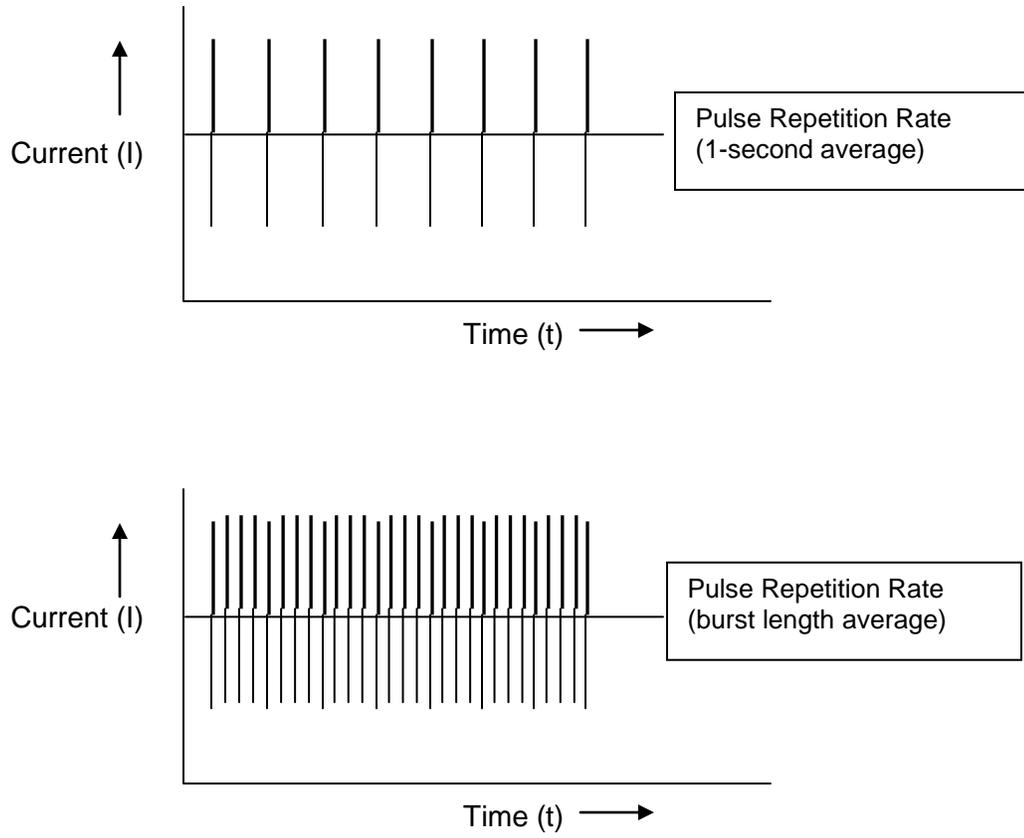


FIGURE B6: X26 PULSE REPETITION RATE

B.8 Monophasic Charge and Total Charge

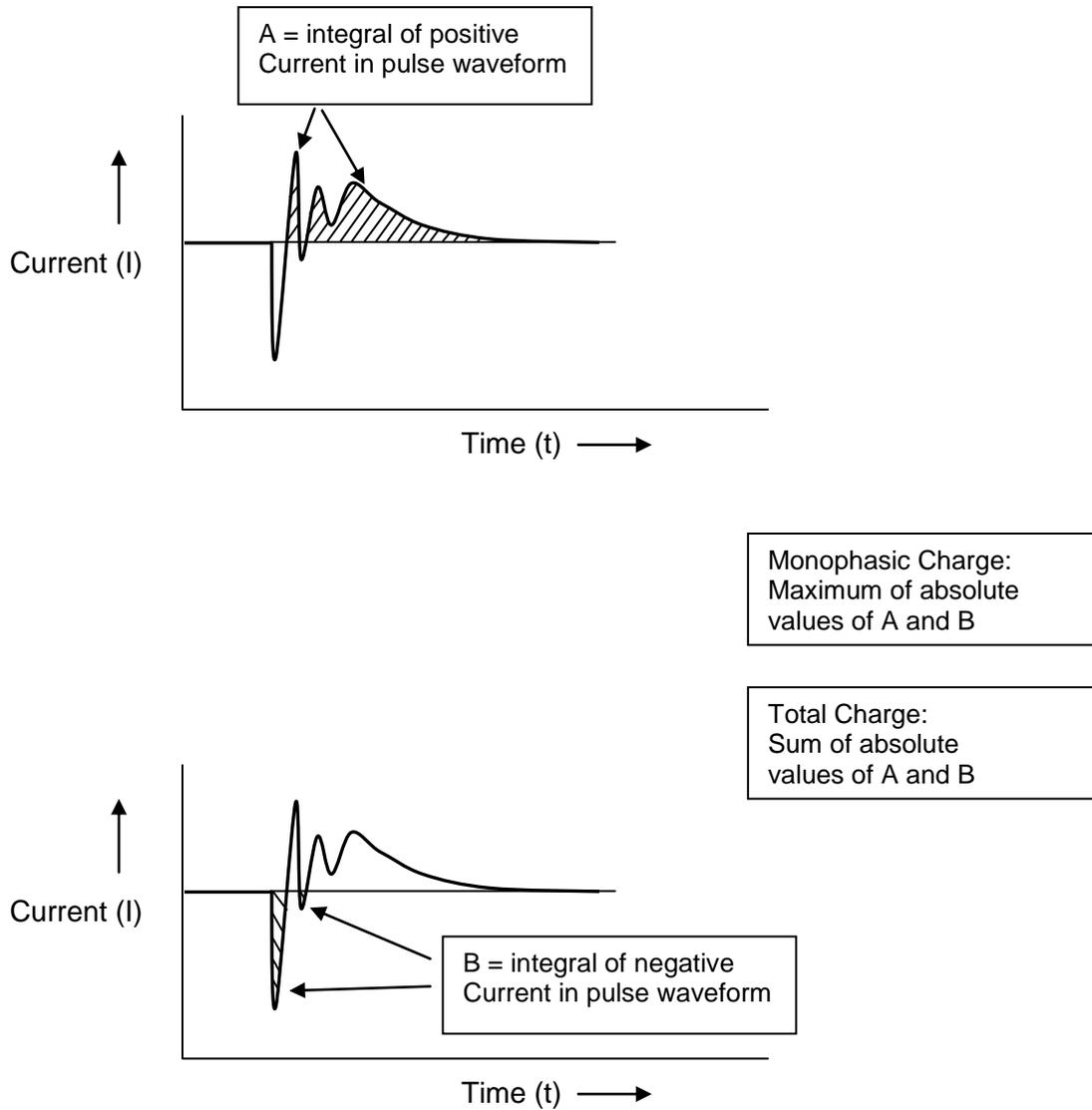


FIGURE B7: X26 MONOPHASIC CHARGE

B.9 Specifications

The TASER™ X26E Spec Sheet¹ contains the following electrical specifications.

TABLE B1: TASER X26 SPECIFICATIONS AS PER AXON

Item	Value
Waveform	Complex shaped pulse
Peak loaded voltage	1,400 to 2,520 V
Main Phase Net charge	80 to 125 μC
Pulse duration	105 to 155 μs
Pulse rate	16.5 to 20 pulses per second

It is noted in the TASER documentation as follows:

- output specifications were derived from a 600 Ω resistive load
- output specifications may vary depending on temperature, battery charge and load characteristics
- Pulse rate specifications are at room temperature. Temperatures below 32°F (0 C) can significantly reduce the pulse rate

¹ <https://my.axon.com/s/article/X26E-Spec-Sheet>

B.10 Test Details

These test details are required in order to determine whether the unit under test is operating within specifications. Additional test data such as maximum, minimum and average for each parameter from all pulses over all three firings should also be reported.

TABLE B2: TASER X26 SPECIFICATIONS WITH TEST CONDITIONS¹

Parameter	Condition	Spec into 600 Ω Load ²
Peak Voltage	Peak of main phase voltage (following arc phase), on a pulse averaged over the last eight pulses	1400 – 2520 V
Peak Current ³	Peak of main phase current (following arc phase), on a pulse averaged over the last eight pulses	2.3 – 4.2 A
Net Charge (Main Phase Net Charge)	Area under main phase current vs time curve, on a pulse averaged over the last eight pulses	80 – 125 μC
Pulse Duration	Between initial point of waveform ⁴ and final point ⁵ on a pulse averaged over the last eight pulses	105 – 155 μs
Pulse Repetition Rate	Average over last second of the pulse burst ⁶	16.5 – 20 pps
Monophasic Charge ⁷ (see Note 6 on Page 10))	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	< 180 μC

¹ TASER International TASER X26 Specifications have been applied

² Load resistor is 600 Ω non-inductive high voltage pulse-tolerant

³ Peak current specs calculated from peak voltage: e.g. 2.3 A = 1400 V/ 600 Ω

⁴ Initial Point is first point in the pulse where absolute voltage reaches 50 V with 600 Ω load

⁵ Final point is last point in the pulse where absolute voltage drops below 50 V with a 600 Ω load

⁶ Also known as a “cycle” in Axon nomenclature

⁷ Monophasic Charge is not part of TASER International Specifications

B.11 Sample Test Data

Test data to be measured/calculated during a typical test are as follows:

TABLE B3: TASER X26E CEW TEST OBSERVATION DETAILS

Parameter	Method of Measurement	Typical Values
Model Number	Device label	X-26
Serial Number	Device label	X00-157163
Battery Status	LED display in device	30% to 97%
CEW Temperature	LED display in device	26 C
Software Version	LED display in device	15, 18, 20, 21, 22
Battery Version	Label on the side of the DPM	21, 22, or XX if indecipherable
Load resistance	Multimeter	595 Ω

TABLE B4: TASER X26E CEW OPERATING PARAMETERS, TYPICAL VALUES

Parameter	Method of Measurement	Typical Values
Peak Voltage	Maximum voltage out of all samples during main phase.	1905 V
Peak Current	Maximum current out of all samples during main phase.	3.2 A
Net Charge (Main Phase Net Charge)	Current at each sample of the main phase multiplied by the time between data samples and summed.	105 μC
Pulse Duration	Time between crossing of initial and final thresholds of the full pulse	135 μs
Pulse Repetition Rate	Number of pulses during the burst minus 1 divided by the burst length.	17.5 pps

Appendix C
Detailed Specifications
TASER X26P and X2

Appendix C Detailed Specifications TASER X26P and X2

C.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER X26P. The TASER X2 has identical waveform specifications, but with two cartridge respectively. In practice, the X2 can have a slightly longer pulse duration, due to the smaller spark gap on the respective cartridge, but this does not change the specified values.

C.2 Pulse Waveform

The TASER X26P pulse consists of an “arc phase” and “main phase” as shown in Figure C1. The pulses are delivered in a burst consisting of approximately 95 pulses over 5 seconds, at the rate of 19 pulses per second, as shown in Figure C2.

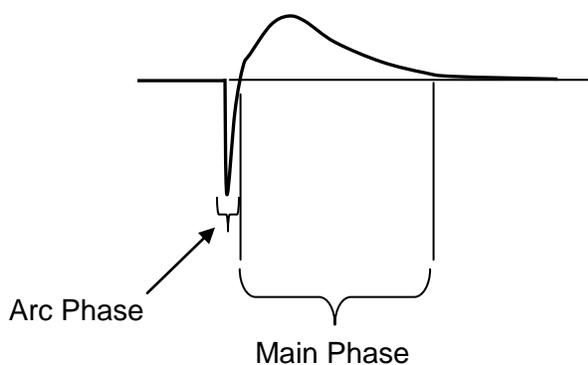


FIGURE C1: PULSE, CONSISTING OF ARC PHASE AND MAIN PHASE

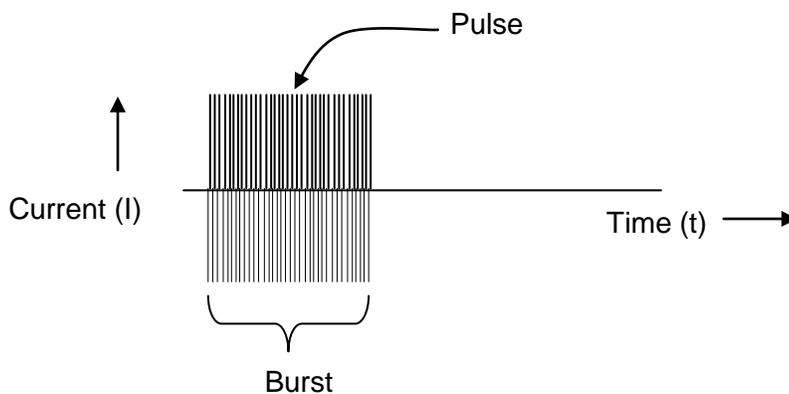


FIGURE C2: BURST OF APPROXIMATELY 95 PULSES

C.3 Parameters of Interest

Information is derived primarily from the main phase, where most of the pulse energy resides. The main phase delivers about 70 μC of charge, whereas the arc phase has only 7 μC . The purpose of the arc phase is to create an arc to allow efficient delivery of current during the main phase. Note that the full pulse net charge parameter will subtract the charge of the arc phase from the main phase, and thus will have a value of approximately 63 μC .

The arc phase has a faster rise time and a higher peak than seen on many oscilloscopes, because of integrating effects in voltage and current probes. For this reason, measurements of the peak voltage, peak current and charge of the arc phase may be in error.

Parameters of individual X26P pulses are calculated as shown in Figure C4 to Figure C8. These describe, respectively,

- peak voltage (main phase)
- peak current (main phase)
- net charge (full pulse)
- pulse duration (full pulse),
- pulse repetition rate,
- Monophasic Charge
- Total Charge

For the X26P/X2, the *Net Charge* is to be calculated over the *Full Pulse*. This parameter is also known as the *Full Pulse Net Charge*. (See Section C.5.)

C.4 Peak Voltage and Peak Current

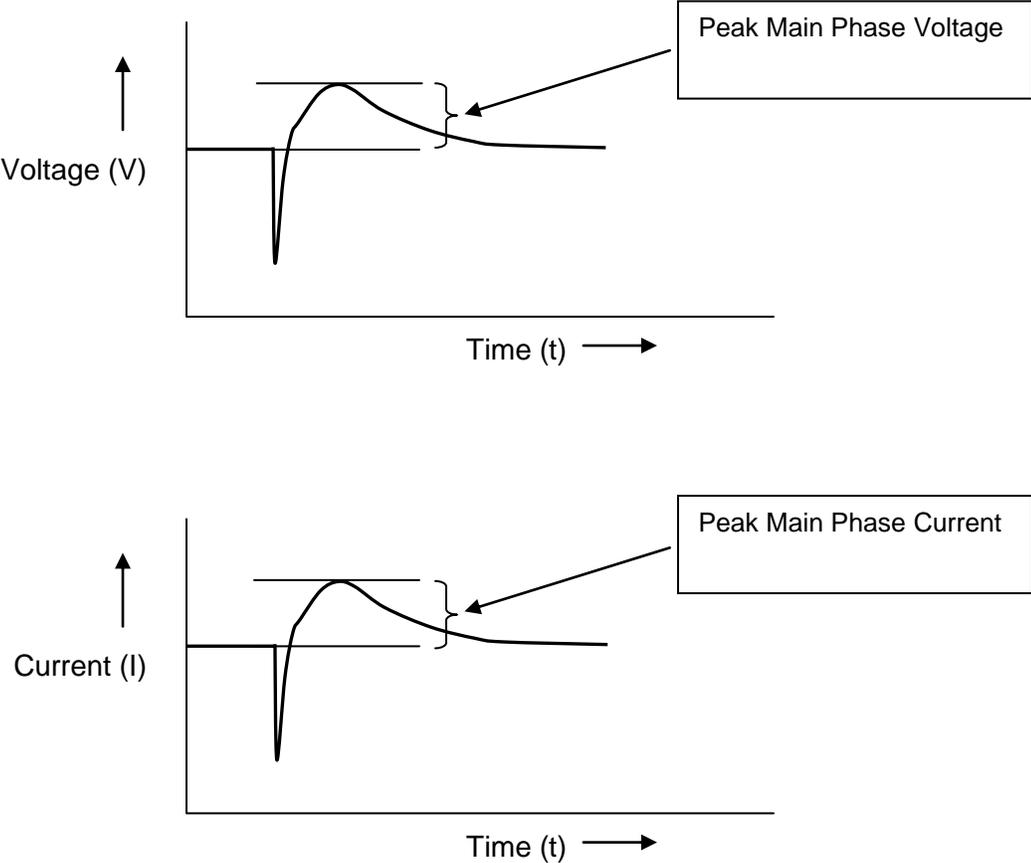


FIGURE C3: X26P PEAK MAIN PHASE VOLTAGE AND CURRENT

C.5 Net Charge (Full Pulse Net Charge)

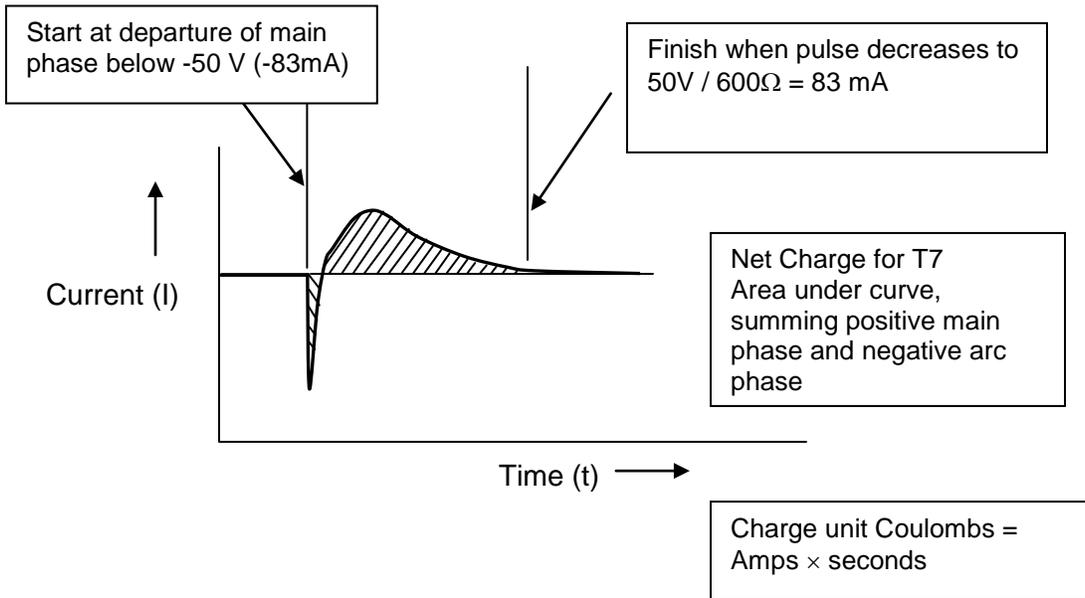


FIGURE C4: X26P FULL PULSE NET CHARGE

C.6 Pulse Duration

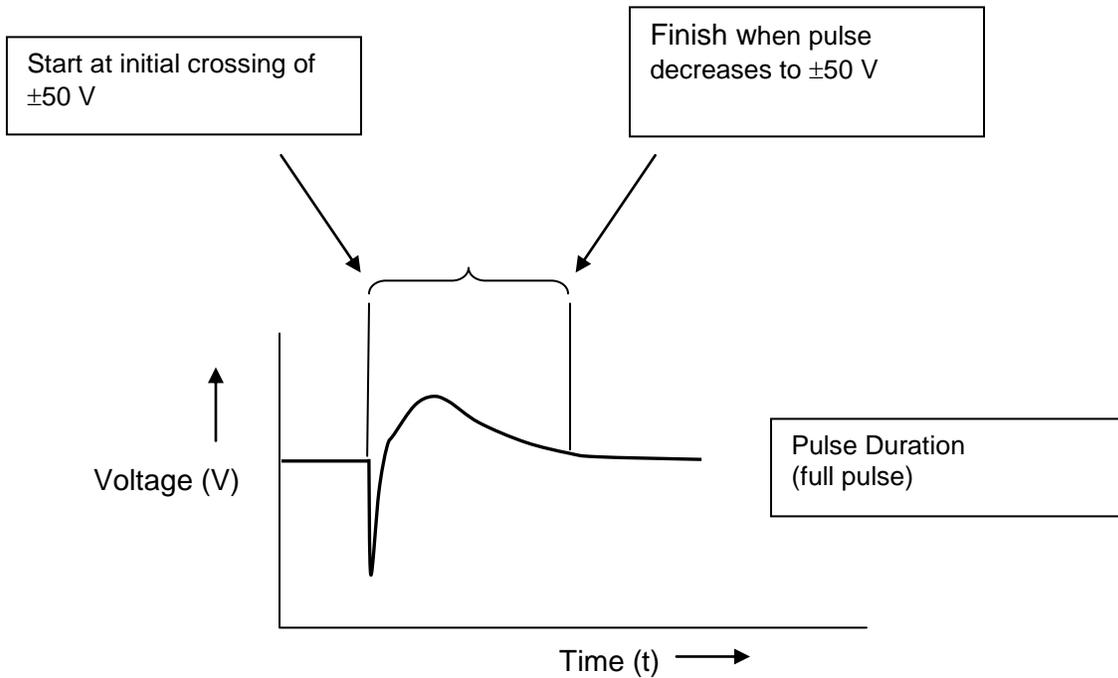


FIGURE C5: X26P PULSE DURATION

C.7 Pulse Repetition Rate

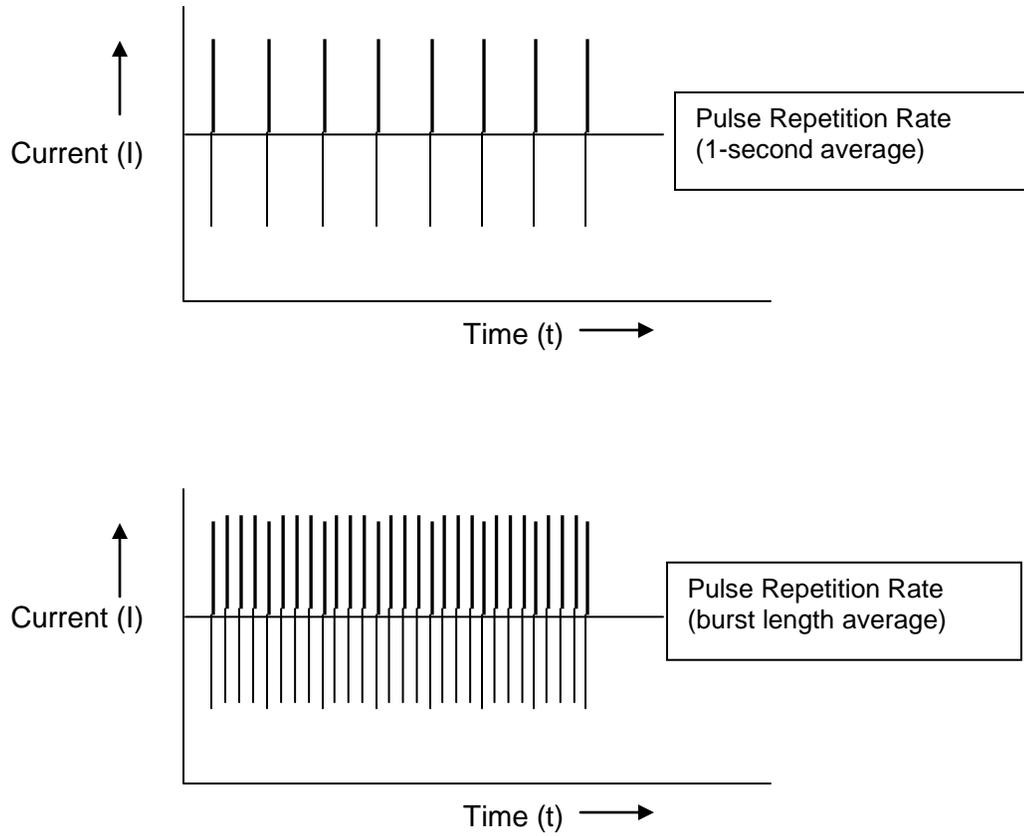


FIGURE C6: X26P PULSE REPETITION RATE

C.8 Monophasic Charge and Total Charge

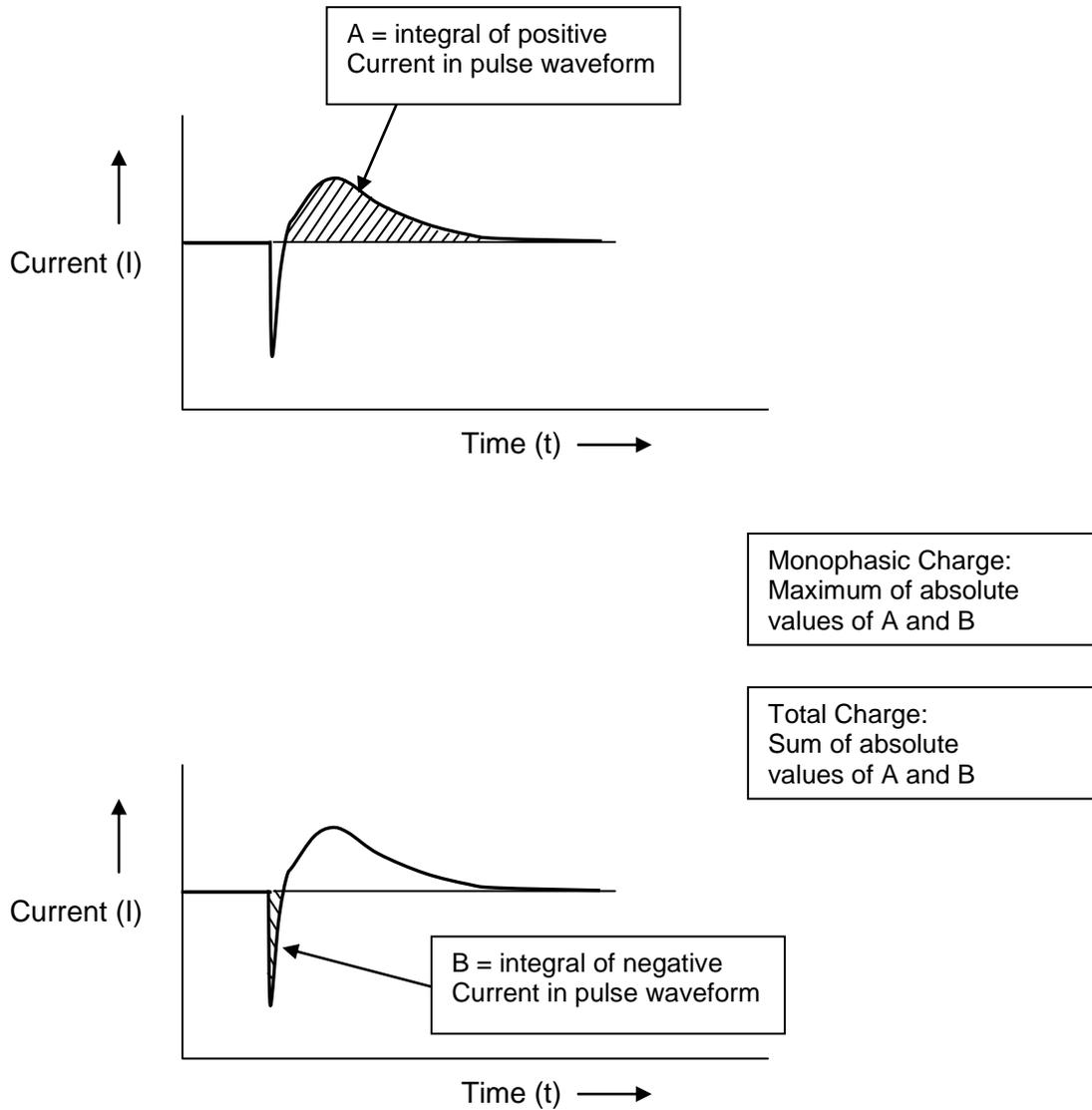


FIGURE C7: X26P MONOPHASIC CHARGE

C.9 Specifications

The TASER™ X26P Spec Sheet¹ contains the following electrical specifications. The TASER™ X2 Spec Sheet² shows the same electrical specifications.

TABLE C1: TASER X26P SPECIFICATIONS AS PER AXONI

Item	Value
Waveform	Complex shaped pulse
Peak loaded voltage	840 to 1,440 V
Full Pulse Net Charge	54 to 72 μC
Pulse duration	50 to 125 μs
Pulse rate	18 to 20 pulses per second

It is noted in the TASER documentation as follows:

- output specifications were derived from a 600- Ω resistive load
- output specifications may vary depending on temperature, battery charge and load characteristics
- Pulse rate specifications are at room temperature. Temperatures below 32°F (0 C) can significantly reduce the pulse rate

¹ <https://my.axon.com/s/article/X26P-Spec-Sheet>

² <https://my.axon.com/s/article/X2-Spec-Sheet>

C.10 Test Details

These test details are required in order to determine whether the unit under test is operating within specifications. Additional test data such as maximum, minimum and average for each parameter from all pulses over all three firings should also be reported.

TABLE C2: TASER X26P SPECIFICATIONS WITH TEST CONDITIONS¹

Parameter	Condition	Spec into 600 Ω Load ²
Peak Voltage	Peak of main phase voltage (following arc phase), on a pulse averaged over the last eight pulses	840 – 1440 V
Peak Current ³	Peak of main phase current (following arc phase), on a pulse averaged over the last eight pulses	1.4 – 2.4 A
Net Charge (Full Pulse Net Charge)	Area under <u>full pulse</u> current vs time curve, on a pulse averaged over the last eight pulses	54 – 72 μ C
Pulse Duration	Between initial point of waveform ⁴ and final point ⁵ on a pulse averaged over the last eight pulses	50 – 125 μ s
Pulse Repetition Rate	Average over last second of the pulse burst ⁶	18 – 20 pps
Monophasic Charge ⁷ (see Note 6 on Page 10)	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	< 180 μ C

¹ From Axon TASER X26P Specifications. The electrical specification of the TASER X2 is the same.

² Load resistor is 600 Ω non-inductive high voltage pulse-tolerant

³ Peak current specs calculated from peak voltage: e.g. 2.4 A = 1440 V / 600 Ω

⁴ Initial Point is first sample in the pulse where absolute voltage reaches -50 V with 600 Ω load

⁵ Final point is last sample in the pulse where absolute voltage drops below 50 V with a 600 Ω load

⁶ Also known as a “cycle” in Axon nomenclature

⁷ Monophasic Charge is not part of TASER International Specifications

C.11 Sample Test Data

Test data to be measured/calculated during a typical test are as follows:

TABLE C3: TASER X26P CEW TEST OBSERVATION DETAILS

Parameter	Method of Measurement	Typical Values
Model Number	Device label	X-26P
Serial Number	Device label	X12004RY1
Battery Status	LED display in device	30% to 99%
CEW Temperature	LED display in device	23 C
Software Version	LED display in device	N/A
Battery Version	Label on the side of the DPM	X1
Load resistance	Multimeter	610 Ω

TABLE C4: TASER X26P CEW OPERATING PARAMETERS, TYPICAL VALUES

Parameter	Method of Measurement	Typical Values
Peak Voltage	Maximum voltage out of all samples during main phase.	1202 V
Peak Current	Maximum current out of all samples during main phase.	1.97 A
Net Charge (Full Pulse Net Charge)	Current at each sample of the <u>full pulse</u> multiplied by the time between data samples and summed.	69.2 μC
Pulse Duration	Time between crossing of initial and final thresholds of the full pulse	88.4 μs
Pulse Repetition Rate	Number of pulses during the burst minus 1 divided by the burst length.	19.15 pps
Monophasic Charge	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	79.0 μC

Appendix D
Detailed Specifications
TASER 7

Appendix D Detailed Specifications TASER 7

D.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER 7 (aka T7). Like the TASER X2, it has two cartridges, but it contains many internal updates and multiple modes of operation. The test procedure is based on the Advanced Cross-Connect (ACC) mode, in which pulses are fired between four electrodes on the two cartridges. This mode is activated when the unit discovers two spent cartridges in its barrels. We consider validation of the weapon in ACC mode to be a complete test of the electrical output pathways of the weapon.

The typical Advanced Cross-Connect sequence is shown spatially in Figure D1 as an interaction among four electrodes, seen from the point of view of the user. The same sequence is shown in time in Figure D2, in which the temporal pattern is evident. The weapon will vary the pulse sequence if not all probes are connected via a low-resistance pathway.

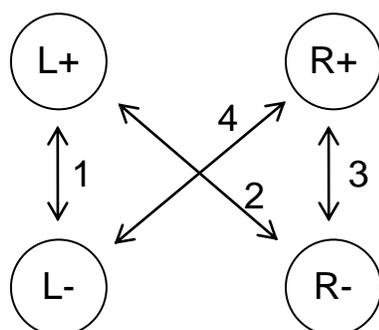


FIGURE D1: FIRING SEQUENCE AMONG FOUR POLE POSITIONS

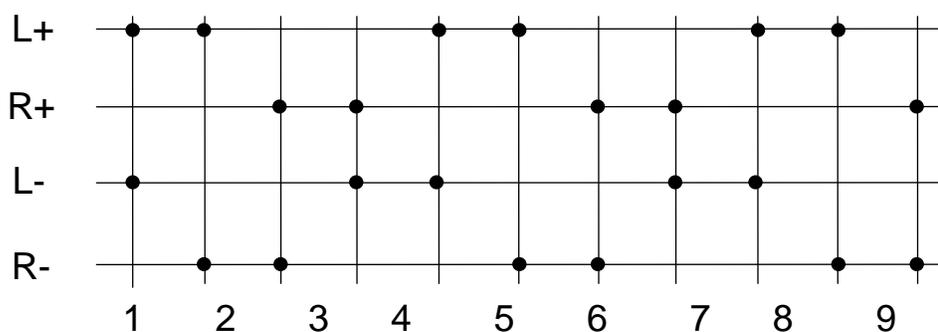


FIGURE D2: TYPICAL FIRING SEQUENCE AS A FUNCTION OF TIME

D.2 TEST SETUP

The test setup shown in Figure 1 is modified to accept the output from four terminals. The revised setup is shown in Figure D3, with a detail of the Test Load in Figure D4.

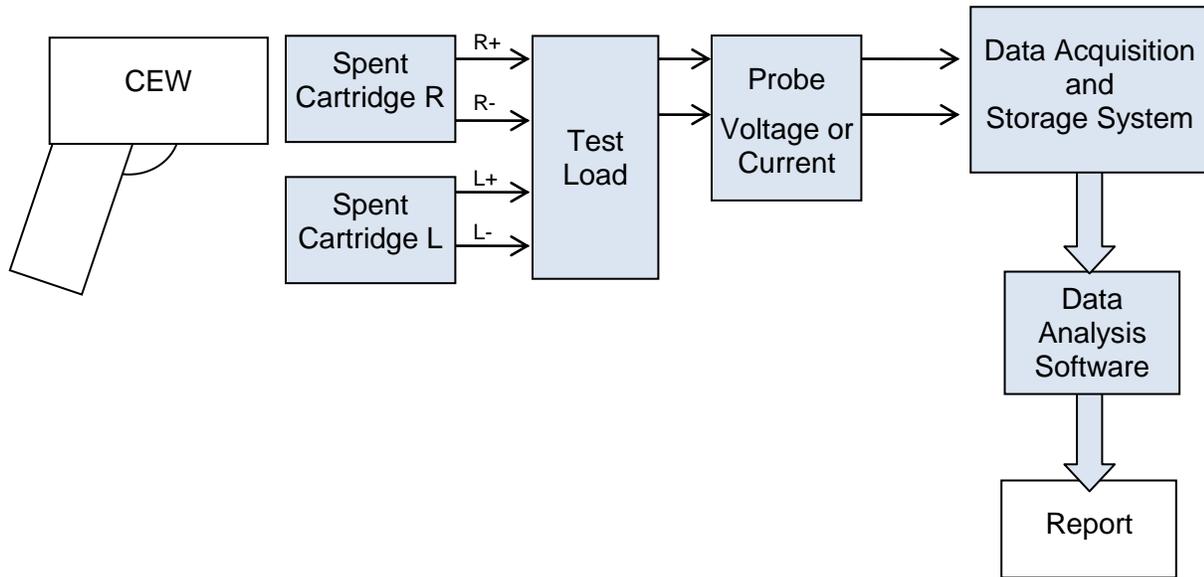


FIGURE D3: TEST SETUP FOR TESTING TASER 7

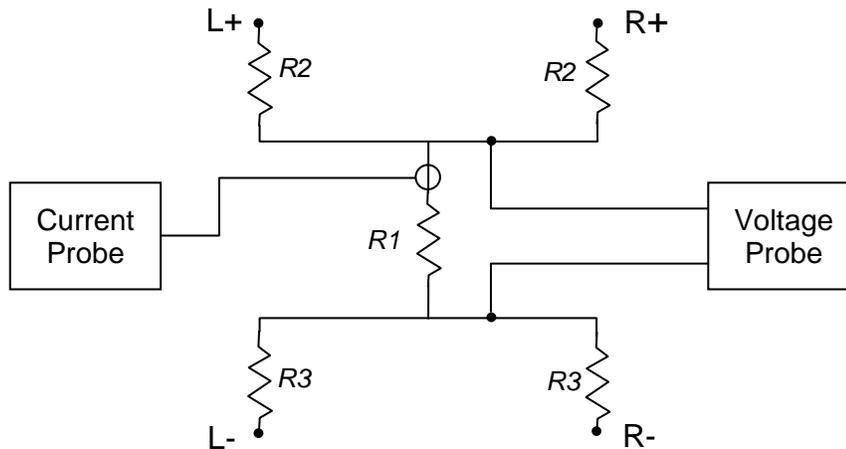


FIGURE D4: LOAD CONFIGURATION – CURRENT PROBE OR VOLTAGE PROBE

Load Resistance Selection

The load is an H-configuration, with four resistors $R2$ connected to the device electrodes by the same four wires that are used with the four darts associated with two cartridges. A sensing resistor $R1$ connects the top part of the H to the bottom part.

The path from positive to negative electrode should be 600 ohms. Thus $R1 + R2 + R3 = 600 \Omega$. The path between same-polarity electrodes should also be close to 600 ohms, to mimic the resistance of the human body.

Inside the H-load, the sensing resistor forms a voltage divider and thus allows a lower-voltage to be sensed. For example, if $R1 = 10$ ohms and $R2 = R3 = 295$ ohms¹, then the maximum expected voltage developed across the sensing resistor $R1$ would be $10/(295+295) = 1/60$ of a 2.6 kV pulse², or 43 V. Choose an appropriate probe, but design and build the load to protect the user from accidentally touching any high voltage points with the probe.

Resistor Tolerance

The design intention of the T7 is to produce 63 μC of charge per pulse. It does this by varying the voltage across different loads to maintain the current necessary to produce that much charge in a pulse. For the voltage peak value to be within specification, the 600-ohm load should be accurate to within 5% and known to within 1%.

According to specifications in Table D1 below, the charge must be held within about 10%. The measurement system should have 10 times this accuracy, so the charge should be measured to an accuracy of 1%. As discussed in Section 3.3, the data acquisition system should have a digitization error of better than 1%. The sense resistor should therefore be known to better than 0.1%, and should be 10 ohms (within 10%).

Therefore, a suitable choice of resistances would be: $R1 = 10 \pm 1$ ohms and $R2 = R3 = 295 \pm 15$ ohms.

¹ So that $R1 + R2 + R3 = 10 + 295 + 295 = 600$ ohms between positive and negative electrodes. The resistance between same-polarity electrodes is then $R2 = 2 R3 = 590$ ohms.

² The maximum expected pulse voltage, according to Table D1 in Section D.10, Specifications

D.3 Pulse Waveform

The TASER X7 pulse consists of an “arc phase” and “main phase” as shown in Figure C1. The pulses are delivered in a burst consisting of approximately $5 \times 44 = 220$ pulses over 5 seconds, at the rate of 44 pulses per second, as shown in Figure C2.

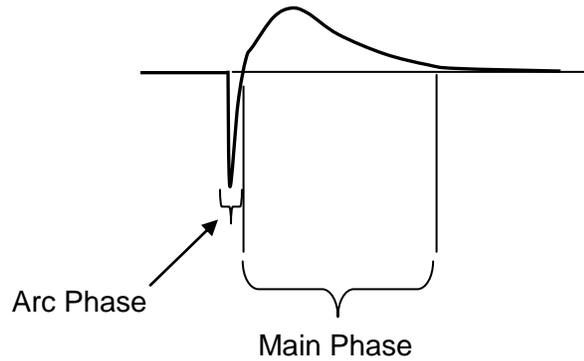


FIGURE D6: PULSE, CONSISTING OF ARC PHASE AND MAIN PHASE

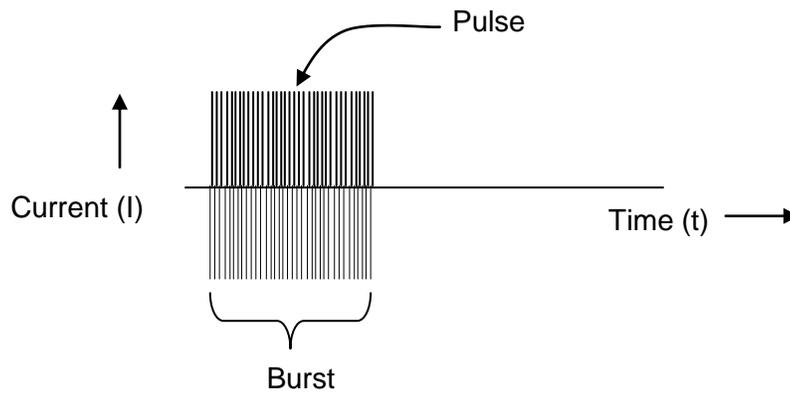


FIGURE D7: BURST OF APPROXIMATELY 220 PULSES

D.4 Parameters of Interest

Information is derived primarily from the main phase, where most of the pulse energy resides. The main phase delivers about 70 μC of charge, whereas the arc phase has only 7 μC . The purpose of the arc phase is to create an arc to allow efficient delivery of current during the main phase. Note that the full pulse net charge parameter will subtract the charge of the arc phase from the main phase, and thus will have a value of approximately 63 μC .

The arc phase has a faster rise time and a higher peak than seen on many oscilloscopes, because of integrating effects in voltage and current probes. For this reason, measurements of the peak voltage, peak current and charge of the arc phase may be in error.

Parameters of individual T7 pulses are calculated as shown in Figure C4 to Figure C8. These describe, respectively,

- peak voltage (main phase)
- peak current (main phase)
- net charge (full pulse)
- pulse duration (full pulse),
- pulse repetition rate,
- Monophasic Charge
- Total Charge

For the T7, the *Full Net Pulse Charge* is to be calculated over the *Full Pulse*. This parameter is also known as the *Full Pulse Charge* in Axon nomenclature. (See Section D.6.)

D.5 Peak Voltage and Peak Current

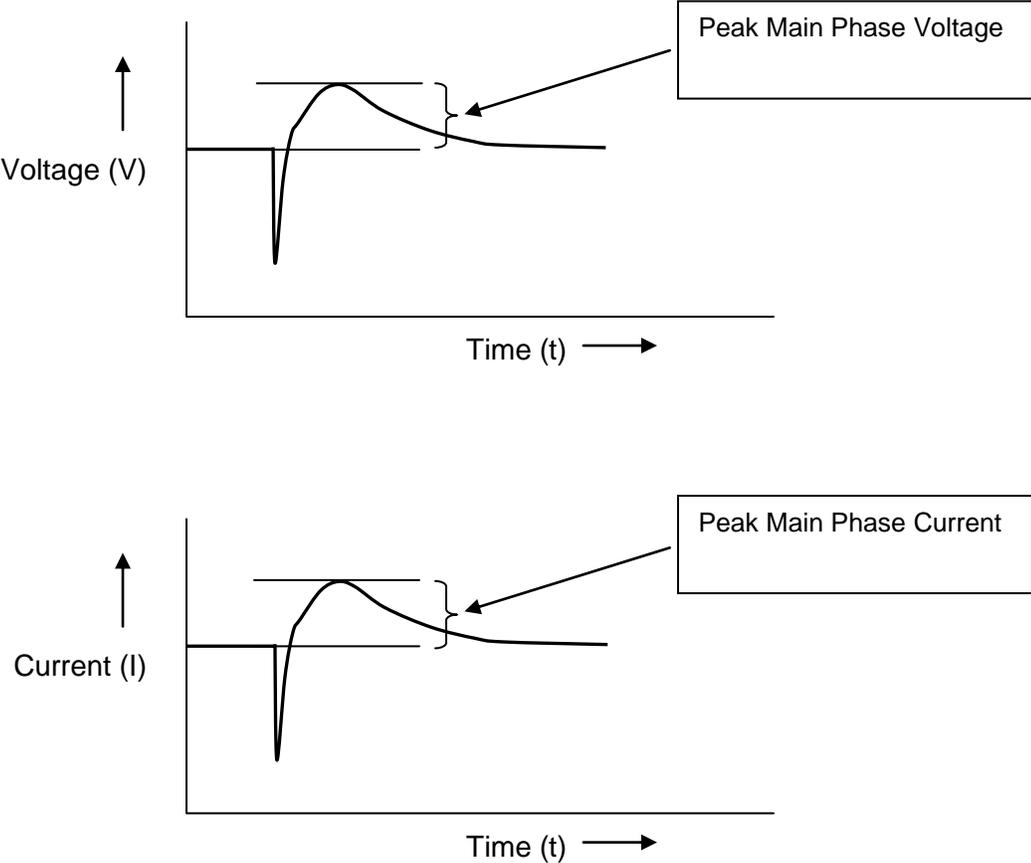


FIGURE D8: T7 PEAK MAIN PHASE VOLTAGE AND CURRENT

D.6 Net Charge (Full Pulse Net Charge)

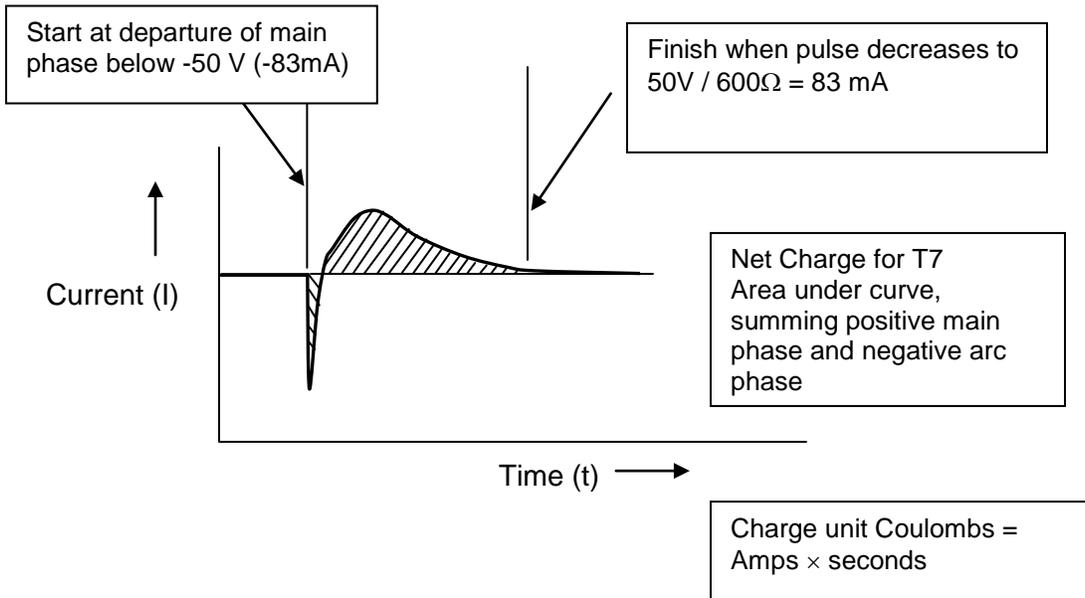


FIGURE D9: T7 FULL PULSE NET CHARGE

D.7 Pulse Duration

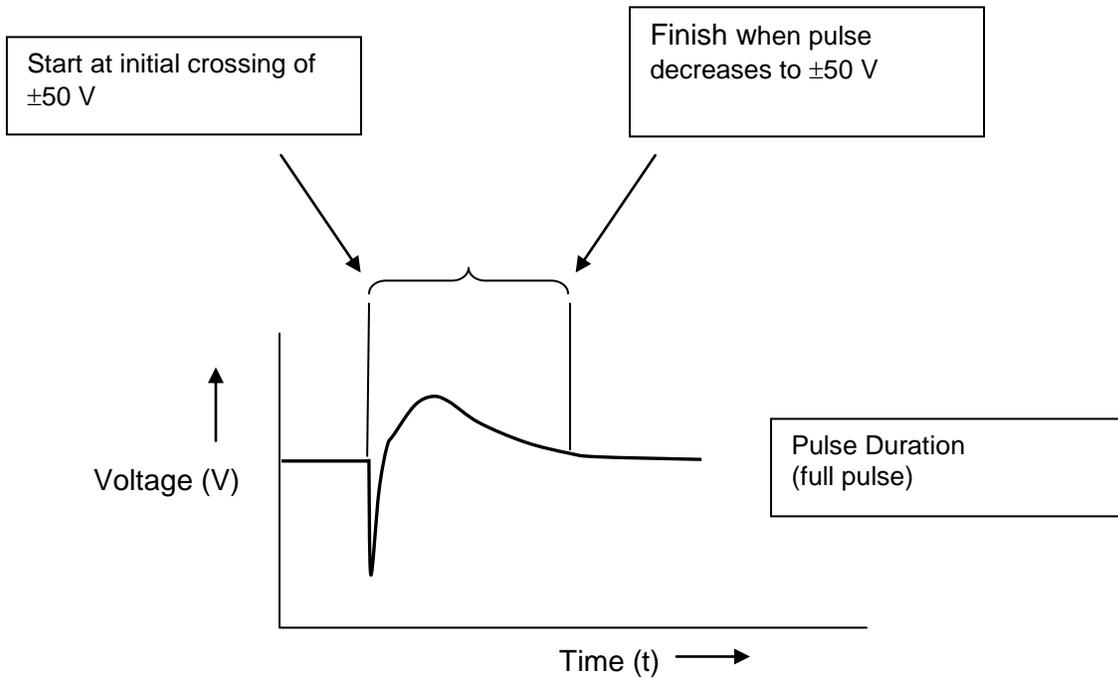


FIGURE D10: T7 PULSE DURATION

D.8 Pulse Repetition Rate

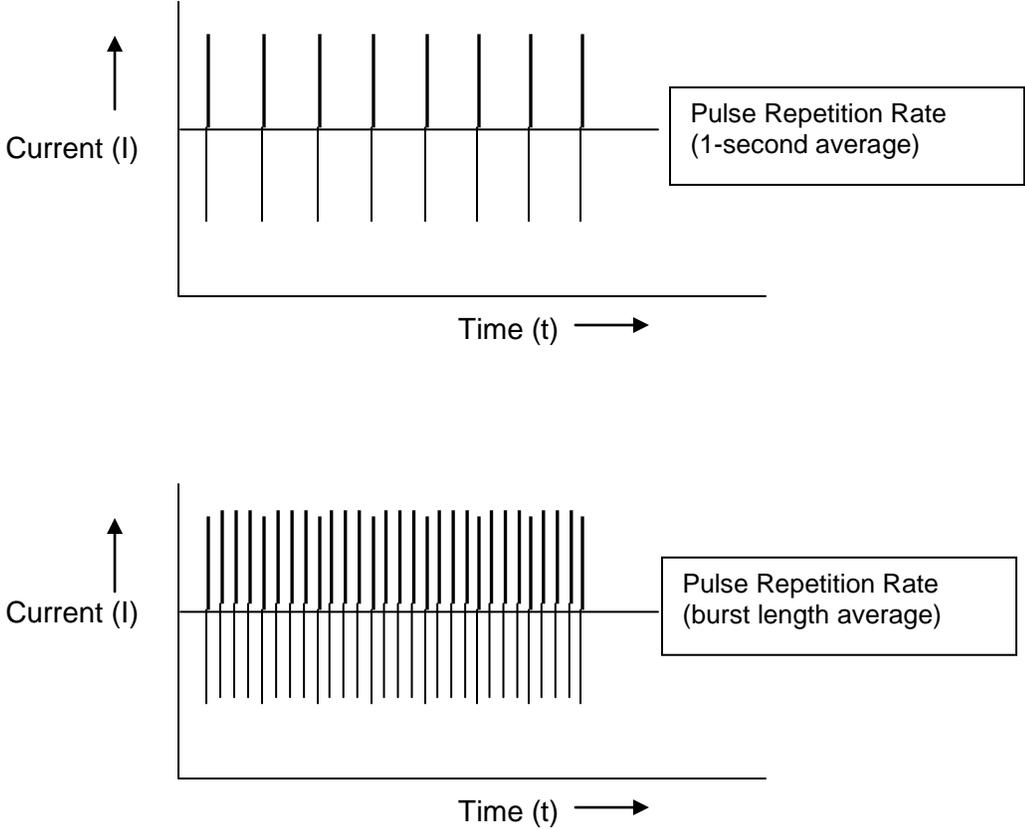


FIGURE D11: T7 PULSE REPETITION RATE

D.9 Monophasic Charge and Total Charge

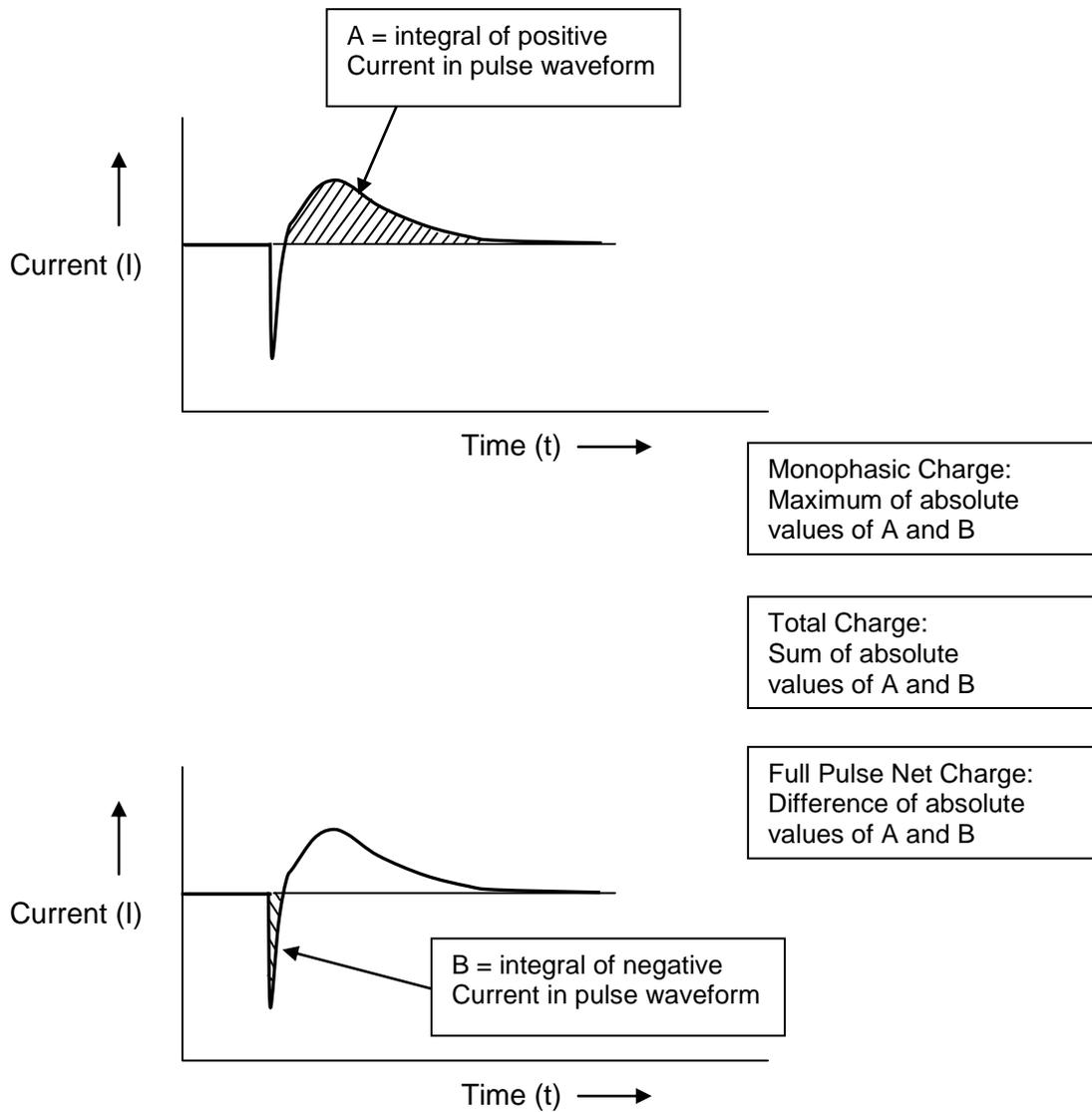


FIGURE D12: T7 MONOPHASIC CHARGE

D.10 Specifications

Pass-fail specifications for the TASER 7 are shown in Table D1 below.

TABLE D1: TASER 7 SPECIFICATIONS

Item	Value
Pulse repetition rate	44 ± 2 pulses per second
Full pulse charge	57 to 69 microCoulombs
Peak loaded voltage	1500 to 2600 volts
Pulse duration: full waveform	35 to 55 microseconds

These are drawn from specifications set out by Axon¹, with the exception of the pulse repetition rate, which is listed by Axon as 22 ± 1 pps.

The 22 ± 1 pps specification is associated with operation of the CEW in Test Mode, after the device has been set up with an Inert Resettable TASER 7 cartridge.

In the Advanced Cross-Connect mode used in this test procedure, a single channel operates at 44 pps, or twice the rate of the single channel operating in Test Mode.

¹ TASER™ 7 Series “Axon Certified Test Procedure for Testing to TASER 7 Specifications”, Version 2.0, 2019-04-10, Page 12

D.11 Test Details

These test details are required in order to determine whether the unit under test is operating within specifications. Additional test data such as maximum, minimum and average for each parameter from all pulses over all three firings should also be reported.

TABLE D3: TASER 7 SPECIFICATIONS – EXTRAPOLATED DETAILS

Parameter	Condition	Spec into 600 Ω Load ¹
Peak Voltage	Peak of main phase voltage (following arc phase), on a pulse averaged over the last eight pulses	1500 – 2600 V
Peak Current ²	Peak of main phase current (following arc phase), on a pulse averaged over the last eight pulses	2.5 – 4.3 A
Net Charge (Full Pulse Net Charge)	Area under <u>full pulse</u> current vs time curve, on a pulse averaged over the last eight pulses	57 – 69 μ C
Pulse Duration	Between initial point of waveform ³ and final point ⁴ on a pulse averaged over the last eight pulses	35 – 55 μ s
Pulse Repetition Rate	Average over last second of the pulse burst. ⁵	40 – 44 pps
Monophasic Charge ⁶ (see Note 6 on Page 10)	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	< 180 μ C

¹ Load resistor is 600 ohms non-inductive high voltage pulse-tolerant

² Peak current is calculated from peak voltage, e.g. 2.5 A = 1500 V / 600 Ω

³ Initial Point is first sample point in the pulse where absolute voltage reaches 50 V with 600 Ω load

⁴ Final point is last sample point in the pulse where absolute voltage drops below 50 V with a 600 Ω load

⁵ Also known as a “cycle” in Axon nomenclature

⁶ Monophasic Charge is not part of Axon specifications

D.12 Sample Test Data

Test data to be measured or calculated during a typical test are as follows:

TABLE D4: TASER T7 CEW TEST OBSERVATION DETAILS

Parameter	Method of Measurement	Typical Values
Model Number	Device label	T7
Serial Number	Device label	X12004RY1
Battery Status	LED display in device	30% to 99%
CEW Temperature	LED display in device	23 C
Software Version	LED display in device	N/A
Battery Version	Label on the side of the DPM	X1
Load resistance, R+ to R-	Multimeter	610 Ω

TABLE D5: TASER T7 CEW OPERATING PARAMETERS, TYPICAL VALUES

Parameter	Method of Measurement	Typical Values
Peak Voltage	Maximum voltage out of all samples during main phase.	2052 V
Peak Current	Maximum current out of all samples during main phase.	3.52 A
Net Charge (Full Pulse Net Charge)	Current at each sample of the <u>full pulse</u> multiplied by the time between data samples and summed.	63.2 μC
Pulse Duration	Time between crossing of initial and final thresholds of the full pulse	48.4 μs
Pulse Repetition Rate	Number of pulses during the burst minus 1 divided by the burst length.	43.835 pps
Monophasic Charge	The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.	74.2 μC

OF USE OF FORCE

OF 40 USE OF FORCE REVIEW

NEW: Revision # 9, January 16, 2017

1.0 STATEMENT OF PRINCIPLES:

The integrity of police services and public trust and confidence in policing will be ensured and maintained through an internal system that objectively and impartially reviews all incidents where members use force in discharging their duties and in their dealings with the public. It is essential that a consistent standard of review be applied by all police services in the province, although the process will, of necessity, vary from service to service dependent upon each service's size and structure.

An appropriate use of force review process achieves a number of important objectives. While it enables the service to identify and address incidents where force used exceeds the limits imposed by law, it also enables the Chief of Police to ensure the maintenance of discipline and policy compliance within the service. It also enables the service to establish an early intervention process to assist members in understanding all use of force options, de-escalation processes and non-force options to address situations they may encounter and when each can and should be utilized. Additionally it provides a vehicle by which appropriate conduct by members of the service can be recognized and acknowledged. Where effective review processes are in place, use of force incidents become an option of last resort and the number of such incidents will be reduced without increasing the risk to members or the public.

2.0 STANDARD OF REVIEW – INCIDENT CLASSIFICATION:

An effective use of force review process should facilitate the ability of the service, and in particular the Chief of Police, to determine and implement an appropriate action/response, if any, to each force incident. Use of force review will therefore classify each incident in accordance with the four level classification matrix set out below which has been adopted and approved by the Saskatchewan Police Commission:

- Level I:** Use of force appropriate and fully compliant with policy
- Level II:** Use of force appropriate but less than fully compliant with policy – Coaching/training provided
- Level III:** Use of force inappropriate but no criminal charges laid – Remedial/disciplinary action undertaken
- Level IV:** Use of force inappropriate and criminal charges laid

3.0 STANDARDS:

The Chief of Police will ensure that local policies and procedures related to use of force review are developed, implemented and utilized in a consistent manner and that all police service staff are made aware of the policy and its requirements. At a minimum those policies and procedures will include:

- 3.01** The establishment of reporting requirements and procedures to ensure all members involved in or present during a use of force incident report in writing their actions and observations in a timely manner following the incident. Where the service is of a size that it is practicable to do so, the members' reports will be accompanied by a critique prepared by a supervisor who has conducted a preliminary investigation of the incident;
- 3.02** A requirement that every incident involving use of force by a member of the service is reviewed, in accordance with the following process standards, to determine if the force used was legally justified and in compliance with the Police Commission and the service use of force policy;
- 3.02(a)** Large and medium sized services will establish a use of force review committee of a size and composition appropriate to the size and structure of the service to conduct the review of use of force incidents;
- 3.02(b)** Small services of a size where it is practicable to do so will designate a member of senior rank other than the Chief to conduct the review of use of force incidents;
- 3.02(c)** Services of a size which makes it impracticable to conduct review of use of force incidents internally will enter into mutual assistance arrangements with another police service in the province to conduct the review of use of force incidents;
- 3.03** Establishing a requirement that the person(s) conducting the review of use of force incidents will monitor the incidents to determine if there are observable trends in the use of force by members of the service;
- 3.04** Establishing a requirement that observed trends in use of force by members of the service will be reported regularly to the Chief of Police;
- 3.05** Establishing an early intervention process by which informal guidance can be provided to members involved in use of force incidents where appropriate but where the incident and the member's conduct does not warrant formal coaching/training, discipline or criminal charges.
- 3.06** Quarterly reporting of use of force incidents to the Saskatchewan Police Commission in the format established by the Commission.

3.07 Establishing a retention period for use of force review process files that shall not be less than five years.

AUTHORITIES:

Criminal Code

National Use of Force Model

OG PERSONS IN CUSTODY

OG PERSONS IN CUSTODY

OG 10 CARE, CONTROL & TRANSPORT OF PERSONS IN CUSTODY

POLICY:

The police service is responsible for the safety and well being of persons in custody and all those who may be involved in their care, control and transportation. All persons in custody will be treated with respect in a dignified manner, meeting reasonable needs and preserving their rights.

Police officers are responsible for the safety and well being of persons in their custody, who must be released in a manner that does not jeopardize their wellbeing.

** See Glossary for definitions of “arrest”, “in custody”, “detention” and “medically trained professional”.*

STANDARD(S):

Procedures will be developed with respect to the care, control and transportation of persons in custody and will include:

- seeking immediate medical assistance when encountering a person who is unresponsive and there is reason to suspect the person is seriously ill, suffering from alcohol poisoning or a drug overdose or has sustained a serious injury. These persons will not be held in cells or a lock-up until a medically trained professional certifies they are fit to be incarcerated.
- regular monitoring of persons in custody to ensure their security, safety and well being and that medical assistance is not required.
- The fact that a person in custody has received medical assistance shall be communicated to all police officers trusted with their care.

AUTHORITIES:

Criminal Code

OG PRISONERS

OG 20 DETENTION FACILITY

POLICY:

Police services will ensure that secure, safe, sanitary and appropriate conditions are provided for the detention of persons in custody.

The Saskatchewan Police Commission requires that, where possible, video surveillance of persons in custody should be used.

STANDARD(S):

- It is the responsibility of the police services to have procedures in place for the provision and operation of appropriate detention facilities including:
 - a plan for emergency situations; and
 - the use of sufficient trained personnel and appropriate equipment.

- Procedures will also include comprehensive plans that are prepared, regularly tested, posted where necessary, and maintained ready for use to address any emergencies arising within the detention facility.

AUTHORITIES:

The Public Health Department Regulations

The Occupational Health and Safety Regulations

The Provincial Building Code

The Workers' Compensation Board Act (1979)

OG 10 CARE, CONTROL & TRANSPORT OF PERSONS IN CUSTODY

OC 100 SEARCH OF PERSONS

Coroner Inquests Recommendations

OH TRAFFIC

OH TRAFFIC

OH 10 TRAFFIC SAFETY

POLICY:

The Saskatchewan Police Commission recognizes that traffic safety includes enforcement as part of a comprehensive strategy of community safety.

STANDARD(S):

Procedures will be developed with respect to traffic safety that includes:

- education;
- accident investigation;
- pedestrian safety; and
- enforcement.

AUTHORITIES:

OH 20 IMPAIRED DRIVING

The Traffic Safety Act

OH TRAFFIC

OH 20 IMPAIRED DRIVING

POLICY:

The Saskatchewan Police Commission recognizes that impaired driving is a social problem as well as a criminal act.

STANDARD(S):

Procedures will be developed with respect to:

- the investigation of the operation or the care and control of a motor vehicle and the collection of evidence; and
- the public education and awareness relative to impaired driving.

AUTHORITIES:

OC 90 LAYING CHARGES

OE EVIDENCE & EXHIBITS

OH 10 TRAFFIC SAFETY

Criminal Code

The Traffic Safety Act

Canadian Association Chiefs of Police Traffic Safety Initiatives

OI SPECIAL SERVICES

OI SPECIAL SERVICES

OI 10 WITNESS & VICTIM SUPPORT

POLICY:

A police service will provide witnesses and victims with information concerning support services available to them.

A police service will endeavor to provide witnesses and victims with protection from intimidation and retaliation.

STANDARD(S):

Procedures will be developed to include the means of accessing witnesses and victims support services and the means of accessing witnesses and victims protection programs.

AUTHORITIES:

The Victims of Crime Act, 1995

Criminal Code

Witness Protection Program Act

The Witness Protection Act

OI SPECIAL SERVICES

OI 20 POLICE SERVICE DOGS

POLICY:

The Saskatchewan Police Commission supports the appropriate use of a police service dog.

STANDARD(S):

Procedures will be developed to include:

- parameters for use of police service dogs regarding the employment of police service dogs by the police service, including:
 - accessing use of police dogs;
 - deployment;
 - adherence to provincial standards (now being developed);
 - qualifications, certification, and training of dogs and handlers;
and
 - reporting of use of force.

AUTHORITIES:

SK Police Commission – Standard for Police Service Dogs

OF 20 USE OF FORCE

National Use of Force

Criminal Code

FORMS MANAGEMENT:

Provincial Use of Force Reporting Form

OI SPECIAL SERVICES

OI 30 EMERGENCY RESPONSE TEAM (ERT)

POLICY:

The Saskatchewan Police Commission approves the use of ERT/SWAT to deliver an organized, methodical, safe response and resolution of a situation involving officer and/or public safety.

A police service must ensure they have ERT/SWAT resources, or have agreements in place to ensure access to these resources.

STANDARD(S):

The Saskatchewan Police Commission encourages police services to share expertise and develop partnerships to train and work together so larger services can assist smaller services with emergency response.

Procedures will be developed to include:

- the selection of personnel taking into account the unique demands of the job in the context of safety and liability;
- that qualifications and training recognize the demands of the job;
and
- reporting, debriefing and evaluation of each incident.

AUTHORITIES:

National Use of Force

FORMS MANAGEMENT:

Provincial Use of Force Reporting Form

OJ INTERAGENCY LIAISON

OJ INTERAGENCY LIAISON

OJ 10 LIAISON WITH OTHER AGENCIES

POLICY:

The police service will establish and maintain an effective and mutually beneficial liaison with other agencies.

STANDARD(S):

Procedures will be developed with respect to liaison with other agencies, including, but not limited to:

- liaison with:
 - criminal justice agencies;
 - other police services;
 - fire departments;
 - emergency medical services;
 - Department of Corrections and Public Safety; and
 - Department of Community Resources and Employment.
- written agreements describing the terms, conditions and responsibilities of inter-agency relationships;
- provision of services and resources available to witnesses, victims and offenders through the police service and other public and social service agencies; and
- notification to other non-police agencies as required.

OK COMMUNITY RELATIONS

OK COMMUNITY RELATIONS

OK 10 RELEASE OF INFORMATION

POLICY:

A police service will have a release of information strategy to provide for the dissemination of appropriate information while ensuring confidentiality and security.

STANDARD(S):

Procedures will be developed with respect to the police service's release of information function.

The police services will develop a communications strategy which will:

- be accurate and timely;
- facilitate the dissemination of public information;
- promote a positive relationship between the police and the community;
- direct the manner in which police service personnel will conduct themselves when communicating publicly;
- establish the manner of approval and release of information; and
- be conducted using appropriately selected and trained personnel and the appropriate and required equipment and techniques.

AUTHORITIES:

OK 30 MEDIA RELATIONS POLICY

OK COMMUNITY RELATIONS

OK 20 VOLUNTEERS

POLICY:

The Saskatchewan Police Commission recognizes that community volunteers can enhance the delivery of services.

STANDARD(S):

When a police service uses volunteers, procedures will be in place to:

- establish training programs;
- clearly define the program's role in the police service; and
- identify supervision.

Set out and describe:

- the selection criteria and process;
- the hiring and termination criteria and process;
- compensation and performance considerations; and
- disciplinary considerations.

OK COMMUNITY RELATIONS

OK 30 MEDIA RELATIONS POLICY

POLICY:

The Saskatchewan Police Commission encourages all police services to help foster a well-informed, supportive and cooperative community by clearly communicating through the media.

STANDARD(S):

Procedures will be developed with respect to the police services media relations policies that includes:

- open, honest and timely communication with the media;
- appointment of a person or persons designated to deal with the media;
- a consistent and approved process for disseminating information to the media;
- ensuring that qualified personnel are available to respond to the news media;
- promoting a positive relationship between the police and the community; and
- directing the manner in which police service personnel will conduct themselves when communicating publicly.

AUTHORITIES:

OK 10 RELEASE OF INFORMATION

OL COMMUNICATIONS

OL COMMUNICATIONS

OL 10 COMMUNICATIONS: OPERATIONS

POLICY:

Police services are to provide and maintain a radio and telephone communications system to provide effective policing services while providing for the safety and security of the public and police officers and ensuring confidentiality and security of information.

STANDARD(S):

Procedures will be developed with respect to the police service's communication function that includes:

- 24/7 response capability;
- prompt handling and routing of emergency calls;
- communication with persons whose primary language is not English, or who have special needs;
- selection and training of communications personnel; and
- security and confidentiality of information.

AUTHORITIES:

The Police Act, 1990

LOCAL POLICY: OPERATIONS

When the local policy is not related to an existing Saskatchewan Police Commission policy, the local policy may be inserted in this Section.

APPENDICES

APPENDIX OF-A

STANDARD(S) FOR USE OF FORCE

For All Officers:

- Appropriate record-keeping of annual firearm qualifications for all officers who carry a firearm which is authorized under *The Police Act, 1990* and identified in the Firearms Training Manual.

For Operational Officers:

- Appropriate record-keeping of four hours of instruction every three years to recertify in the use of an expandable baton.
- Appropriate record-keeping of two hours of instruction every three years to recertify in the Koga neck restraint.
- Appropriate record-keeping of four hours of instruction every three years to recertify in one or more defensive tactics techniques consistent with the course training standards of the Saskatchewan Police College not otherwise referenced herein.

For Baton Instructors:

- Appropriate record-keeping of initial and recertification training to take place every three years to recertify in the use of an expandable baton.

For Firearms Instructors:

- Appropriate record-keeping of initial and recertification training to take place every three years.

For Koga Neck Restraint and OC Spray Instructors:

- Appropriate record-keeping of initial and recertification training to take place every three years.

For Recruits and Experienced Applicants:

- Appropriate record-keeping of initial training in firearms, baton, Koga Neck Restraint and Oleoresin Capsicum Spray as identified in the regulations under *The Police Act, 1990*.

Have available an appropriate record of current Firearms Instructors teaching and certifying within the police service.

Have available an appropriate record of current Baton and Koga Neck Restraint Instructors teaching and certifying within the police service.

Training records for each member of a police service setting out the specific subject matter of the training and the member's training results will be maintained by the service for not less than the duration of the member's career plus five years.

AUTHORITIES:

- *The Municipal Police Recruiting Regulations, 1991*
- *The Municipal Police Training Regulations, 1991*
- Firearms Training Manual
- National Use of Force Model
- Provincial Use of Force Reporting Form
- *The Municipal Police Equipment Regulations, 1991*